

Work-Based Learning Experiences for Students



KANSAS WORK-BASED LEARNING DEFINITION

Work-Based Learning (WBL) includes a continuum of awareness, exploration, and preparation that combines an individual's career goals, structured learning, and authentic work experiences implemented through a sustained partnership with Kansas business/industry. Work-Based Learning activities with industry or community professionals culminate in a validation and measurement of acquired knowledge, skills and possible employment.



Kansas leads the world in the success of each student.

#KansansCan

KANSAS WORK-BASED LEARNING CONTINUUM

INCREASING INDIVIDUALIZATION AS STUDENTS CONNECT THEIR INTERESTS, SKILLS AND GOALS WITH CAREER POSSIBILITIES. →

CAREER AWARENESS

- Guest speaker
- Career fair
- Field trip
- Tour

CAREER EXPLORATION

- Job shadow
- Mock interview
- Field trip
- Career mentoring

CAREER PREPARATION

- Internship/placement
(business/industry/community)
- Youth registered apprenticeship
- Simulated work-based experience
(school district)
- Entrepreneurship/ownership
- Service learning

CAREER AND TECHNICAL STUDENT ORGANIZATIONS

"To the Stars and Beyond"



KANSAS WORK-BASED LEARNING CONTINUUM

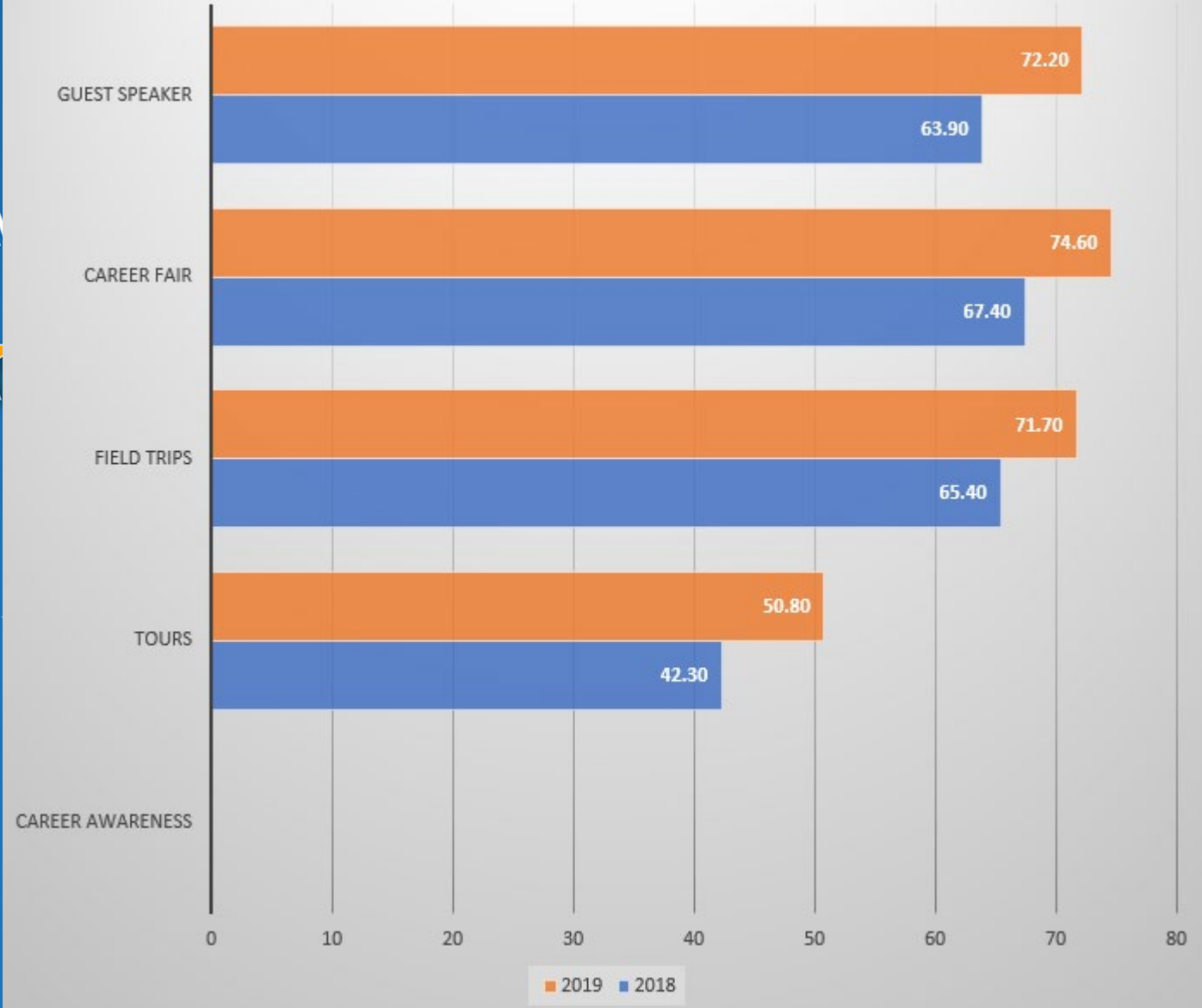
INCREASING INDIVIDUALIZATION AS STUDENTS CONNECT THE

CAREER AWARENESS

- Guest speaker
- Career fair
- Field trip
- Tour

CAREER

IPS Related Work-Based Learning Experiences



KANSAS CAREERS

FIELDS • CLUSTERS • PATHWAYS



Career, Standards and Assessment Services
 Kansas State Department of Education
 Landon State Office Building
 900 S.W. Jackson Street, Suite 953
 Topeka, Kansas 66612-1212

www.ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 132, Topeka, KS 66612, (785) 296-3234.

