

**WORK EXPERIENCE EDUCATION**

In order to provide students with valuable instruction in the skills, attitudes and understandings necessary for successful employment, the Governing Board shall offer a program of work experience education. Students enrolled in this program shall receive guidance and supervision designed to ensure maximum educational benefit from placement in suitable work experience education courses.

*(cf. 0420.3 - School-Based Student Motivation and Maintenance Program)*

*(cf. 5147 - Dropout Prevention)*

*(cf. 6030 - Integrated Academic and Vocational Education)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 6178 - Vocational Education)*

Work experience education shall include the part-time employment of students in jobs which are selected or approved as having educational value for the employed students and which are coordinated by school employees. (Education Code 51764)

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The Board may provide for liability insurance for students participating in work experience programs of study off school grounds in accordance with law and Board policy. (Education Code 51760)

*(cf. 5143 - Insurance)*

*Legal Reference:*

EDUCATION CODE

46144 Minimum school day for vocational training and work experience program

46300 Method of computing ADA

48402 Enrollment in continuation education, minors not regularly employed

49110-49119 Permits to work

51760-51769.5 Work experience education

54720-54734 School-Based Pupil Motivation and Maintenance Program and Dropout Recovery Act

LABOR CODE

3070-3099 Apprenticeship

3200-6002 Workers' compensation and insurance

CODE OF REGULATIONS, TITLE 5

10070-10075 Work experience education

*Management Resources:*

WEB SITES

CDE: [www.cde.ca.gov](http://www.cde.ca.gov)

**WORK EXPERIENCE EDUCATION****Criteria for Credit**

A student shall be granted credit upon the satisfactory completion of a work experience education program, in an amount not to exceed 40 semester credits and no more than 10 credits in any one semester, provided that the student satisfies all of the following requirements: (Education Code 51760.3)

1. At the time of enrollment, the student is at least 16 years of age.

A student under the age of 16 may receive credit for work experience under one of the following conditions:

- a. The student is enrolled in grade 11 or higher.

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  - b. The principal certifies that the student is in need of immediate work experience education in order to pursue employment opportunities.
  - c. The principal certifies that there is a probability that the student will no longer be enrolled as a full-time student without being provided the opportunity to enroll in a work experience education program.
  - d. The student's individualized education program prescribes the type of training for which participation in a work experience education program is deemed appropriate.
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*(cf. 6159 - Individualized Education Program)*

2. During the course of the student's enrollment in the program, the student receives at least the equivalent of one instructional period per week of related classroom instruction or counseling by a certificated employee. The work experience instruction or counseling shall be offered in sessions scheduled intermittently throughout the semester.
3. The work experience education program meets all of the requirements of law.

**Minimum Day**

The minimum day for students enrolled in a work experience education program shall be four periods totaling at least 180 minutes in duration. A different schedule may be established for students enrolled in a continuation school or class pursuant to Education Code 48402 or who are participating in the School-Based Pupil Motivation and Maintenance Program. (Education Code 46144, 54729)

*(cf. 0420.3 - School-Based Student Motivation and Maintenance Program)*

*(cf. 6184 - Continuation Education)*

## **WORK EXPERIENCE EDUCATION (continued)**

### **Work Experiences and Related Instruction**

The district shall enter into a formal training agreement with each employer to provide one or more of the following paid and unpaid types of on-the-job experiences: (5 CCR 10071)

1. Vocational work experience education which reinforces and extends career-technical learning opportunities for students through a combination of related classroom instruction in work experience education and supervised paid employment in the occupation for which their career-technical course in school prepares them
2. General work experience education which has as its purpose the application of basic skills of reading, writing and computation, and which enables students to acquire ~~general and specific occupational skills through a combination of a supervised paid employment in any occupational field and related classroom instruction in work experience education~~
3. Exploratory work experience education which is non paid and has as its general purpose the career-technical guidance of students by allowing them opportunities to observe and sample systematically a variety of conditions of work

The Superintendent or designee may provide for work experience programs in areas outside the district, within California. (Education Code 51767)

~~All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work experience courses. (Education Code 51763)~~

A work permit may be issued to a minor under the age of 18 years and over the age of 14 years who is regularly enrolled in a high school or community college or who has been assigned to a career-technical course in a place of employment, and who will work part-time as a student enrolled in a work experience education course. (Education Code 49113)

*(cf. 5113.2 – Work Permits)*

### **Responsibilities of Teacher-Coordinator**

The work experience teacher-coordinator shall conduct the related classroom instruction, prepare individual training plans, observe and consult with students, and make at least two on-site contacts per semester with each work station supervisor and a minimum of one on-site contact during summer school to evaluate student performance. (5 CCR 10073, 10074)