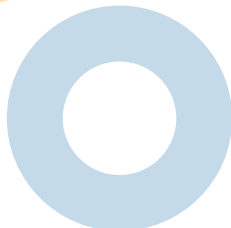




2024



CTE WORK BASED LEARNING GUIDANCE

Strengthening CTE in
your district



*Presented by: Shannon
Boswell, CTAE Unit Manager*

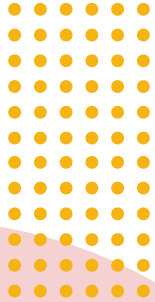
WORK-BASED LEARNING MANUAL



This manual was developed to serve as a guide for meeting the Montana vision for work-based learning, but also as a resource for secondary staff initiating, coordinating, or improving work-based learning.

This document can be helpful to a variety of people who are interested in increasing their knowledge and understanding of work-based learning including:

- Instructors
- Program administrators
- School counselors
- CTE coordinators
- Support personnel
- Employers
- Community partners



High Quality Workbased Learning

Indicators

- Standards-Aligned and Integrated
- Sequencing and Articulation
- Student Assessment
- Prepared and Effective Program Staff
- Engaging Instruction
- Access and Equity
- Facilities, Equipment, Technology and Materials
- Business and Community Partners
- Student Career Development
- Student Leadership Organization (SLO)
- Work-based learning
- Data and Program Improvement

WHY IS WORK BASED LEARNING DIFFERENT THAN WORK RELEASE?

Workbased Learning

- Research has determined high quality work-based learning when implementing twelve components in collaboration. Those include the list in the graphic to the left.

Effectibe WBL happens when the following are in place:

- The full continuum of work-based learning experiences, progress in intensity, and are accessible to every student at some point during their career program of study.
- Work-based learning experiences are aligned with relevant national, state and/or local standards.
- Work-based learning experiences develop and reinforce relevant technical, academic and employability knowledge and skills.
- Work-based learning experiences are intentionally aligned with each student's education and career goals.
- Work-based learning experiences are provided through delivery methods that maximize meaningful interaction with business professionals.

WORK-BASED LEARNING RESOURCES

- [New WBL Course Codes](#)
- [WBL Manual](#)
- [WBL Google Folder](#)
- [WBL Resources Links](#)

12993	Business and Marketing— School-based Enterprise	12S BUS, 12S BM, 23S WBL	Business and Marketing—School-based Enterprise courses provide students the opportunity to learn about and manage an entrepreneurial operation related to business and marketing within a school setting. Students will develop interpersonal and professional skills. Topics may include operations, product services management, pricing, distribution, and marketing.	Business Management, and/or Finance and/or Marketing
12994	Business and Marketing— Career Project-based Learning	12S BM, 12S BUS, 23S WBL	Business and Marketing—Career Project-based Learning courses provide students with an introduction to careers in the business and marketing field. Students will work in cooperation with local businesses, community organizations, or non-profit agencies to explore and solve real-world problems that could arise in the workplace. These courses occur in a classroom setting and typically do not include work in the field.	Business Management, and/or Finance and/or Marketing
12998	Business and Marketing— Workplace Experience	12S BUS, 12S MAR, 12S BM, 23S WBL	Business and Marketing—Workplace Experience courses provide students with work experience in fields related to business and marketing. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.	Business Management, and/or Finance and/or Marketing

WORK- BASED LEARNING RESOURCES <<<

Jobs for Montana Graduates

- JMG Programs Increase: Graduation Rates, Work Experience & Employment upon Graduation
- Tackle the labor shortage by providing work-ready students with essential professional skills.

Montana Registered Apprenticeships

- Apprenticeship is the oldest known form of skills training, and it's a great way to get your foot in the door of an in demand and high paying field. As an apprentice, you'll learn from seasoned professionals who will teach you the skills of their trade. You'll also get paid from day one, while you learn.

Work-Based Learning Data Dashboard - MT Reach Higher

- The dashboard aims to make data on WBL in Montana available and accessible to inform the work of the collaborative, program builder, and decision-makers across the state.
- The information will help to improve workforce supports, WBL, and education opportunities so that young people are better prepared for employment success and employers gain skilled workers.



MONTANA CAREER AND TECHNICAL STUDENT ORGANIZATIONS



BPA

Business Professionals
of America



FCCLA

Family, Career and
Community leaders of America



FFA

The National FFA
Organization



TSA

Technology Student
Association



DECA

Distributive Education Clubs
of America



HOSA

Health Occupations Students
of America



SkillsUSA

Students, Teachers and Industry
United to Succeed in America





YOUR CTE CHALLENGE

To have a Comprehensive CTE Program by:

- Providing Technical Skill
- Offering higher level WBL
- Connecting to Industry Standards
- Offering Industry Recognized Credentials
- Engaging Students in Career Exploration and Leadership
- Meeting the needs of your local businesses and community



**2024-2024
CTE - PERKINS
OFFICE HOURS**

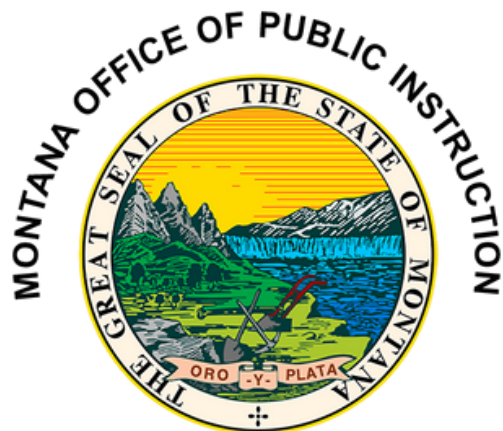
Starting August 2024 - June 2025
Wednesdays 7:30AM to 4:00PM

[Join Zoom Meeting](#)

Office hours will be consistent throughout the school year. Appointments can be made at other times by contacting specialists directly, or emailing

OPICTE@MT.GOV

QUESTIONS CONTACT OUR CTAE UNIT



Career Technical and Adult Education Director Director- Shannon Boswell

Family & Consumer Sciences Specialist - Gayla Randel

Agricultural Education Specialist - Eric Tilleman

Health Science Specialist - Jamie Corley

Industrial Technology Education Specialist - Kaitlin Trutzel

Business Education Specialist - Ethan Igo

Adult Education State Director/HiSET State Administrator - Katie Madsen

Adult Education Program Specialist- Emily Fuller

HiSET Administrative Assistant - Wanda Arlint