September 2018



KANSAS WORK-BASED LEARNING CONTINUUM

INCREASING INDIVIDUALIZATION AS STUDENTS CONNECT THEIR INTERESTS, SKILLS AND

CAREER AWARENESS

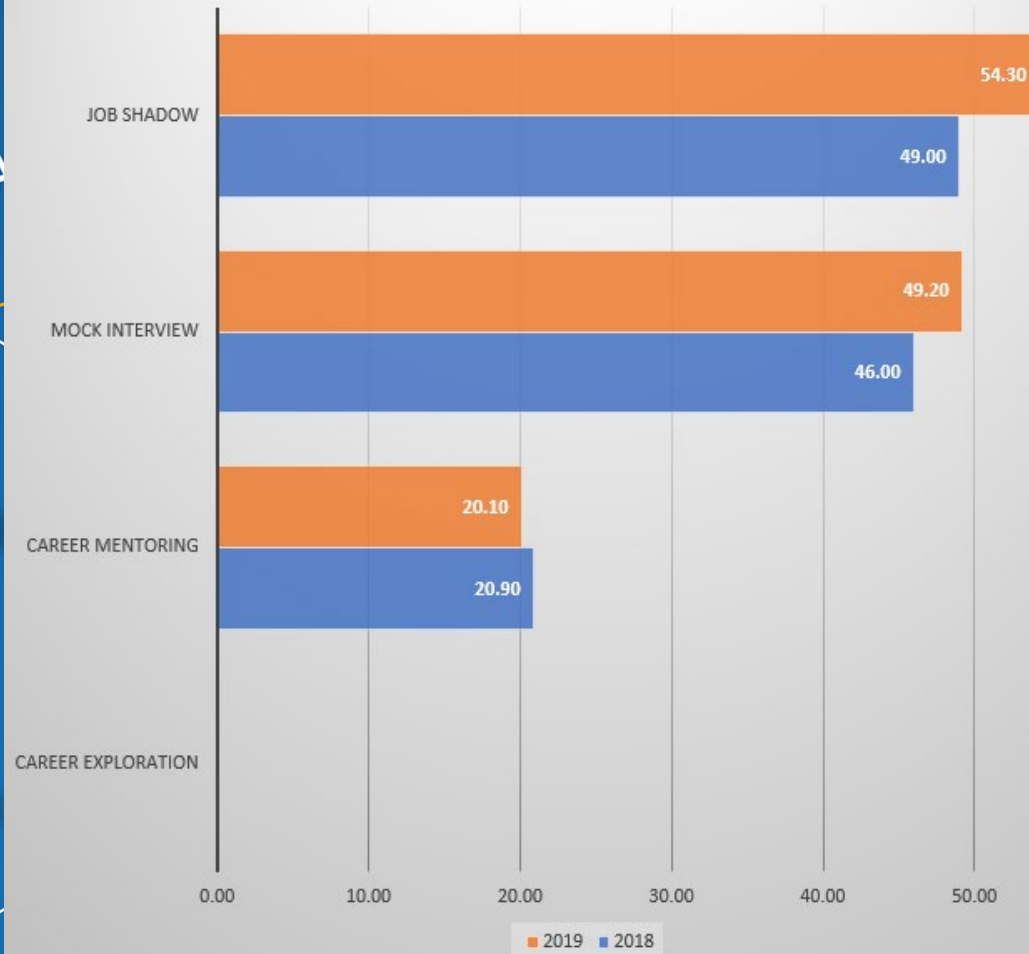
- Guest speaker
- Career fair
- Field trip
- Tour

CAREER EXPLORATION

- Job shadow
- Mock interview
- Field trip
- Career mentoring

CAREER AND TECHNICAL STUDENTS

IPS Related Work-Based Learning Experiences



"To the Stars and Beyond"



KANSAS CAREERS

FIELDS • CLUSTERS • PATHWAYS



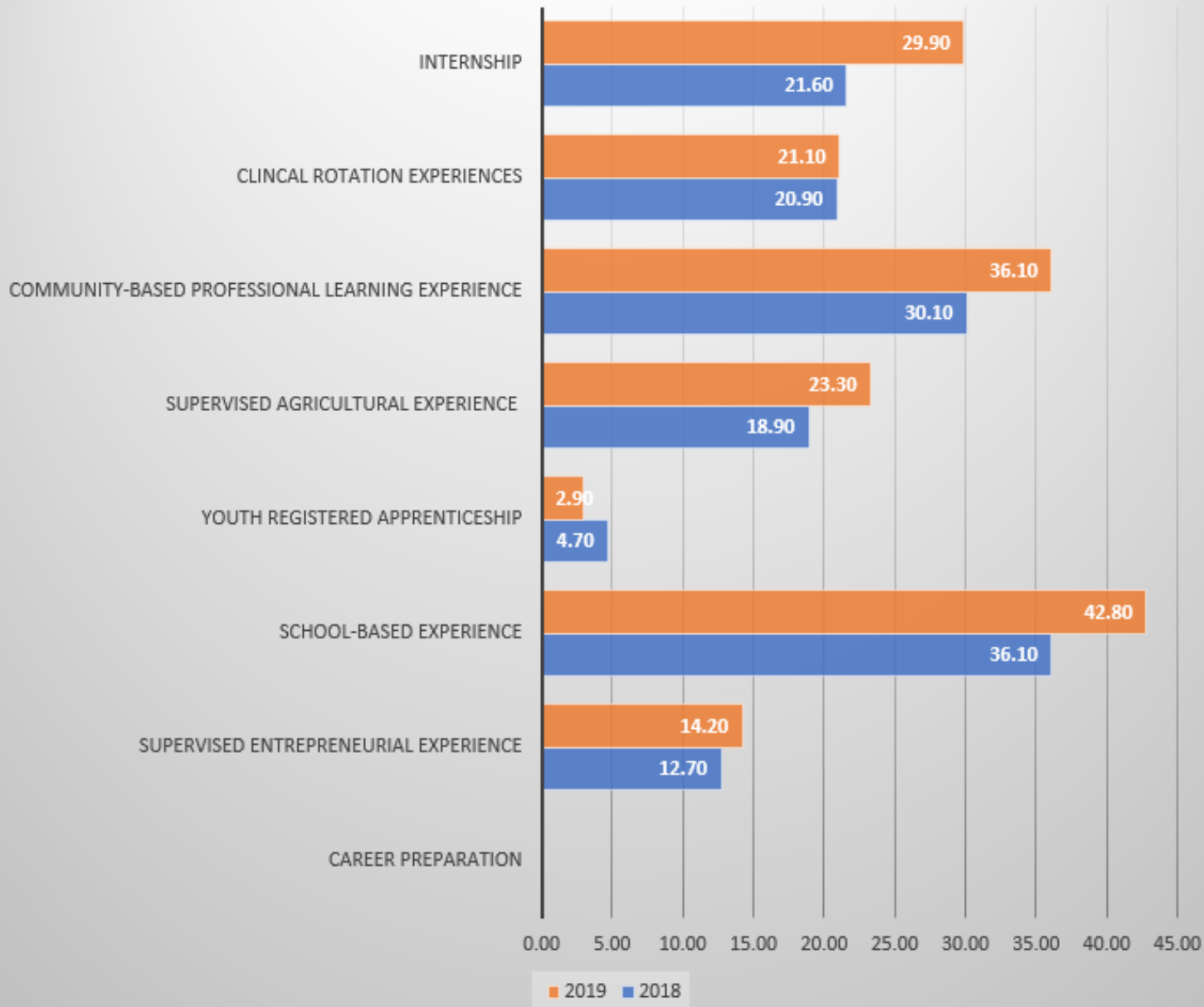
Career, Standards and Assessment Services
 Kansas State Department of Education
 Landon State Office Building
 900 S.W. Jackson Street, Suite 653
 Topeka, Kansas 66612-1212

www.ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204



IPS Related Work-Based Learning Experiences



AND GOALS WITH CAREER POSSIBILITIES. →



CAREER PREPARATION

- Internship/placement (business/industry/community)
- Youth registered apprenticeship
- Simulated work-based experience (school district)
- Entrepreneurship/ownership
- Service learning

