

# Checklist for Starting a New Work-Based Learning Program

Conduct an asset map of your community to determine where

forward.

DEVELOPING THE PROGRAM (WHAT WILL

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# Checklist for Starting a New Work-Based Learning Program

## IMPLEMENTING THE PROGRAM (HOW WILL OUR PROGRAM OPERATE?)

- Determine what types of job skills training will be needed prior to the on-site experience (registered WBL programs have specific job skills training requirements).
- Determine what types of job skills training will be needed during the experience (registered WBL programs have specific job skills training requirements). This may need to be planned or individualized for each student.
- Determine which businesses and community partners best meet the needs of the student and their particular experience.
- Determine, if applicable, which other community agencies and services (ACCES, PreETS, etc.) may be providing assistance in meeting the students goals for the experience.
- Determine how updates will be provided to families on student progress in workbased learning experiences.
- Where necessary, determine who will be providing 1:1 and/or job coaching to students on the work site. If necessary, also make plans for the assigned job coach to receive training on effective job coaching strategies.
- Visit work site prior to placing students.
- Visit work site at least once (twice for a co-op experience) while the student is placed.
- Where necessary, check in with case manager, transition specialists, or other educators as necessary to discuss IEP and postsecondary goals. Determine if appropriate

- accommodations are being met.
- Determine additional employability needs for the student while on the work site.
- Reflect each year on how the year went and what can be done to

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