# Agenda Item: M

## Date: April 20, 2023

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

## Presenter: Dr. Anthony Williams, Interim Director

## Office of Career, Technical, and Adult Education

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## Purpose of Presentation:

Action required by Board of Education (Board) regulation.

## Executive Summary

Virginia Department of Education (VDOE) staff recommends revisions to technical content and the development of new program content. The revised Guide will provide school divisions with regulatory updates that impact the implementation of High-Quality Work-Based Learning experiences. Current proposed revisions include the following:

**Revisions to Technical Content:**

* Revised cover with 2023-2024 date added
* Update to the Students with Disabilities section (p.14)
* Career and Technical Education High-Quality Work-Based Learning Opportunities in Virginia chart headings modified for clarity (p. 26)
* New section break pages (p. 27, 32, 39, 44, 49, 55, 66, 70, 80, 98, 118, 126, 142, 186, 189, 198)
* CTE HQWBL experiences re-ordered on the Career and Technical Education High-Quality Work-Based Learning Opportunities in Virginia chart to coincide with the roadmap (p. 26)
* List of forms needed to be submitted for each experience added to the individual experience At-a-Glance charts (pgs. 29, 35, 41, 46, 51, 68, 72, 121, 122)
* CTE HQWBL Workplace Evaluation Checklist added as a required form for all experiences not governed by specific regulations (p. 29, 35, 41, 51, 57, 72, 97, 121, 122)
* CTE HQWBL Workplace Evaluation Checklist and CTE HQWBL Training Agreement added for Supervised Agricultural Experience (SAE) Immersion Experiences (p. 97)
* EMT/EMR section in the Clinical experience updated (p. 101)
* Nurse Aide section in the Clinical experience updated (p. 106)
* Nursing section in the Clinical experience updated (p. 107)
* Apprenticeship section updated by Virginia Department of Labor and Industry (DOLI) (p. 118)
* Service-Learning Project Partner Evaluation Form revised to reflect participation of an individual or group (p. 194)
* Updated At-a-Glance for Schools (p. 199)
* Updated At-a-Glance for Business (p. 200)

**New Program Content:**

* New English Learners section (p. 18)
* Pharmacy Technician section added to Clinical experience (p. 111-114)
* Office of Emergency and Medical Services Specific Resources added
  + TR-05 EMT Clinical Training Record (p. 158)
  + TR-07 BLS Student Permission Form (p. 160)
* DOLI Pharmacy Technician Specific Resources added
  + DOLI Guidance to VDOE and Schools Divisions on CTE High School Pharmacy Technician Training Programs (p. 162)
  + DOLI Background Information for VDOE and School Divisions on CTE High School Pharmacy Technician Training Programs (p. 166)
  + Pharmacy Technician Work-Training Written Agreement DocuSign Process (p. 170)
  + Pharmacy Technician Student Work-Training Program Written Agreement (p. 173)
  + Pharmacy Clinical Affiliation Agreement (p. 178)
  + Pharmacy Clinical Experience Time Log Sheet (p. 185)
* Service-Learning Group Project Student List form added (p. 191)
* 12 CTE HQWBL Experiences Roadmap added (p. 201)

## Action Requested:

Other. Specify below:

The Board is requested to waive first review and approve the *Guide* so that it can be made available to school divisions for the 2023-2024 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 *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:

**Dates:** October 17, 2019, November 19, 2020, and June 16, 2022.

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

## Background Information and Statutory Authority:

The [Profile of a Virginia Graduate](http://www.doe.virginia.gov/instruction/graduation/profile-grad/index.shtml) 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. The Virginia Department of Education evaluates and makes revisions and adds new content, if needed annually to the HQWBL Guide. The following statutory authority materials exhibit the importance and relevance of HQWBL to college and career readiness and the graduation requirements.

Board regulation [8VAC20-131-140.](https://law.lis.virginia.gov/admincode/title8/agency20/chapter131/section140/) C1 Career Exposure, Exploration, and Planning; Opportunities for Postsecondary Credit states the following:

Beginning with the 2018–2019 academic year:

Each elementary, middle, and secondary school shall provide for the identification by all students of personal interests and abilities to support planning for postsecondary opportunities and career preparation. Such support shall include provision of information concerning exploration of career cluster areas in elementary schools and course information and planning for college preparation programs, opportunities for educational and academic experiences in and outside the classroom, including internships and work-based learning, and the multiple pathways to college and career readiness in middle and high school.

* *The Regulations Establishing Standards of Accrediting Public Schools in Virginia*,  
  [8 VAC20-131-51.,](https://law.lis.virginia.gov/admincode/title8/agency20/chapter131/section51/) 2B Additional Requirements for Graduation (Effective with the Students Who Enter the Ninth Grade in the 2018-2019 School Year) for a Standard Diploma

In accordance with the Standards of Quality, students shall (i) complete an Advanced Placement honors, International Baccalaureate, or dual enrollment course; (ii) complete a high-quality work-based learning experience as established by board guidance on work-based learning; (iii)earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.

* *The Regulations Establishing Standards of Accrediting Public Schools in Virginia*,  
  [8 VAC20-131-51.,](https://law.lis.virginia.gov/admincode/title8/agency20/chapter131/section51/) 2C Additional Requirements for Graduation (Effective with the Students Who Enter the Ninth Grade in the 2018-2019 School Year) for an Advanced Studies Diploma

In accordance with the Standards of Quality, students shall (i) complete an Advanced Placement honors, International Baccalaureate, or dual enrollment course; (ii) complete a high-quality work-based learning experience as established by board guidance on work-based learning; (iii)earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.

## Timetable for Further Review/Action:

Upon Board approval, and any technical or editorial edits by Department staff, the revised guidelines will be posted on Town Hall for public comment. Following the public comment, the Guide will be posted on the Virginia Department of Education website. A Superintendent’s memo will be sent to school divisions with an explanation of the revised High-Quality Work-Based Learning guidelines.

## Impact on Fiscal and Human Resources:

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