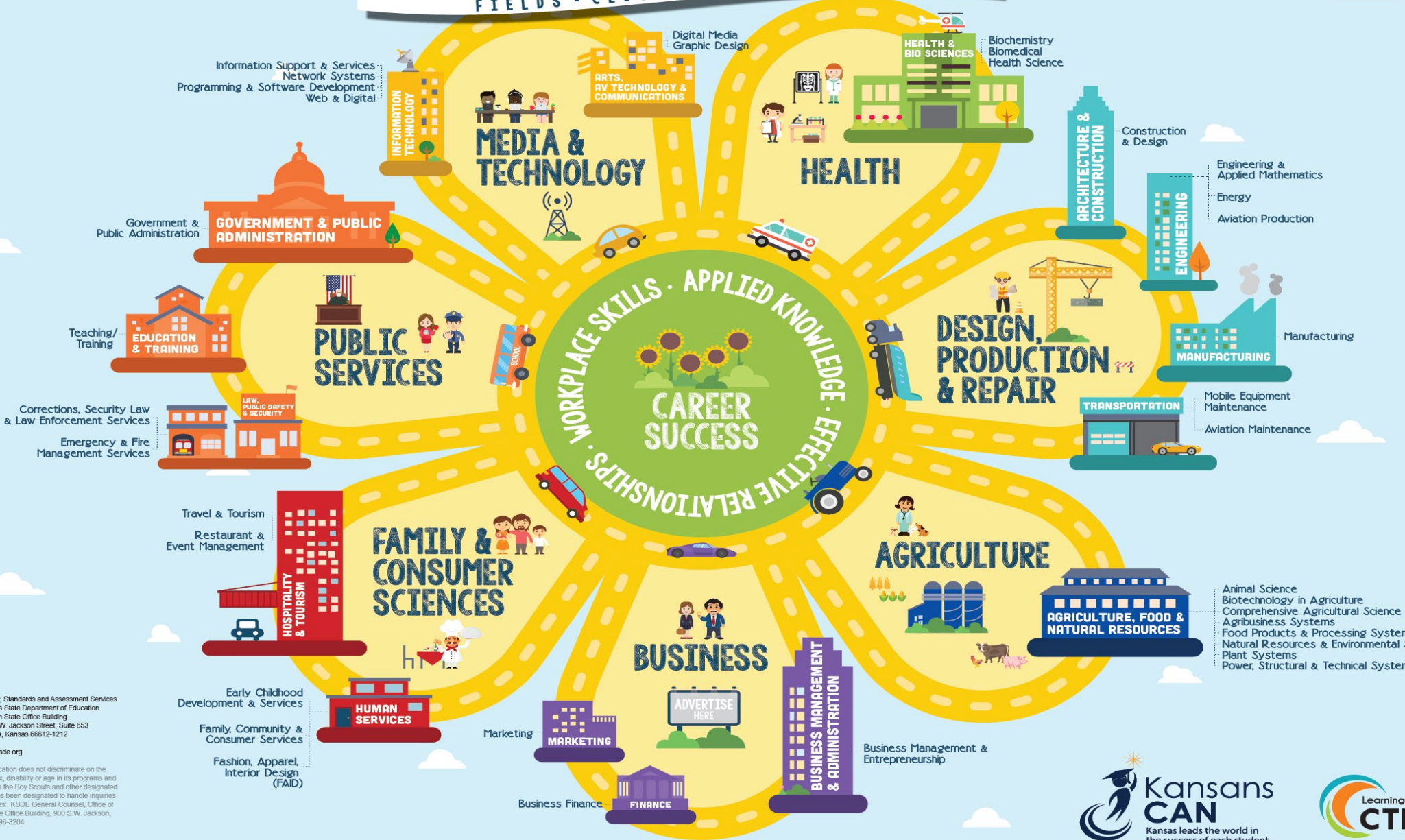
UDENT ORGANIZATIONS

"To the Stars and Beyond"



KANSAS CAREERS

FIELDS • CLUSTERS • PATHWAYS



Career, Standards and Assessment Services
 Kansas State Department of Education
 Landon State Office Building
 900 S.W. Jackson Street, Suite 653
 Topeka, Kansas 66612-1212
www.ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDIE General Counsel, Office of General Counsel, KSDIE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204

June 2019



Newton High School

Developing connections between education, business and industry partnership with Kansas Workforce One.

nc&te

newton career & technical education

BUILDING Bridges

PARTNERSHIPS | 2019

#KansansCan



Youth Employment Project



Workforce Alliance of South Central Kansas



Jeffrey Parker, a 19-year-old recent Douglass High School graduate, replaces a tool on a trim and drill machine at Spirit. He was one of about 20 high school kids working at Spirit for a summer job. Spirit sees this as an opportunity to get youth interested in pursuing aircraft production jobs after graduating from high school. **Jaime Green** - File photo

