

CareerTech WBL Partnership Express Employment Professionals

About Work-Based Learning

Work-based learning is a tool that allows the Oklahoma CareerTech System to provide a higher level of engagement and relevance for our students. One key to WBL success is the willingness of employers to provide paid internships for students to learn and master their skills at the workplace. For some employers, concerns about liability, workers' compensation insurance and a lack of comfort in the process are barriers to prevent them from participating in WBL.

Express Employment Professionals can remove these barriers and provide additional services to potential WBL employers, students and schools.

Why Participate?

- Express Employment Professionals is the actual employer of the WBL student and covers the required workers' compensation insurance and liability.
The onboarding and off-boarding processes are covered by Express Employment Professionals:
 - I-9, W-2, FICA.
 - Drug testing (if required).
 - Termination and unemployment.
- Students can experience multiple employers and even multiple industries during their WBL experiences.
- A poor fit between employer and intern can result in a simple reassignment to another WBL opportunity and not require a termination.
- Both the school and Express Employment Professionals have a vested interest in WBL student success.
- The combined resources of the school and Express Employment Professionals provide a higher level of career development.

The CareerTech – Express WBL process may be statewide in general design, marketing and recruitment, but execution will require local connection and customization to be successful. Each local Express agency will work with the schools in its area to create individualized plans to fit each student, employer and school.



Process

- **School Determines When Student Is Ready For Work-Based Learning.**
 - Student should have enough foundational technical skills to be successful.
 - Student should be prepared for job search (interview skills and resume).
- **Student, School or Employer Notifies Local Express Office About Desire To Participate.**
- **Students Interview with Employers.**
- **Student/Guardian, School and Employer Complete WBL Agreement.**
 - WBL learning objectives are identified.
 - Evaluation process is identified.
- **WBL Experience Begins.**

Partner's Roles

Roles of the 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 technology center adult students to research the staffing agency WBL option as a viable solution for gaining experience.

Roles of Express

- Provide WBL point of contact for schools and students interested in paid internships.
- Provide all customary onboarding and employment services provided to typical employees.
- Serve on local CareerTech advisory boards or business and industry councils.

Roles in Partnership

- Recruit and identify WBL opportunities with local employers.
- Create individualized WBL agreements identifying the learning objectives targeted during the WBL experience, expected timeline and identified completion criteria for the WBL.
- Participate in marketing and promoting the partnership to students, parents and employers.
- Communicate and report student performance data to document adherence to the WBL agreement.
- Encourage WBL students to pursue and achieve stackable credentials and industry certifications.