



2023-2026

Work-Based Learning Activities Plan

Lancaster County Career and Technology Center Work-Based Learning Activities

The Lancaster County Career and Technology Center does not confine learning to the four walls of the classroom. Work-based learning activities combine classroom instruction with practical work experience that is directly related to a student's program of study. The two main opportunities for students to earn real world experience are the Advanced Placement Internship and Cooperative Education programs. They are discussed in more detail. The other activities are as follows:

Clinical Experiences

Value-added clinical experiences provide short-term practical opportunities for our healthcare and agri-science students. The individual teachers supervise these activities and work with employers to decide which technical and general employability skills are practiced and mastered in the work setting. The selected tasks align with the program of study and are dependent upon the clinical setting. The students work with individual clients in the provision of care. This opportunity is available to full-day students and is typically unpaid.

Instructor Responsibilities:

- Identify and establish partnerships with clinical/work sites
- Co-create training plans with clinical/work site representative(s)
- Ensure training plans are being followed
- Arrange transportation if needed
- Hear and resolve any issues or concerns of the student or training site

Training Site Responsibilities:

- Co-create training plan with instructor

- Provide students opportunities to perform the technical and general employability tasks listed on the training plan
- Ensure safe working conditions for students
- Communicate any issues or concerns to the instructor

Student Responsibilities:

- Actively take part in clinical/work site rotations as scheduled
- Arrive on time to the clinical/work site
- Follow clinical/work site's processes and procedures
- Complete all assignments linked to the clinical experience
- Communicate any issues or concerns to the instructor
- Act in a professional manner always

Eligibility Requirements:

The eligibility requirements are set by the instructor and are guided by the directives of the workplace.

Community Service

When opportunities present, individual programs will coordinate with local organizations, mostly non-profits, to supply services that positively affect the community. Examples are restocking the stream for the LCCTC's Foundation for the fly-fishing tournament/fundraiser, rebuilding, repairing, and painting community buildings, and cooking & serving food at community events. These opportunities are generally uncompensated; however, donations made be made to the school to cover the cost of supplies. Student eligibility is decided by the participating program's instructor and the number of students involved is dependent upon the size of the project. The technical skills used to complete the project align with the program of study.

Work-Based Learning and Outreach Coordinator:

- Meet and discuss any community service opportunities with the requesting organization along with the instructor or in place of the instructor

Instructor Responsibilities:

- Understand the needs of the organization
- Determine supplies and equipment needed to complete the project and order or secure as needed.
- Decide the number of students needed to complete the project and which students will participate
- Directly supervise the project
- Arrange transportation if needed
- Ensure a safe working environment for the students
- Hear and resolve any issues or concerns of the student or requesting organization

Requesting Organization Responsibilities:

- Contact the instructor or the coordinator to set up a meeting to discuss the project.
- Draft and sign a Memorandum of Understanding that details scope of project.

Student Responsibilities:

- Actively take part in project and complete the tasks needed
- Arrive on time at the worksite
- Adhere to all safety protocols, including wearing proper personal protective equipment
- Follow the instructor's directions
- Act in a professional manner always

Eligibility Requirements:

The eligibility requirements are set by the instructor and are guided by the services provided to complete the project.

House Project

The house project is a collaborative effort of our construction cluster programs. Students in all the construction trade programs take part in building a house from the ground up during the school year. The house is designed by our Architectural CAD/Design students. Under the direction of their instructors, the lot is excavated, the foundation is laid, and the structure is built. The infrastructure is installed, and the finishing touches are put into place before the house is sold to a member of the public. The students get to see the fruit of their labor each time they drive by the Mount Joy campus. The eligibility requirements are set by each individual instructor and dependent upon the phase of construction. Students can practice and master the technical skills that align with their program of study. All proceeds from the sale of the house are used to buy supplies for the succeeding house project.

Instructor Responsibilities:

- Meet with the House Project Manager and discuss and understand the phase of construction
- Decide the number of students needed to complete the phase of construction and which students will participate
- Directly supervise the students at the project site
- Contact the manager if any issues or concerns arise
- Arrange transportation if needed
- Ensure a safe working environment for the students
- Hear and resolve any issues or concerns of the student or house project manager

House Project Manager Responsibilities:

- Decide what supplies are needed and order accordingly
- Oversee the construction from start to finish
- Be available to help the instructors as needed

Student Responsibilities:

- Actively take part in project and complete the tasks needed
- Arrive on time at the project site
- Adhere to all safety protocols, including wearing proper personal protective equipment
- Follow the instructor's or manager's directions
- Act in a professional manner always

Eligibility Requirements:

The eligibility requirements are set by the instructor and are guided by the phase of construction.