EDITORIALS

Developing skilled workers is crucial for Kansas economy

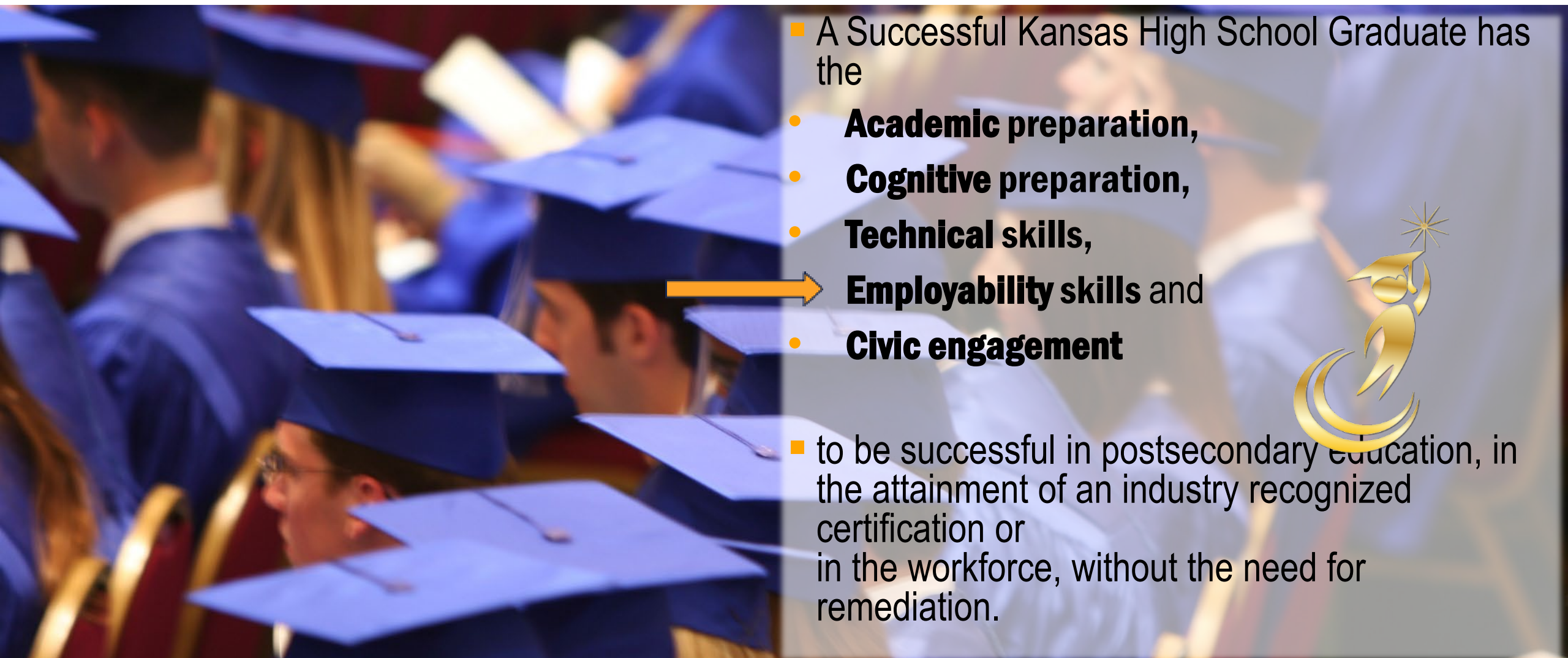
#KansansCan

YEP Pre-Employment Workshops:

- Workplace etiquette
- Customer service
- Resume and interview skills
- Financial literacy



Defining Success



- A Successful Kansas High School Graduate has the
 - **Academic preparation,**
 - **Cognitive preparation,**
 - **Technical skills,**
 - **Employability skills** and
 - **Civic engagement**
- to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

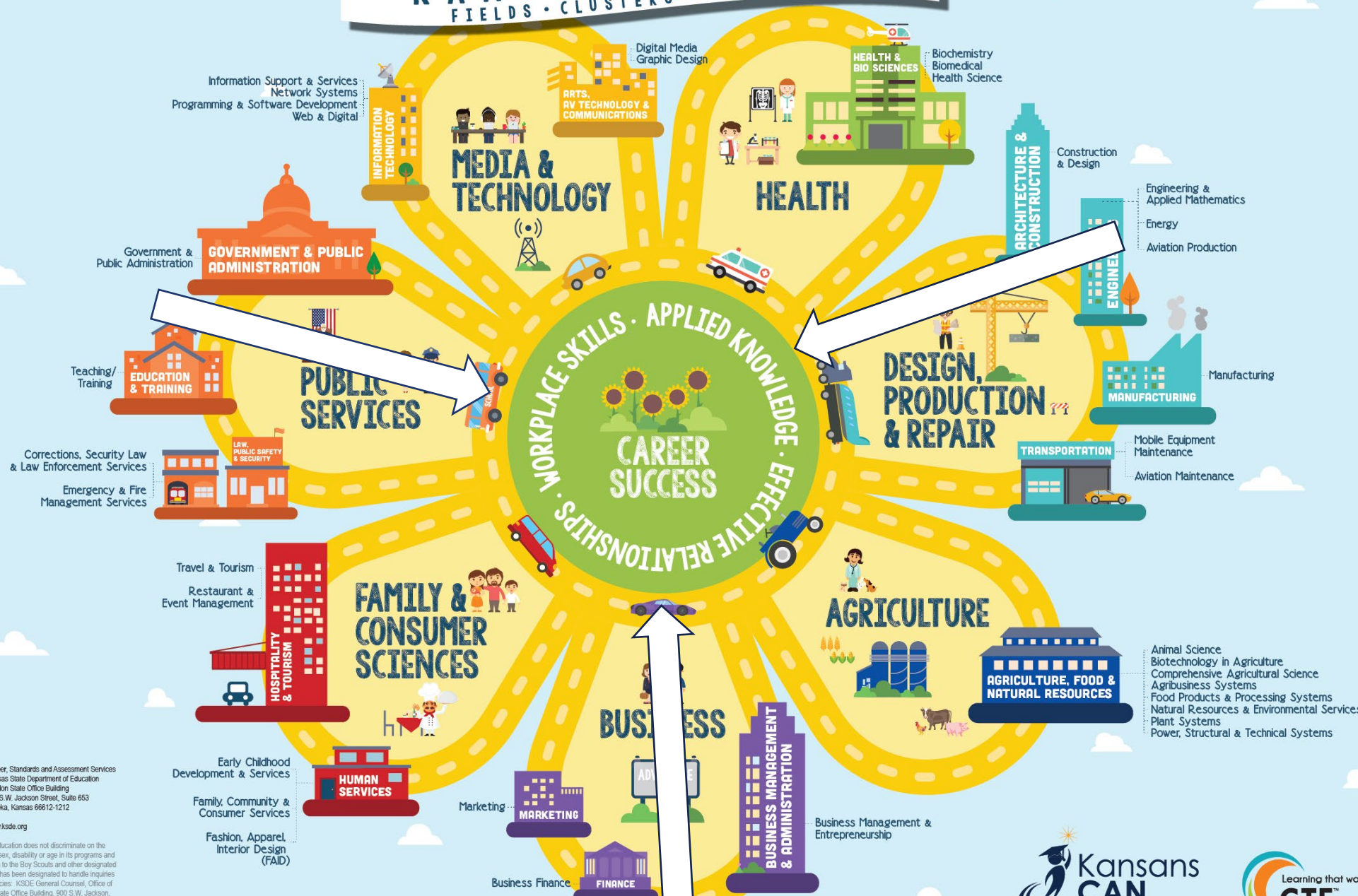


#KansansCan



KANSAS CAREERS

FIELDS • CLUSTERS • PATHWAYS



Career, Standards and Assessment Services
Kansas State Department of Education
Landon State Office Building
900 S.W. Jackson Street, Suite 653
Topeka, Kansas 66612-1212
www.ksde.org

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204





KANSAS STATE DEPARTMENT OF EDUCATION

MEASURING AND REFLECTING STUDENT LEARNING

Work-based Experience
Portfolio and Employability
Skills Rubric

Kansas leads the world in the success of each student.

#KansansCan

Work-Based Learning Experience Portfolio

Recommended Components

1. Table of contents
2. Career development materials
3. IPS required components (included in Kansas Education Systems Accreditation (KESA))
4. WBL experience work samples
5. Writing/research samples
6. Project
7. Assessments and certifications

EMPLOYABILITY SKILLS		NOT VERY LIKE ME → LIKE ME				
Effective Relationships	Interpersonal Skills					
	• Teamwork	①	②	③	④	⑤
	• Customer service	①	②	③	④	⑤
	Personal Qualities					
	• Initiative	①	②	③	④	⑤
	• Adaptability	①	②	③	④	⑤
Workplace Skills	• Professionalism	①	②	③	④	⑤
	Resource Management					
	• Manages time, money, resources and personnel.	①	②	③	④	⑤
	Information Use					
	• Locates, organizes, analyzes, uses and communicates information.	①	②	③	④	⑤
	Communication					
	• Verbal communication	①	②	③	④	⑤
	• Listening	①	②	③	④	⑤
	• Comprehends written material.	①	②	③	④	⑤
	• Conveys information in writing.	①	②	③	④	⑤
	Systems Thinking					
	• Understands, uses, monitors and improves systems.	①	②	③	④	⑤
Applied Knowledge	Technology Use					
	• Understands and uses technology.	①	②	③	④	⑤
	Applied Academic Skills					
	• Academic application	①	②	③	④	⑤
	Critical Thinking					
	• Problem solving	①	②	③	④	⑤
• Creative thinking	①	②	③	④	⑤	
• Goal setting	①	②	③	④	⑤	

Kansas leads the world in the success of each student.

