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To: Work-Based Learning Coordinators and CTE Directors

From: The Office of Career and Technical Education (CTE)

Date: September 2, 2021

Re: Updated Work-Based Learning Manual

A content advisory panel (CAP) was convened to review work-based learning in New York to develop a statewide definition and vision of work-based learning to guide all future initiatives for work-based learning in the state.

### Definition of Work-Based Learning

Work-based learning is authentic learning experiences that allow students to explore their career goals, abilities, and interests while applying their academic and technical knowledge and skills in a real-world context. These experiences are planned and supervised by instructional staff in collaboration with business, industry, or community partners.

### Vision for Work-Based Learning

High quality work-based learning will provide effective and equitable experiences to empower all students to become confident workers and culturally competent citizens of New York State.

To prepare schools to implement this definition and vision, some updates have been made to the [work-based learning manual](#). This was done in collaboration with the Work Experience Coordinators' Association (WECA) of New York. The updates do not change any work-based learning policies but are intended to provide some updated information to assist coordinators and schools in providing high-quality work-based learning opportunities for students. A summary of the updates are as follows:

- x Cosmetic updates to reflect a modern document design
- x Minor editing of content to ensure that the content presented best assists schools in implementing work-based learning opportunities
- x Updated links to NYSED and NYSDOL to reflect updates to both web pages
- x Clarification on how registered work-based learning experiences may be carried out remotely, when

- x Updated information on how work-based learning opportunities can be used in NYSED-approved CTE programs along with how the 5S3 Perkins indicator can be met

Finally, the Office of CTE has also developed a FAQ [#ESD#](#) to answer some common questions regarding work-based learning. Please be advised that due to the ongoing impact of COVID-19, the flexibility of offering work-based learning experiences via remote and hybrid means will be extended through the 2021-2022 school year.

If you have any questions regarding work-based learning or any of the materials posted, please contact the Office of Career and Technical Education at [emsccte@nysed.gov](mailto:emsccte@nysed.gov).