Internships and Externships

Internships and Externships provide full-day students with short-term practical work experience. These opportunities are supervised by the teachers who work with employers to develop technical and general employability skills in the work setting. Internships and Externships are typically no longer than 20 days (about 3 weeks) and generally unpaid. There may be times when the duration is longer, and students are compensated. The assigned tasks align with the program of study, credentialing guidelines, and depend upon the work setting.

Instructor Responsibilities:

- Identify and establish partnerships with clinical/work sites
- Co-create training plans with worksite representative(s)
- Ensure training plans are being followed

- Arrange transportation if needed
- Hear and resolve any issues or concerns of the student or training site

Training Site Responsibilities:

- Co-create training plan with instructor
- Provide students opportunities to perform the technical and general employability tasks listed on the training plan
- Ensure safe working conditions for students
- Communicate any issues or concerns to the instructor

Student Responsibilities:

- Actively take part in worksite rotations and activities as scheduled
- Arrive at the worksite on time
- Follow worksite's processes and procedures
- Complete all assignments linked to the internship/externship
- Communicate any issues or concerns to the instructor
- Act in a professional manner always

Eligibility Requirements:

The eligibility requirements are set by the instructor and are guided by credentialing mandates and the directives of the workplace.

Job Shadowing

Job shadowing is a career exploration activity during which students visit worksites to experience the work environment and observe the daily routine of an individual in their career of choice. This opportunity is especially beneficial for the half-day students who are unsure of the full-day program to which they want to apply. It allows students to clarify their career goals.

Student Responsibilities:

- Contact company and arrange date, time, and location of job shadowing experience
- Actively take part in the experience by observing and asking questions
- Arrive at the worksite on time
- Follow worksite's processes and procedures
- Complete all assignments linked to the experience
- Act in a professional manner throughout the experience

Host Responsibilities:

- Pair student with individual working in the role related to student's interest
- Ensure safe working conditions for students
- Complete any required paperwork

Eligibility Requirements:

This is not required for all students and participation is optional. Any student who is interested can take part.

School-Based Enterprises

A school-based enterprise is a business in the school setting that is operated and managed by the students. An example would be the Infusions Restaurant at the Mount Joy campus that is run by our Culinary Arts and Baking & Pastry students. Other programs may take part in school-based enterprises on a smaller scale. The individual teachers supervise these activities and decide which technical and general employability skills the students will practice. The selected tasks align with the program of study and depend upon the roles the students serve. The students are not individually compensated. All proceeds fund future endeavors of the coordinating program.

Instructor Responsibilities:

- Overseeing the school-based enterprise
- Determine the number of students needed to take part, decide which students will take part, and assign roles/responsibilities
- Directly supervise the students throughout the project
- Arrange transportation if needed
- Ensure a safe working environment for the students
- Hear and resolve any issues or concerns of the student or customer/client

Student Responsibilities:

- Actively take part in the assignment role and complete the tasks needed
- Adhere to all safety protocols, including wearing proper personal protective equipment
- Follow the instructor's directions
- Act in a professional manner always

Eligibility Requirements:

The eligibility requirements are set by the instructor.

Advanced Placement Internship and Cooperative Education

The Advanced Placement Internship (API) and Cooperative Education (Co-op) programs are closely related. Both work-based learning experiences are designed to integrate classroom learning with supervised work experience. This combination of school and work is a powerful, dual approach to learning that prepares students for immediate employment and further education. Students develop important interpersonal and teamwork skills while acquiring a strong work ethic necessary for success in the workplace.

Earlier entry into the talent pipeline is a benefit that students earn through participation in either program. The students are supported and guided by their instructor, a

certified cooperative education coordinator, and an employer-mentor. When on the job, participants earn a competitive wage compared to other students who are still in school. Students are employed by approved training sites where they use and master the technical and general employability skills they learned in the classroom and simulated shop/lab area.

Ongoing communication is encouraged amongst all parties throughout the API and Co-op experience. This allows for remediation, counseling and intervention to ensure a successful student and employer experience. The employer works with the instructor and coordinator to supply feedback about the student's progress. Students receive a grade for their participation in API/Co-op. The grade is calculated using evaluations and other feedback received from the employer, journal entries, and completion of other program requirements.

API and Co-op students are provided with a schedule to be followed prior to starting the program. Students must report to school for mandatory scheduled meetings and preparation for and taking of credentialing and other industry certification exams. They must complete journal entries, upload paystubs, and complete all assignments given by their instructor.