#KansansCan

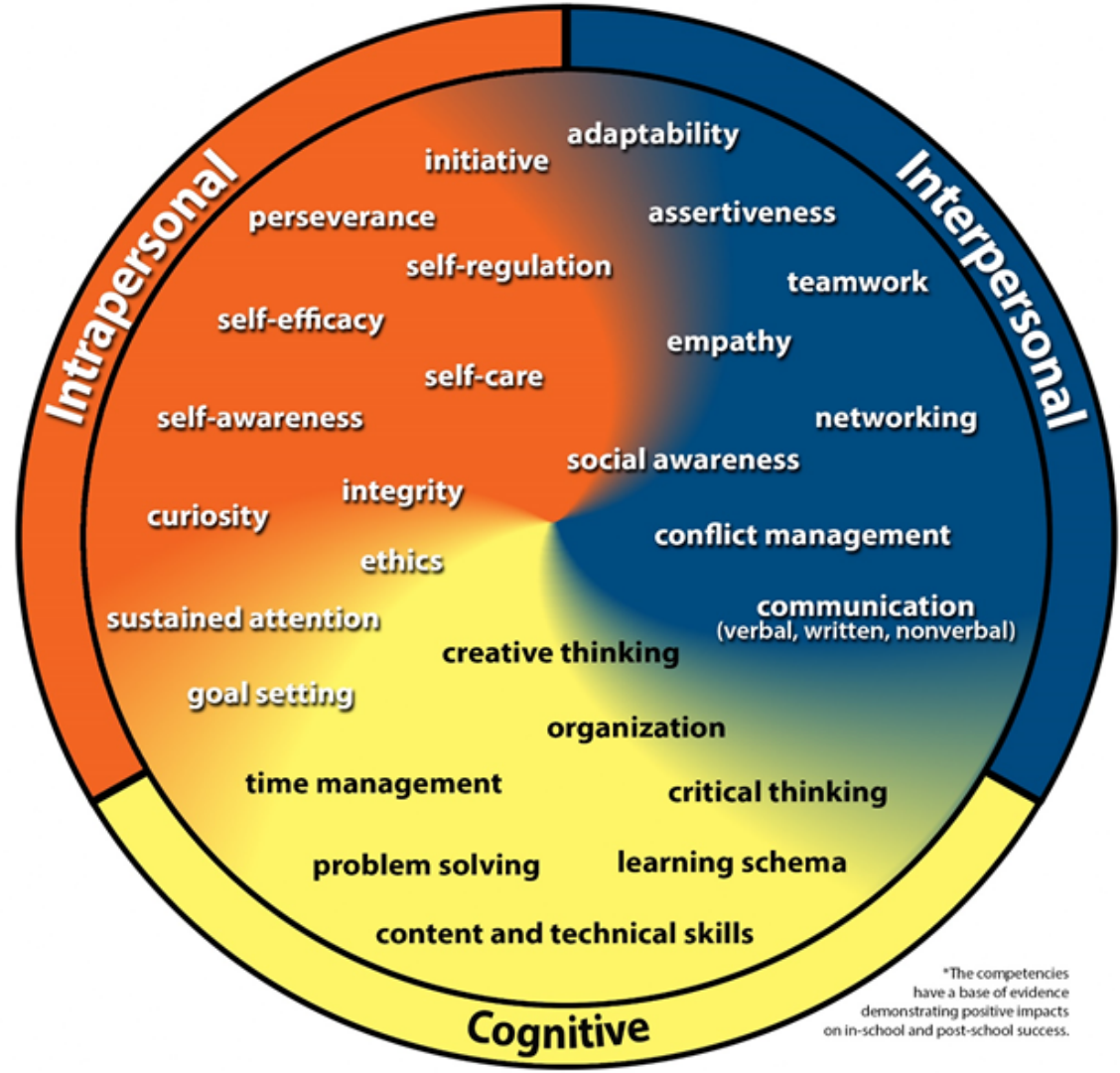
Employability Skills Rubric

SKILL CRITERIA		LEVEL 0: NO EXPOSURE	LEVEL 1: EMERGING	LEVEL 2: DEVELOPING	LEVEL 3: PROFICIENT	LEVEL 4: EXEMPLARY
EFFECTIVE RELATIONSHIPS						
Interpersonal Skills	<i>Teamwork</i>	No exposure	<ul style="list-style-type: none"> Works as part of team. Follows team norms. Gives feedback to teammates. 	... and <ul style="list-style-type: none"> Respects individual differences. Responds well to feedback. 	... and <ul style="list-style-type: none"> Solicits ideas and feedback from teammates. 	... and <ul style="list-style-type: none"> Exercises leadership within a team. Resolves conflicts.
	<i>Customer service</i>	No exposure	<ul style="list-style-type: none"> Interacts politely with customers. 	... and <ul style="list-style-type: none"> Responds to the needs of customers. 	... and <ul style="list-style-type: none"> Seeks out resources to resolve customer issues. 	... and <ul style="list-style-type: none"> Provides alternative solutions or options to customers. Is receptive to customer feedback.
Personal Qualities	<i>Initiative</i>	No exposure	<ul style="list-style-type: none"> Completes assigned tasks on time or communicates any potential delays to supervisor. 	... and <ul style="list-style-type: none"> Asks questions to complete tasks. 	... and <ul style="list-style-type: none"> Plans out tasks. 	... and <ul style="list-style-type: none"> Moves onto the next task without being told. Seeks leadership opportunities.
	<i>Adaptability</i>	No exposure	<ul style="list-style-type: none"> Demonstrates a willingness to learn and listen to directions. 	... and <ul style="list-style-type: none"> Asks for help. 	... and <ul style="list-style-type: none"> Accepts constructive criticism. Compromises 	... and <ul style="list-style-type: none"> Seeks out guidance, feedback and information. Adapts to new methods.
	<i>Professionalism</i>	No exposure	<ul style="list-style-type: none"> Follows rules and safety procedures. Dresses appropriately. Is respectful to others. 	... and <ul style="list-style-type: none"> Properly credits others. Maintains a positive attitude. 	... and <ul style="list-style-type: none"> Understands own strengths and weaknesses. Advocates for oneself. 	... and <ul style="list-style-type: none"> Admits mistakes. Takes ownership for professional growth. Takes actions to build skills.

