

Expand

This section introduces resources for industries, educators, parents, and students to stay informed, stay engaged, and stay compliant while offering or supporting work-based learning opportunities. When industries are compliant and engage directly with educators and students, they actively prepare the workforce through hands-on learning and talent enhancement opportunities.

Table of Contents

Stay Engaged	1
Stay Compliant	2
Stay Confidential	3
Stay Informed	4

Stay Engaged

Whether it's job shadowing or internships, industries are stepping up and engaging with their local school districts and community leaders to support the future workforce. To ensure industries have the necessary tools to stay engaged while remaining compliant, this document provides suggestions on how to do so safely and effectively.

Engaging with local school districts provides many benefits for industries and parents. Employers can visit students and educators in the classroom or even invite a class to tour their facilities to experience the workplace environment and introduce work-based learning (WBL) options. There isn't a one-size-fits-all way to get involved, but WBL is a proven approach to positively shape the future talent pipeline.

As effective resources are presented in each section of the industry engagement toolkit, it becomes clear that work-based learning can be easily supported if all stakeholders work together to:

Create a program calendar that aligns with the local school district and local community initiatives.

Implement a continuum of relevant work-based learning activities and programs that enhance the education-to-workforce pipeline.

Impact in-demand or high-need areas through strategic partnerships.

While these real-world experiences provide tremendous benefits to students and employers, they also raise questions about insurance, liability, and associated responsibilities.

Stay Compliant

Engaging with work-based learning comes with many responsibilities and requires an understanding of insurance, liability, and safety issues as they relate to students, educators, and industries. When employers offer students hands-on experience at their facilities through WBL, compliance considerations for industries and educators must be at the forefront.

Methods to Stay Compliant



Each school district in South Carolina has a Certificate of Insurance (COI) coverage and evidence of student insurance liability for internships, apprenticeships, or participation in any work-based learning experience approved by the district.



Industries are encouraged to consult with their insurance carrier to better understand what liability insurance and workers' compensation coverage are being provided for their business. Industries should be mindful of the risks associated with the transportation of minors to and from the job site.



Schools should collaborate with employers to ensure safety protocols are in place. Collaboration will ensure that students are trained in all required safety precautions to promote a positive and safe work environment prior to placement with a company.



Identify the employee(s) who will be responsible for supervising the student(s) and provide mentorship training for a successful experience. Background checks are encouraged for the assigned employee(s) if their normal job functions do not require periodic background checks.



Follow the federal Fair Labor Standards Act (FLSA) and state child labor regulations to ensure compliance with all applicable laws. Employers should consider workday limits, hazardous occupations, and exemptions that align with each industry.

Key Things to Remember

Staying compliant while offering work-based learning opportunities isn't the sole responsibility of just one stakeholder. As educators, industries, and parents work together to provide students with internships, apprenticeships, and other work-based experiences, it's critical to consider the resources and support each stakeholder can provide. Following labor laws and workplace safety regulations, ensuring students are trained before and throughout their placement, and providing clear workplace policies and procedures is the shared responsibilities of industry, educators, and parents.

Connect with your local school district or education stakeholders to become familiar with additional resources needed for student success in WBL.

Stay Confidential

Across the state, businesses and individuals are dealing with confidential and client-privileged or proprietary information. More so, businesses and educators are tasked daily with protecting both the student and industry information when participating in work-based learning (WBL) experiences. With that said, it is imperative to stay engaged in these opportunities, but it is just as important to protect the confidential and proprietary information shared.

Industries interested in working with students, but concerned about confidentiality, should consider providing students with training that details how to appropriately handle confidential, sensitive, or proprietary information. Training for employees should also be provided, which explains how to protect students' privacy, just as a business protects employees' privacy, including how to obtain parent/guardian consent before photographing minors or others involved in the WBL program.

Useful Training Topics and Policies

To support confidentiality and compliance, industries and educators can identify the following training topics or review or adopt policies such as:

- Confidentiality/HIPAA Compliance
- Field Training
- Workplace Etiquette
- Safety and Security
- Dress Code
- Record Keeping

Oftentimes, industry associations or community partners are able and willing to provide supportive training in these areas or to identify helpful resources. Connect with local industries and partners to find additional support or policies to help along the way.

Useful Forms and Support Materials

To support confidentiality and compliance, industries and educators can work to create structured documentation and templates. The templated documents can include, but are not limited to, the following:

- Student Application/Agreement
- Emergency Information
- School District/Educator Agreement
- Parent/Guardian Permission
- Photo Release Form
- Insurance Form
- Student, Industry, and Employer Evaluation
- WBL Completion Certificate
- Written/Video Testimonies from WBL Participants

Many businesses and school districts use various templates to support these initiatives; so, don't reinvent the wheel. Connect with state or national partners to find additional support or guides to help along the way.

Stay Informed

Staying informed is key to making work-based learning (WBL) programs successful and sustainable. Whether you are an industry partner, parent, educator, or student, understanding information on high-demand careers, workforce and skill gaps, peak student interests, and other labor market data is helpful. Understanding South Carolina's workforce and educational pathways help students, parents, educators, and industries align their efforts with real-world opportunities.

When all stakeholders are committed to staying informed, students are better equipped, employers find the talent they need, our education system produces highly qualified graduates, and local communities get stronger.

STUDENTS

Staying informed about matters that guide WBL opportunities helps students choose career paths that are in demand and growing. Understanding what skills employers are looking for is vital in the K-12 space because it allows students to actively focus on the skills needed. Making informed decisions about training, college, or certifications, and participating in workforce training through WBL experiences, helps shape long-term workforce decisions.

PARENTS

Staying informed about WBL opportunities allows parents or guardians to guide their students toward a growing career. By following the trajectories of various career fields, parents and guardians can support students in making their educational and/or career decisions. Not only does this help the student, but it also positively impacts the community by encouraging skill-building and career enhancement through direct involvement.

EDUCATORS

Educators can use workforce and education data to align curriculum with current and future workforce demands. Through preparing students with relevant job skills, educators are building the future talent pipeline while industries are building a more comprehensive workforce. Using readily available data from state agencies and associations across the state, educators can ensure our students are prepared for the workforce ahead.

INDUSTRIES

As industries advance alongside the ever-changing workforce, it is imperative to apply those insights to work-based learning. By understanding skill gaps or emerging industries, industries can proactively offer programs that are useful to the participants. Whether it's an apprenticeship to boost short-term training or a classroom visit to discuss common skills needed for roles within their field, industries can use data from agencies and associations to prepare future workers.

What's Next?

Work-Based Learning (WBL) strengthens communities, supports student success, and builds the workforce of tomorrow. As industries actively engage with the youth workforce, staying confidential, compliant, and informed is critical to success.

Remember, it takes a community to prepare a student for work!

Interested in learning more about WBL? Visit the Industry Engagement webpage on www.findyourfuture.sc.gov.

Stay tuned as we continue the discussion around the Industry Engagement Toolkit!

Scan the QR code to view additional resources and download all sections of the industry engagement toolkit!