Once placed in either program, the student may not change employers. If the student is removed from API/Co-op for any reason, they must return to the CTC for the remainder of the year. Students need to understand that the employer retains the right to terminate employment at any time and without stated cause.

There are some subtle differences between the two programs. API provides students who excel from the onset of their program an earlier entry into the workforce of their career field of choice. The student practices and becomes proficient at skills while learning new ones in the classroom setting. Co-op immerses API students in their chosen occupation and provides

other students the opportunity to enter the workforce who may have fallen behind at the onset.

Student Responsibilities:

1. The student learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. The student learner agrees to report job problems to the training supervisor and cooperative education coordinator.
3. The student learner will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The student learner must be regular in attendance at school and on the job. If unable to report to work, the student learner will notify the employer and coordinator before the start of the normal workday.
5. The student learner's employment will be terminated upon withdrawal from school.
6. The student learner will report to school for designated meetings and related instruction.
7. The student learner will follow school rules at both work and school sites. Violation of school rules will lead to disciplinary action, which may include termination from employment.

Students must complete the following:

- API/Co-op Preliminary Application and submit to Assistant Principal
- Online application, once approved by Assistant Principal
- Online Orientation Course
- Obtain and upload a copy of work permit (Minor under the age of 18)
- Electronically sign the training agreement and plan

Students may not begin the API/Co-op experience until informed by the Work-Based Learning & Outreach Coordinator or the Assistant Principal.

- Students will complete online daily work logs.
- Upload one paystub each month (due by the last Friday of the month)

Employer/Training Site Responsibilities:

The employer/training site will adhere to all State and Federal regulations regarding safe working environment and conditions, employment, child labor laws, minimum wages and workers' compensation.

1. The student learner will be given a variety of work assignments and be supervised by an experienced person.
2. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school.
3. The training supervisor will arrange a conference with the coordinator when a trainee problem arises.
4. The training sponsor will provide necessary safety instruction throughout the student learner training period.
5. Employer/training site will not employ a student learner to displace a regular worker.
6. Exposure to hazardous work will be incidental to the student's training and any such work will be intermittent and under the direct supervision of an experienced, qualified person.
7. The employer is not liable to the unemployment compensation fund for wages paid to the student learner while under the training program. This is provided in Section 4(1)(4)(10)(C) of the Pennsylvania Unemployment Compensation Law.
8. The employer will follow the requirements of Act 15 of 2015 about background clearances for

the student-learner's supervisor in the workplace. Three clearances needed are:

- a. Act 34 PA Criminal History Clearances
- b. Act 151 PA Child Abuse History Clearance
- c. Act 114 FBI Federal Fingerprint Report or a Residency & Volunteer Waiver form for individuals who have lived in the Commonwealth for the entirety of ten (10) years

School/Cooperative Education Coordinator Responsibilities:

1. The program is under the direct supervision of a certified cooperative education coordinator.
2. The student learner will receive related instruction and safety instruction from the occupational instructor or the cooperative education coordinator prior to job placement.
3. The cooperative education coordinator will visit the student learner and training supervisor on a regular basis at the training site.
4. The cooperative education coordinator will investigate compatibility of job circumstances with requirements for student learner attainment of advanced standing in an apprenticeship program upon graduation from high school.
5. The school will keep signed copies of the written training agreement and plan for each student learner who is taking part in the program for three years from the date of enrollment in the program.
6. Student learner transportation, insurance and attendance at school and work will be covered by school policy.

Advanced Placement Internship Eligibility and Retention Requirements

- Recommendation from the instructor
- Must earn and maintain a "B" average or higher
- Must maintain a 95% or higher attendance rate. Individual circumstances will be reviewed.

- No Level 2 or higher discipline referrals (see Student Handbook for details)
- Complete OSHA-10 and other safety training certifications
- Complete the on-line orientation course
- Obtain work permit if under the age of 18
- Complete any on-boarding processes and procedures required by the employer, including drug screening

Cooperative Education Eligibility and Retention Requirements

- Recommendation from the instructor
- Must earn and maintain a “C” average or higher
- Must maintain a 90% or higher attendance rate. Individual circumstances will be reviewed.
- No Level 2 or higher discipline referrals (see Student Handbook for details)
- Complete OSHA-10 and other safety training certifications
- Complete the on-line orientation course
- Obtain work permit if under the age of 18
- Complete any on-boarding processes and procedures required by the employer, including drug screening
- Obtain a competent or advanced score on the NOCTI exam
- Complete all Program of Study tasks at a satisfactory level