Kansas leads the world in the success of each student.

#KansansCan

Kansans Can Competency FRAMEWORK



*The competencies have a base of evidence demonstrating positive impacts on in-school and post-school success.

Gaumer Erickson, A.S., Noonan, P., & Soukup, J.H. (2016). College & Career Competency Wheel (3rd ed.). Lawrence, KS: University of Kansas, Center for Research on Learning. Derived in part from Pellegrino, J.W., & Hilton, M.L. (Eds.). (2012). *Education for Life and Work: Developing Transferable Knowledge and Skills in the 21st Century*. Washington, DC: National Academies Press.

For more information, visit:
<http://ResearchCollaboration.org/page/CCCFramework>



Kansas leads the world in the success of each student.



Employability Skills Framework Crosswalk

Resource	Applied Knowledge		Effective Relationships		Workplace Skills				
	Applied Academic Skills	Critical Thinking	Interpersonal Skills	Personal Qualities	Resource Management	Information Use	Communication	Systems Thinking	Technology Use
Kansans Can Competency Framework	X	X	X	X	X	X	X	X	X
Kansans Can Competency Framework	Content/Technical Communication Problem Solving Critical Thinking Creative Thinking	Critical Thinking Creative Thinking Problem Solving Learning Schema Organization Goal Setting Sustained Attention Assertiveness Self-Regulation	Teamwork Empathy Conflict Management Networking Social Awareness Assertiveness Teamwork	Ethics Adaptability Self-Regulation Integrity Initiative Self-Efficacy Perseverance Self-Awareness Self-Care Curiosity Sustained Attention Teamwork Empathy	Time Management Self-Regulation Problem Solving Organization Assertiveness	Critical Thinking Learning Schema Organization Communication	Communication Assertiveness Social Awareness	Teamwork Social Awareness Self-Regulation Adaptability	Content/Technical
(SECD) Social Emotional and Character Development Standards	Responsible Decision Making & Problem Solving Self-Management	Self-Awareness Problem Solving Responsible Decision Making & Problem Solving	Core Principles Interpersonal Skills Self-Management Social Awareness Self-Awareness	Core Principles Self-Awareness Social Awareness Interpersonal Skills Self-Management	Responsible Decision Making & Problem Solving Self-Management	Social Awareness Self-Management Responsible Decision Making & Problem Solving	Social Awareness Interpersonal Skills Self-Awareness	Responsible Decision Making & Problem Solving	Core Principles Responsible Decision Making & Problem Solving

Kansas Work-Based Learning: Personalized Learning Plan

GUIDANCE DOCUMENT

Kansas leads the world in the success of each student.

#KansansCan

Type of WBL Continuum Experience	SECTION 1 All, including educators	SECTION 2 Work Site Supervisor/ Adult Mentor	SECTION 3 Student	SECTION 4 Supplemental Documents
Job shadow	✓	<ul style="list-style-type: none"> • Employability Skills Assessment (p. 15) 	<ul style="list-style-type: none"> • Employability Skills Self-Assessment (p. 19) • Reflection Sheet (p. 20) 	<ul style="list-style-type: none"> • Work log (p. 27). • Employer may require safety training (Safety Training Log, p. 25). • Liability agreement is a local district choice (p. 26).
Internship	✓	✓	✓	<ul style="list-style-type: none"> • Work log (p. 27). • Employer may require safety training (Safety Training Log, p. 25). • Liability agreement is a local district choice (p. 26).
Youth-registered apprenticeship	✓	✓	✓	<ul style="list-style-type: none"> • Work log (p. 27). • Employer may require safety training (Safety Training Log, p. 25). • Liability agreement is a local district choice (p. 26).
Simulated WBL experience	✓	✓	✓	<ul style="list-style-type: none"> • Work log (p. 27). • Employer may require safety training (Safety Training Log, p. 25). • Liability agreement is a local district choice (p. 26).
Entrepreneurship	✓	✓	✓	<ul style="list-style-type: none"> • Work log (p. 27). • Employer may require safety training (Safety Training Log, p. 25). • Liability agreement is a local district choice (p. 26).
Service learning	✓	✓	✓	<ul style="list-style-type: none"> • Work log (p. 27). • Employer may require safety training (Safety Training Log, p. 25). • Liability agreement is a local district choice (p. 26).
Transition (IEP) (Include Type of WBL experience)	✓	<ul style="list-style-type: none"> • Job shadow (Employability Skills Assessment, p. 15) ✓ All other types. 	<ul style="list-style-type: none"> • Job shadow (Employability Skills Self-Assessment, p. 19) ✓ All other types. 	<ul style="list-style-type: none"> • Work log (p. 27). • Employer may require safety training (Safety Training Log, p. 25). • Liability agreement is a local district choice (p. 26).

Kansas leads the world in the success of each student.

#KansansCan

Work Site Supervisor/Adult Mentor: Employability Skills Assessment

Student name: School:
 Career pathway/cluster (if applicable): Grade:

Please select and discuss the skills being assessed at least twice during this WBL experience, in a first baseline review and in a second review near the end of the WBL experience. The feedback should happen every nine weeks. See Measuring and Reflecting Student Learning, page 12.*

	0=No Exposure	1=Emerging	2=Developing	3=Proficient	4=Exemplary
EFFECTIVE RELATIONSHIPS	REVIEW 1	REVIEW 2	COMMENTS		
Interpersonal skills					
<input type="checkbox"/> Teamwork					
<input type="checkbox"/> Customer service					
Personal qualities					
<input type="checkbox"/> Initiative					
<input type="checkbox"/> Adaptability					
<input type="checkbox"/> Professionalism					
WORKPLACE SKILLS	REVIEW 1	REVIEW 2	COMMENTS		
Resource management					
<input type="checkbox"/> Manages time, money and personnel.					
Information use					
<input type="checkbox"/> Locates, organizes, analyzes, uses and communicates information.					
Communication					
<input type="checkbox"/> Verbal communication					
<input type="checkbox"/> Listening					
<input type="checkbox"/> Comprehends written material.					
<input type="checkbox"/> Conveys information in writing.					
Systems thinking					
<input type="checkbox"/> Understands, uses, monitors and improves systems.					
Technology use					
<input type="checkbox"/> Understands and uses technology.					
APPLIED KNOWLEDGE	REVIEW 1	REVIEW 2	COMMENTS		
Applied academic skills					
<input type="checkbox"/> Academic application					
Critical thinking					
<input type="checkbox"/> Problem-solving					
<input type="checkbox"/> Creative thinking					
<input type="checkbox"/> Goal setting					

Work Site Supervisor/Adult Mentor: Technical Skills Feedback

Student name: _____

School: _____

Career pathway/cluster (if applicable): _____

Grade: _____

Please evaluate the measurable learning outcomes and rate at least eight competencies from the links below that the student, work site supervisor/adult mentor and school coordinator will utilize to develop measurable learning outcomes for this WBL experience.

