

## **1D SBCCC 300.10 Work-Based Learning**

- (a) Definition. Work-Based Learning involves the development of job skills and an opportunity for career exploration by providing the student with work experience that is coordinated with the educational program.
- (b) Types of Work-Based Learning may include paid or unpaid internship, pre-apprenticeship, registered apprenticeship, and practicums required for a state-regulated or industry-recognized credential.
- (c) Work-Based Learning Course Section Criteria:
  - (1) Twenty (20) hours is the minimum instructional hours for a Work-Based Learning course section.
  - (2) Colleges must include a student orientation component not to exceed four instructional hours and a post-training student and employer evaluation component not to exceed two instructional hours.
  - (3) Student membership hours may be reported for budget FTE as regularly scheduled or non-regularly scheduled as defined in 1G SBCCC 200.94(a)-(b).
  - (4) Work-Based Learning course sections must be linked to a Workforce Continuing Education course that meets the following criteria:
    - (A) Is aligned with the skill development practiced in the work experience environment as identified in the Measurable Learning Outcomes (MLO) defined in 1D SBCCC 300.10(f)(6)(C);
    - (B) Scheduled for 96 instructional hours or more; and
    - (C) Leads to a state-regulated or industry-recognized credential.
- (d) Colleges must develop and implement local procedures to ensure compliance with the Work-Based Learning criteria.
- (e) Student Eligibility Criteria:
  - (1) Must meet then-current age and employment requirements referenced in G.S. 95-25.5.
  - (2) Must be enrolled in a Workforce Continuing Education course meeting the criteria specified in 1D SBCCC 300.10(c)(4).

- (3) Must have completed at a minimum 48 instructional hours within the Workforce Continuing Education course prior to entering the Work-Based Learning experience.
  - (4) Must submit an application for placement in a course section and meet course requirements.
  - (5) Must meet all job-specific requirements of the employer.
- (f) Program Requirements.
- (1) College staff must plan and coordinate student activity in Work-Based Learning course sections.
  - (2) College staff, who meet instructional qualifications and are paid with college funds, will supervise Work-Based Learning experiences.
  - (3) The employer is responsible for the supervision of the student while the student is at the job site.
  - (4) Students may work at multiple job sites and be supervised by multiple employers.
  - (5) Students must receive at least one mandatory site visit with the coordinating college staff.
  - (6) Colleges must retain a student file that contains the following documents:
    - (A) Current student transcript to document the Work-Based Learning aligned courses;
    - (B) Completed Work-Based Learning application;
    - (C) Measurable Learning Outcomes. MLOs are agreed upon experiences that students will obtain while working. The job description must contain a list of general tasks, or functions, and responsibilities of a position;
      - I. The student, college staff, and employer must develop and agree to the MLOs identified.
      - II. There must be a minimum of three MLOs for each Work-Based Learning experience. A job description listing general tasks, functions, and responsibilities of the Work-Based Learning position may be used in lieu of MLOs.

- III. The student, college staff, and employer must sign an agreement to the established MLO expectations prior to the beginning of the Work-Based Learning experience.
- (D) Documentation of an employer consultation between the college, employer and student;
  - (E) Documentation of an evaluation of the student by the employer;
  - (F) Documentation of student hour tracking through timesheets or other related reports; and
  - (G) Colleges may substitute an ApprenticeshipNC Registered Apprenticeship or Pre-Apprenticeship agreement in lieu of requirements in 1D SBCCC 300.10(f)(6)(C) for students enrolled in a college Registered Apprenticeship or Pre-Apprenticeship program.

*History Note: Authority G.S. 115D 5;*

*Eff. [September 1, 2018](#)*