

Learning Programs

Wisconsin Workbased

Job Shadowing

Job shadowing is a school-supervised career exploration activity, which can begin in middle school and continue through high school. Students visit worksites and "shadow" employees as they perform their jobs. Job shadows are designed to be short term. Job shadows emphasize observing the workplace, not participating as a productive worker. The job shadow provides the student a meaningful introduction to the world of work and provides a context for understanding the relationship and interaction between the academics taught in the classroom and the workplace.

Internships

Internships help students move from school to the workplace by offering "hands-on" learning, in real work settings, over a relatively long period of time. They are school-supervised and may be paid or unpaid. The internship is designed to give students a better sense of the jobs within a particular business or industry; to provide students with information about all aspects of the business; and to aid them in understanding, through experience, how each part of a company aids another in meeting the goals and objectives of a business or industry.

Cooperative Education Programs (Co-op)

"Traditional" cooperative education programs are implemented in much the same way as the certified co-op programs, except that the work-based training plan typically includes local competencies and no state certificate is issued, although many districts award local certificates.

School-Based Enterprise

School-based enterprises (SBEs) typically involve students in the management of a business that produces and sells goods and services as part of a school program. SBE activities help students increase their skills in problem solving, business operations, time management, and working in teams. The SBE is typically located at a school and is a popular work-based strategy for school districts without access to many local employers.

Assistant Child Care Teacher (ACCT) Program

To receive certification as an Assistant Child Care Teacher, students must successfully complete a semester child development or parenting course as sophomores or juniors; enroll in a DPI approved ACCT course taught by a teacher vocationally certified in child services; and, obtain a DPI issued ACCT certificate. The student may enroll in a co-operative education skill standards certificate program leading to a DPI certificate as a Child Care Teacher (CCT). Students with an ACCT certificate may work in a child care facility beginning at age 17. Without this certificate individuals are prohibited from working as an ACCT prior to age 18.

Work Experience Programs

The goal of a Work Experience program is for students to learn employability skills. This program is implemented in much the same way as the Employability Skills Certificate Program, except the work-based training plan is based on either SCANS or local employability skills.

Youth Leadership Skill Standards Certificate Program

Youth leadership skill standards certificate programs are designed to help youth gain competence and confidence as leaders in school, workplace, and community settings. Several new resources are available to download at: www.dpi.state.wi.us/dpi/dlsis/let/ylssindex.html

Information Resources

Information on publications available from DPI can be obtained by contacting Publication Sales at 1-800-243-8782 (U.S. only) or (608) 266-2188, fax to (608) 267-9110 or by connecting to the following website: <http://www.dpi.wi.gov/pubsales/index.html>

Information regarding Service Learning Programs can be obtained by contacting the DPI Bright Beginnings & Family-School-Community Partnership website at: <http://dpi.wi.gov/fscpslhmpage.html>

Information about the Employability Skills Certificate Program, Cooperative Education Skill Standards Certificate Program, Supervised Agriculture Experience Program and Best Practices in Agricultural Education, Job Shadowing, Internships, the Cooperative Education Programs, School Based Enterprise Program, Assistant Child Care Teacher Program, the Youth Leadership Skill Standards Certificate Program, and the Work Experience Programs is available on the DPI Workbased Education website: <http://dpi.wi.gov/cte/cteskills.html>

Information on the Youth Apprenticeship Program is available <http://dwd.wisconsin.gov/dws/programs/ya/> or by calling (608) 267-7210.

Department of Public Instruction



Department of Workforce Development



10/06

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Employability Skills Certificate Program

The Employability Skills Certificate Program is a school-supervised, paid work experience program in which students master employability skills developed by the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS). The student also completes a career plan as part of the program. The work experience may or may not be in a student's career interest area. A school district is approved by the Department of Public Instruction (DPI) to offer the program. The student is issued an Employability Skills Certificate by DPI upon successful completion of the program.

Cooperative Education Skill Standards Certificate Programs

The Cooperative Education Skill Standards Certificate Program is a school-supervised one-year paid work experience for students studying in one of the traditional career and technical education content areas and for which the student has a career goal: marketing, business, agriculture, family and consumer education, technology education, and health occupations. The work-based experience is combined with related classroom instruction. Students work towards mastering industry-endorsed competencies and are awarded a state skill certificate by DPI upon successful completion. Schools must be approved by DPI to offer certified co-op.

Supervised Agriculture Experience (SAE) Program

The Supervised Agricultural Experience (SAE) programs are school-supervised work experiences in any agricultural-related areas. The SAE allows for the application of concepts and principles learned in agriculture education classes. Students may start their own businesses or work for someone else. There are 49 areas of proficiency recognized by Wisconsin's agricultural businesses and industries; they reward outstanding FFA members with \$58,000 worth of sponsorship annually.

Youth Apprenticeship Program

The standard Youth Apprenticeship model is a two-year program for high school juniors and seniors requiring a minimum of 900 hours of paid work-based learning and four semesters of related classroom instruction, based on industry-developed skill standards and a state-issued competency checklist. Students may enroll in a Level One program where they must complete a minimum of 450 hours of paid work-based learning and two semesters of related classroom instruction while they are in the program. Classroom instruction must be integrated with worksite training. The Governor's Work-Based Learning Board (GWBLB) issues a Certificate of Occupational Proficiency to students who successfully complete the program. Local youth apprenticeship partnerships must be approved by the GWBLB to operate a youth apprenticeship program.

