

# WORK-BASED LEARNING PARTNERSHIP



## WHAT IS WORK-BASED LEARNING?

Work-based learning bridges the gap between classroom learning and hands-on career experience. WBL gives students the chance to apply their skills, gain confidence and prepare for the jobs of tomorrow.

When employers open their doors to host paid student work-based learning, they're not just helping students — they're investing in their own future workforce.

We know concerns about liability, insurance or program logistics can hold some businesses back. That's where **Express Employment Professionals** comes in.

Express removes the barriers — handling the details so employers, students and schools can focus on what matters most: developing skilled, work-ready Oklahomans.

## WHY PARTICIPATE?



- » Express Employment Professionals serves as the official employer of the WBL student and provides the required workers' compensation insurance and liability coverage.
- » All onboarding and offboarding processes are managed by Express Employment Professionals, including:
  - I-9, W-2, and FICA documentation
  - Drug testing (if required)
  - Termination and unemployment procedures
- » Students have the opportunity to gain experience with multiple employers and even explore different industries during their WBL placements.
- » If a placement is not a good fit, the student can be easily reassigned to another WBL opportunity — without requiring a formal termination.
- » Both the school and Express Employment Professionals share a vested interest in the success of each WBL student. Together, their combined resources create a higher level of career development and workforce readiness.



To find out more, scan the QR code to go to our contact page.



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## PROCESS

### » School determines student readiness

- The student has developed the foundational technical skills needed for success.
- The student is prepared for the job search process, including interview skills and a current résumé.

### » Student, school, or employer notifies the local Express Employment Professionals office about their interest in participating.

### » Student interviews with employers

### » Agreement and planning process begins

- The student/guardian, school and employer complete a Work-Based Learning Agreement.
- Learning objectives and evaluation methods are clearly identified.

### » Work-based learning experience begins

## PARTNERS' ROLES

### SCHOOL

- » Provide structured occupational education and connections with industry to provide career awareness, career exploration and career experiences that prepare students for the world of work.
- » For youth under 18 years old, confirm the suitability of the WBL placement by researching federal and state child labor laws.
- » Ensure the student has a transportation plan for getting to and from the workplace.
- » Encourage students to research Express Employment Professionals' WBL option as a viable solution for gaining experience.

### EXPRESS EMPLOYMENT PROFESSIONALS

- » Serve as the WBL point of contact for schools and students interested in paid WBL opportunities.
- » Provide all standard onboarding and employment services offered to typical employees, including payroll, required documentation and HR support.
- » Collaborate with CareerTech programs by serving on local advisory boards or business and industry councils to strengthen partnerships and align workforce needs.

### PARTNERSHIP

- » Recruit and identify work-based learning opportunities with local employers to connect students with meaningful, career-relevant experiences.
- » Develop individualized WBL agreements that clearly outline learning objectives, timelines and completion criteria for each student experience.
- » Promote and market the partnership to students, parents and employers to increase awareness and participation in WBL opportunities.
- » Communicate and report student performance data to ensure accountability and alignment with the goals of the WBL agreement.
- » Encourage students to pursue stackable credentials and industry certifications that support long-term career success.

