



# VIRGINIA BOARD OF EDUCATION

---

# AGENDA ITEM

**Agenda Item:** K

**Date:** June 15, 2022

**Title:** First Review of Revisions to the *Career and Technical High-Quality Work-Based Learning (HQWBL) Guide*

**Presenter:** Dr. David Eshelman, Director of Career, Technical, and Adult Education

Sharon Acuff, Coordinator, Work-Based Learning Coordinator

**Email:** [David.Eshelman@doe.virginia.gov](mailto:David.Eshelman@doe.virginia.gov)

**Phone:** 804-225-2052

**Purpose of Presentation:**

Action required by Board of Education regulation.

**Executive Summary:**

The last revision of the *Career and Technical High-Quality Work-Based Learning (HQWBL) Guide* was reviewed and approved by the Virginia Board of Education (Board) in November 2020. Those revisions were in response to [House Bill 1680](#), directing the Board to review and revise the *Guide* to expand opportunities available for students to earn credit for graduation through high-quality, work-based learning experiences, or in the case of agricultural education, supervised agricultural experiences, in addition to job shadowing, mentorships, internships, and externships.

Since that time, it has become necessary to make technical content revisions and develop new program content in certain areas. This *Guide* will provide local school divisions with consistent messaging regarding high-quality work-based learning experiences.

The proposed revisions to the *Guide* include:

**Content Areas Revisions:**

- Updated non-discrimination statement (p. 2)
- Revised HQWBL Opportunities chart to include information pertaining to CCCRI and graduation requirements (p. 23)

- Updated Supervised Agricultural Education section (p. 76-90) resources and links
- Deleted Pharmacy Technician in the clinical section (p. 91-104) to allow for revisions being made by the Virginia Department of Labor and Industry
- Updated Apprenticeship section (p. 105-112) with information submitted by the Virginia Department of Labor and Industry
- Created universal reporting forms across all experiences and promotional resources included a listing in the appendix sections A-E (p. 113-151)

**New Content Revisions:**

- Addition of new Guide cover, section break pages to distinguish this revised Guide from other editions
- Addition of an abbreviation list (p. 6-7)
- Explanation for coding the experience with the connected course (p. 9)
- Description of the 21st Century Workplace Readiness Skills for the Commonwealth, and the virtual network, VAVoyager (p. 11)
- Explanation of graduation requirements and CCCRI information (p. 11-12)
- Addition of Students with Disabilities in the general information section approved by VDOE Office of ESEA Programs (p. 11-15)
- Deleted paper time log and created an electronic wage calculator for hour and pay tracking for HQWBL experiences (available on the CTE Resource Center website and VAVoyager)
- Included insurance statement to include the completion of a student incident form as needed (p. 22)
- Created a work flow chart for procedures to be followed by HQWBL coordinator/teacher/point-of-contact (p. 22)

Attachment A includes a clean copy of the *Guide*. Attachment B highlights the revisions to the *Guide* in tracked changes.

**Action Requested:**

Other. Specify below:

The Board is requested to waive first review and approve the revisions to the *Career and Technical High-Quality Work-Based Learning (HQWBL) Guide* so that it can be made available to school divisions in advance of the 2022-2023 school year.

**Superintendent's Recommendation**

The Superintendent of Public Instruction recommends that the Board of Education waive first review and approve the revisions to the *Career and Technical High-Quality Work-Based Learning (HQWBL) Guide*.

**Rationale for Action:**

The Board’s action is required to remain in compliance with the *Regulations Establishing Standards for Accrediting Public Schools in Virginia*.

**Previous Review or Action:**

Previous review or action. Specify date and action taken below:

**Date:** October 17, 2019 and November 19, 2020.

**Action:** Technical changes, additions, and/or deletions were approved

**Background Information and Statutory Authority:**

The [\*Profile of a Virginia Graduate\*](#) illustrates the knowledge, skills, experiences, and attributes that students must obtain to be successful in college and/or the work force and to be “life ready,” and provides the framework for the requirements students must meet to earn a Standard Diploma or Advanced Studies Diploma. In developing the profile, the Board determined that a life-ready Virginia graduate must:

- Achieve and apply appropriate academic and technical knowledge (content knowledge);
- Demonstrate productive workplace skills, qualities, and behaviors (workplace skills);
- Build connections and value interactions with others as a responsible and responsive citizen (community engagement and civic responsibility); and
- Align knowledge, skills and personal interests with career opportunities (career exploration)

The *High-Quality Work-Based Learning Guide* supports career exploration as outlined in the *Profile of a Virginia Graduate*, as well as career awareness and career preparation.

High-Quality Work-Based Learning (HQWBL) comprises school-coordinated workplace experiences related to students’ career goals and/or interests, integrated with instruction, and performed in partnership with local businesses and organizations.

HQWBL experiences are available throughout the year. While many students work during the school year, experiences are also available during the summer months.

HQWBL experiences reinforce Virginia’s 5 C’s—critical thinking, collaboration, communication, creative thinking, and citizenship—by allowing students to apply these skills in a real-world business or service-oriented work environment.

**Timetable for Further Review/Action:**

Upon Board approval, and any technical edits by VDOE staff, the revised guidelines will be posted on Town Hall for a 30-day public comment period as required by the Administrative Process Act. Following the public comment period, the *Guide* will be posted on the VDOE

website. A Superintendent's Memo will be sent to school divisions with an explanation of the revisions to the *High-Quality Work-Based Learning Guide*.

**Impact on Fiscal and Human Resources:**

Any costs associated with the development and dissemination of the revised guidelines will be provided by VDOE funds according to state procurement policies and procedures.