Service Learning Programs

Service learning is a method of teaching whereby students learn and develop through active, unpaid, participation in academic and practical activities that are conducted in and designed to meet the needs of their communities. Service learning links activities to the school curriculum and provides students with a real-world context in which to apply their academic skills. A national study of Learn and Serve America programs suggests that high-quality service learning programs can improve academic grades and school attendance and help students develop personal and social responsibility. Through service learning, students learn critical thinking, communication skills, teamwork, civic responsibility, mathematical reasoning, problem solving, public speaking, vocational skills, computer skills, scientific method, research skills and analysis.

School-Supervised Work-Based Opportunities for Wisconsin Secondary Students

Wisconsin high school students have many opportunities to learn about the world of work. In fact, the majority of high school students work sometime during their high school years. Students who participate in school-supervised work-based learning have additional opportunities to gain employability skills, and with many programs, occupational skills related to their high school courses. School-supervised work-based learning reinforces the connection between work and school, provides an opportunity for meaningful contact with adults/mentors, improves their chances for successful employment as young adults, and helps solidify career interests.

Characteristics	Youth Apprenticeship	Level One Youth Apprenticeship	State Certified Co-op	Traditional Co-op	Employability Skills Certificate Program	Work Experience	Service Learning	Youth Leadership Skill Standards Certificate Program	Job Shadowing
Paid/Unpaid	Paid	Paid	Paid	Paid	Paid preferred	Paid	Unpaid	May involve paid work	Unpaid
Related Classroom Instruction	4 semester curriculum	Core Abilities, Safety + 1 or more modules; or varies by program	State required competencies	Local Competencies	State required employability skills	Local competencies	Cross-discipline class project	State required youth leadership skill development in school, work, and community settings	Career unit
Supervision	Youth Apprenticeship Coordinator	Youth Apprenticeship Coordinator	Vocationally Certified Teacher	Vocationally Certified Teacher	Certified Teacher	Certified Teacher	Certified Teacher	Certified Teacher	Certified Teacher
State Certificate	Yes	Yes	Yes	No	Yes	No	No	Yes	No
High school Credit	Yes	Yes	Yes	Yes	Yes	Yes	Local decision	Local decision	No
Postsecondary Credit	Possible	Possible	Possible	Possible	Possible	No	No	Possible	No
Required No. of Work Hours	900	450	480	Local decision	180	Local decision	Local decision	Local decision	A few hours to a few days
Administered by	Governor's Work-Based Learning Board	Governor's Work-Based Learning Board	Department of Public Instruction	Local School District	Department of Public Instruction	Local School District	Local School District	Department of Public Instruction	Local School District
Typical Time to Complete	2 years	1 year	1 year	1 year	1 year	1 year	Varies	1 or more years	A few hours to a few days
Content Areas	Auto Collision Auto Technician Biotechnology Drafting & Design/Architecture Drafting & Design/Engineering Drafting & Design/Mechanical Financial Services Graphic Arts/Printing Health Services Information Technology Information Tech./Networking Insurance Lodging Management Logistics Manufacturing/Machining Manufacturing/Plastics Manufacturing/Prod. Technician Production Ag/Animal Science Production Ag/Soils & Crops Tourism Welding	Auto Collision Auto Technician Biotechnology Drafting & Design/Architecture Drafting & Design/Engineering Drafting & Design/Mechanical Financial Services Health Services Industrial Equipment Information Technology Insurance Lodging Management Logistics Production Ag/Animal Science Production Ag/Soils & Crops Tourism Welding	Agri-Business/Animal Science Agri-Business/Plant Science Business Child Services Electronics Food Service Marketing E-Commerce Entrepreneurship Executive Leadership Professional Sales Retail Marketing Sports & Entertainment	Agriculture Education Business Education Family & Consumer Education Health Occupations Marketing Education Technology Education	Any content area	Any content area	Any content area	Any content area with skills related to: 1) Self management and critical-creative thinking skills: listening, reading, speaking, writing, and observation 2) Information, media, technology 3) Interpersonal, conflict management, democratic organizational and small group skills 4) Ethical principles and behaviors 5) democratic discussion and problem-solving; reasoned action skills	Any content area

Industry-endorsed programs available to Wisconsin students, on a limited basis; students are school-supervised; certificates awarded by sponsoring group: Construction Trades, "Wheels of Learning" (Associated Builders and Contractors); Construction Trades (Associated General Contractors); Automotive YES (National Automobile Manufacturers); A+ Certification (Computing Technology Industry Association); Computer Networking (Cisco Networking Systems; students who complete the Youth Apprenticeship in Information Technology/Networking are eligible to test for this certificate); Entry Level Welding (American Welding Society); Printing (Printing Industries of America); Certified Nursing Assistant (local technical college); Child Care Teacher (Wisconsin Department of Public Instruction; certificate is awarded through the Child Services state certified co-op program); Assistant Child Care Teacher (Wisconsin Department of Public Instruction).