- **Agriculture: Food and Natural Resources**
<https://www.ksde.org/Default.aspx?tabid=449>
- **Architecture and Construction**
<https://www.ksde.org/Default.aspx?tabid=450>
- **Arts A/V, Technology and Communications**
<https://www.ksde.org/Default.aspx?tabid=715>
- **Business, Management and Administration**
<https://www.ksde.org/Default.aspx?tabid=453>
- **Education and Training**
<https://www.ksde.org/Default.aspx?tabid=708>
- **Engineering**
<https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/Content-Area-A-E/Engineering>
- **Finance**
<https://www.ksde.org/Default.aspx?tabid=454>
- **Government and Public Administration**
<https://www.ksde.org/Default.aspx?tabid=470>
- **Health and Bio Sciences**
<https://www.ksde.org/Default.aspx?tabid=471>
- **Hospitality and Tourism**
<https://www.ksde.org/Default.aspx?tabid=716>
- **Human Services**
<https://www.ksde.org/Default.aspx?tabid=468>
- **Information Technology**
<https://www.ksde.org/Default.aspx?tabid=473>
- **Law, Public Safety, Corrections and Security**
<https://www.ksde.org/Default.aspx?tabid=474>
- **Manufacturing**
<https://www.ksde.org/Default.aspx?tabid=478>
- **Marketing**
<https://www.ksde.org/Default.aspx?tabid=455>
- **Transportation, Distribution and Logistics**
<https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/Content-Area-M-Z/Transportation-Distribution-and-Logistics-CTE-Career-Cluster>

A minimum of eight measurable learning outcomes should be listed that reflect pathway technical skills and competencies.

MEASURABLE LEARNING OUTCOMES	RATING AND ASSESSMENT	EVIDENCE TO SUPPORT RATING

Age Restrictions: Students over the age of 16 can engage in work-based learning, and businesses should follow child labor laws around hours worked and hazardous occupations when designing these opportunities.

Safety: Workplace safety is very important in Kansas. The Kansas Department of Labor has many resources available to businesses and schools. For more information, visit <https://www.dol.ks.gov/Safety/Default.aspx>

Liability Issues: **Workers compensation** insurance shall be provided by the business at which the student-learner works and is paid. Workers compensation is handled by the Kansas Department of Labor. For information, visit <https://www.dol.ks.gov/WorkComp/Default.aspx> or call (785) 296-4000. Your insurance provider may have answers particular to your company.

General liability insurance should be provided by the business, whether the student learner is paid or unpaid. General liability issues should be addressed by the school and business prior to beginning a work-based learning experience.

Wage and Hour: State and federal laws cover the work-based learner experience. Visit <https://www.dol.gov/whd/cl/youthemployment-faq.htm> or <https://www.dol.ks.gov/Laws/Default.aspx>

What jobs can students do? Youth workers that are 16 or 17 years old are prohibited from performing certain hazardous occupations¹. Of the seventeen hazardous occupations, seven are allowed for apprentices and student-learners under certain conditions.

HAZARDOUS OCCUPATIONS PROHIBITED FOR WORKERS UNDER 18	
No Student-Learner Exemption (other exemptions may apply)	Student-Learner Exemption
<ul style="list-style-type: none"> • Manufacturing and storing explosives • Driving a motor vehicle and being an outside helper on a motor vehicle • Coal mining • Forest fire fighting and fire prevention, timber tract management, forestry services, logging, and saw mill occupations • Exposure to radioactive substances • Power-driven hoisting apparatus • Mining, other than coal mining • Power-driven bakery machines • Manufacturing brick, tile and related products • Wrecking, demolition and shipbreaking operations 	<ul style="list-style-type: none"> • Power-driven woodworking machines • Power-driven metal-forming, punching and shearing machines • Balers, compactors and paper-products machines • Power-driven circular saws, band saws, guillotine shears, chain saws, reciprocating saws, wood chippers and abrasive cutting discs • Roofing operations and all work on or about a roof • Excavation operations • Meat and poultry packing or processing (including the use of power-driven meat slicing machines)





Occupations & College Programs

Learn about high demand, high wage occupations near you, as well as opening forecasts, wages and more.

High School Career Pathways

Find high school and college courses plus other opportunities to gain knowledge and experience in high demand occupations.



#KansansCan



Kansas Career Navigator

START COURSE

DETAILS ▾

KANSASWORKS

The Kansas Career Navigator is an intuitive dashboard intended to provide a user with viable options pertaining to education and training programs, employment opportunities, accessibility to workforce training providers, performance information and labor market information. Furthermore, a user can weigh options by using this resource to access high demand, high wage occupation opportunities by county or local area selection.

#KansansCan



Measure Career Readiness with ACT WorkKeys

HARD SKILLS

These are the skills that employers say are critical for career success and on-the-job training:



APPLIED MATH

Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

IDENTIFYING
errors in calculation

CONVERTING
systems of measurement

CALCULATING
areas and volumes



GRAPHIC LITERACY

Reading and comprehending graphical materials to solve work-related problems. High levels of this skill include:

INTERPRETING
trends, relationships, and patterns

COMPARING
information and trends among data sets

USING DATA
to make decisions



WORKPLACE DOCUMENTS

Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

INFERRING
meanings of words and phrases from contexts

DECIPHERING
the meaning of acronyms, jargon, or technical content

APPLYING
information and instructions to a new situation

ACT WorkKeys NCRC Levels



Minimum score of 6 on each NCRC assessment



Minimum score of 5 on each NCRC assessment



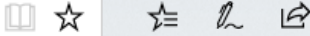
Minimum score of 4 on each NCRC assessment



Minimum score of 3 on each NCRC assessment

ACT WorkKeys: Using the Occupational Profile Database

profiles.keytrain.com/profile_search/#type:standard/cluster:6/is_green:off/is_bright:off



Search Jobs by Skills

• Skill Details - click to browse descriptions of skill requirements

Job Profile Search

Job Title:

Career Cluster:

Job Description:

Search by skill levels

Search Results (45)

O*Net Code	Title	Clusters
11-3031.00	Financial Managers	Bus / Mgmt / Admin; Finance
11-3031.01	Treasurers and Controllers	Bus / Mgmt / Admin; Finance
11-3031.02	Financial Managers, Branch or Department	Ag / Food / Nat Rsrc; Bus / Mgmt / Admin; Finance
11-9199.03	Investment Fund Managers	Finance
13-1031.00	Claims Adjusters, Examiners, and Investigators	Finance; Health Science
13-1031.01	Claims Examiners, Property and Casualty In...	Finance; Health Science
13-1031.02	Insurance Adjusters, Examiners, and Investi...	Finance
13-1032.00	Insurance Appraisers, Auto Damage	Finance
13-2031.00	Budget Analysts	Bus / Mgmt / Admin; Finance
13-2041.00	Credit Analysts	Bus / Mgmt / Admin; Finance
13-2051.00	Financial Analysts	Bus / Mgmt / Admin; Finance

Click on a profile to learn more about it.

