P-TECH Work-Based Learning
Essential Elements

NYS P-TECH has identified a set of ten essential elements to serve as a guide to structuring all Work-Based Learning experiences. By intentionally addressing these ten elements, the P-TECH partners can help ensure that Work-Based Learning experiences created for students across the continuum are engaging, safe and learning rich. They are particularly important in structuring authentic Workplace Learning experiences.

P-TECH Work-Based Learning Essential Elements

1. Conduct Effective Planning
   - ✓ Set clear goals and expectations for all parties
   - ✓ Ensure activity is developmentally appropriate (age, stage and grade)

2. Prepare for Success
   - ✓ Prepare students, teachers and employers
   - ✓ Address logistics

3. Identify Student Learning Outcomes
   - ✓ Align to work-readiness professional skills
   - ✓ Link to college-readiness skills and academic standards

4. Create Authentic and Engaging Experiences
   - ✓ Support effective participation of employers
   - ✓ Provide hands-on and project-based activities when possible

5. Connect to Careers
   - ✓ Provide for exploration of or experience in a field of interest and exposure to a range of potential career options
   - ✓ Provide exposures to authentic work-world experiences

6. Ensure Activities are Safe and Legal
   - ✓ Address child labor laws, OSHA, Workers Compensation, and the Fair Labor Standards Act (including pay when required)
   - ✓ Reflect workplace norms, including safety and regulations

7. Provide Ongoing Support
   - ✓ Provide orientations and support for all parties
   - ✓ Ensure the P-TECH Workplace Learning component is appropriately staffed

8. Provide for Reflection, Presentation and Feedback
   - ✓ Support student self-assessment and presentation
   - ✓ Provide opportunities for formal and informal feedback among all parties

9. Connect to the Student's Next Step
   - ✓ Connect the experience to the classroom
   - ✓ Intentionally sequence with future Workplace Learning experiences

10. Assess and Document the Experience
    - ✓ Document student learning
    - ✓ Assess activity effectiveness