Financial Managers

O*Net Code 11-3031.00

- Bright Outlook
- Open O*Net Summary Page
- O*Net Wages & Employment Trends
- Watch Video

Career Clusters

- Business, Management & Administration
- Finance

O*Net Description

Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

ACT WorkKeys Skill Profile

Skill Area	Median Skill Level	Minimum Skill Level	Maximum Skill Level
Applied Math	5	4	6
Workplace Documents	5	3	6
Graphic Literacy	5	4	6
Reading for Information	5	3	6
Locating Information	5	4	6
Applied Technology			

« Previous Next » Close

Interpretation

Interpret score reports and test data

Access Score Reports

- [Online Reports Portal User Guide \(PDF\)](#)
- [Score Reports Available in Online Reports Portal \(PDF\)](#)

Understand Score Reports

- [Score Report Schedule for ACT WorkKeys \(coming soon\)](#)
- [Sample Individual Summary ScoreReport \(PDF\)](#)
- [Sample ACT WorkKeys Roster Score Report \(PDF\)](#)
- [ACT WorkKeys Scale Score Interpretation Guide \(PDF\)](#)
- [Score Level Interpretation - Applied Math](#)
- [Score Level Interpretation - Graphic Literacy](#)
- [Score Level Interpretation - Workplace Documents](#)

Student Resources

- [How to Use Your WorkKeys Results \(PDF\)](#)
- [How the WorkKeys Assessments Can Work For You \(PDF\)](#)
- [Using the Occupational Profile Database \(Video\)](#)



Tips for Success

- The test coordinator can log in to Validus and use the Reports Portal to access ACT WorkKeys score reports. The *ACT WorkKeys Online Reports Portal User Guide* provides instructions for this feature. *Score Reports Available in Online Reports Portal* provides a list and description of all available reports.
- Examinees who achieve a minimum score of three (3) or higher on each subject test may be eligible to receive an ACT[®] WorkKeys[®] NCRC[®].
- Examinees who earn an ACT WorkKeys NCRC can access test scores as well as view, print, and share their certificate by either creating an account or accessing an existing account at myworkkeys.com.

JOB PROFILES SEARCH SUMMARY

	Job 1		Job 2		Job 3	
Occupation Title	Computer User Support Specialist					
O*NET-SOC Code	15-1151.00					
Median Income \$\$\$	\$50,210					
Job Growth + or - %	+10% to 14%					
WorkKeys® Skill Information	Median Work-Keys Skill Level	My WorkKeys Skill Level	Median WorkKeys Skill Level	My WorkKeys Skill Level	Median Work-Keys Skill Level	My WorkKeys Skill Level
Applied Mathematics	4	4				
Workplace Documents	4	3				
Graphic Literacy	4	6				

ACT WorkKeys: Using the Occupational Profile Database (Lesson)

Kansas leads the world in the success of each student.

#KansansCan

School Redesign Principles

Student Success Skills	Community Partnerships
There is an integrated approach to develop student social-emotional growth	Partnerships are based on mutually beneficial relationships and collaboration
Personalized Learning	Real World Application
Teachers support students to have choice over their time, place, pace and path	Project-based learning, internships, and civic engagement makes learning relevant

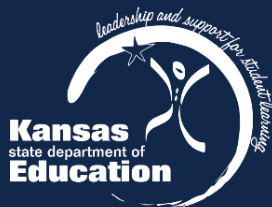
Natalie Clark
Education Program Consultant

ndclark@ksde.org

785.296.4916



The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204



@kansasdoe



@ksdehq

#KansansCan



Registered Apprenticeship



What is Registered Apprenticeship (RA)?

- An employer-driven, “earn while you learn” model that combines on-the-job learning with related technical instruction.
- A written plan designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency.



RA WORKS FOR:

Individual Companies – Small & Large,
Corporations, Associations, Labor Unions,
Non-profit Organizations,
Community & Technical Colleges,
Government: City, State & Federal



- Registered Apprenticeship programs can range between 1-6 years.
- The length of an apprenticeship program depends on the target occupation, and program model chosen.
- Registered Apprenticeship programs must have a minimum of 144 hours of related technical instruction (classroom instruction) for every 2000 hours of on-the-job training.



- **Business Involvement** - Employers assist program development, and decide who will become apprentices.
- **Structured On-the-Job Training (OJT)** - Apprentices receive hands on training from an experienced mentor at the job site.
- **Related Technical Instruction (RTI)** - Technical and academic competencies that apply to the job. (RTI can be conducted by education partners and/or the business itself).



- **Rewards for Skill Gains** - Apprentices receive wages when they begin work, and receive pay increases as they meet benchmarks for skill attainment.
- **Nationally recognized Credential** - Upon program completion every apprentice receives a nationally recognized credential that signifies occupational proficiency to employers.



ADDITIONAL BENEFITS INCLUDE:

- **Customized training**
- **Increased knowledge**
- **Enhanced employee retention**
- **A safer workplace**
- **A systematic approach to training**



YOUR APPRENTICESHIP AWAITS



Over 1300 DOL approved target occupations.

MANUFACTURING



Construction . Energy
Finance & Business
Healthcare . Hospitality
IT . Telecommunications
Transportation



AD ASTRA PER ASPER

- RA Eligibility: Apprentices must be fully employed. NOTE: Apprentices can be new hires as well as incumbent workers.
- Available funding: Sponsors can be reimbursed for a portion of the RTI (Related Technical Instruction) per apprentice.
- RA works with WIOA OJT: A WIOA eligible participant can transition into RA.



YOUTH REGISTERED APPRENTICESHIP

Youth Registered Apprenticeship is a work-based learning opportunity that provides students:

- Both academic and workplace skills that can lead to post-secondary education opportunities and careers.
- Youth apprentices receive paid on-the-job training along with job-related technical instruction that also supports meeting high school graduation requirements.



YOUTH REGISTERED APPRENTICESHIP PROGRAM MODEL DESIGN

- **Qualified Candidates** – Education partner advises students/parents of opportunity and identifies qualified candidates.
 - Participate in career exploration <http://kscaernav.gov>
 - Youth Apprenticeship Application
 - Cover letter
 - Resume
- Recommendation from – teacher, coach, school counselor, or employer



YOUTH REGISTERED APPRENTICESHIP PROGRAM MODEL DESIGN

- Students work for an employer part-time between 5 to 18 hours each week.
- On-the-Job-Learning is pathway focused and based on agreement between employer and student.
- Students may also participate in full-time paid summer on-the-job training programs.



CHASTITY TROXEL

Registered Apprenticeship Program Manager

6 W. Peoria Paola, KS 66071

Chastity.Troxel@ks.gov

Cell: 316-218-7142





Let's talk about Apprenticeships:

<https://ksapprenticeship.org>

<https://kscareernav.gov>

THANK YOU FOR YOUR ATTENDANCE!



Presentation Resources:

<http://bit.ly/KSWBLYRA>



<https://drive.google.com/drive/folders/1e4QrYMHYfbr9s62ftalfv73bSF5625gn>