



## Perkins V: 5S3 – Work-Based Learning Indicator for Secondary Schools

Perkins V defines work-based learning as sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction” Sec. 3. [20 U.S.C. 2302] (55).

### Qualified Work-Based Learning for Perkins V Accountability Measure

The purpose of choosing work-based learning as the accountability measure is to encourage sustained interactions with community partners to provide extensive career development and skill building to prepare students for life-long learning. The Iowa Department of Education has identified internships, pre-apprenticeships, and apprenticeships as the preferred programs to count toward Perkins V accountability 5S3 - student participation in work-based learning. These three programs are defined below and can be found in the Iowa Department of Education’s [Work-Based Learning Guide](#):

- **Internships**

- Internships are typically one-time, short-term work or service experiences related to the student’s major or a participant’s career goal. The internship plan generally involves participants working in professional settings under the supervision and mentoring of practicing professionals. Internships can be paid or unpaid. Strong internship programs incorporate meaningful work assignments, training, necessary workspace and resources, and structured evaluation/reflection.

- **Pre-Apprenticeships**

- Pre-apprenticeships programs are sets of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship. These programs have a documented partnership with at least one Registered Apprenticeship program sponsor and together they expand the participant’s career pathway opportunities with industry-based training coupled with classroom instruction.

- **Apprenticeships**

- Registered Apprenticeship programs provide a proven solution for recruiting, training, and retaining an educated and skilled workforce in the state. Combining on-the-job learning with related classroom instruction, Registered Apprenticeship programs enable students to earn while they learn. Students earn wage increases as they progress through a Registered Apprenticeship program. In addition, portable industry credentials are awarded to those who complete Registered Apprenticeship programs by the United States Department of Labor. Registered Apprenticeships can last between one and six years, but must entail at least 144 hours of related educational training and at least 2,000 hours of hands-on training.

- **Qualified Service Area Examples**

- More information on qualifying opportunities on page five of this document.

## Simulated Environment at an Education Institution

If an institution is unable to offer oversight in an off-site, immersed opportunity, the district can offer an on-site simulated experience through a school-based enterprise. In order for the school-based enterprise to count as the Perkins V work-based learning indicator, a robust school-based enterprise must be provided. A district must demonstrate the integration of standards for a school-based enterprise outlined below in order to use the course as their work-based learning indicator. In order for a school district to utilize a school-based enterprise as their work-based learning component, the district will need to complete an [annual application](#) with the [Iowa Department of Education](#).

- **School-Based Enterprise**

- A school-based enterprise is a course coupled with a hands-on opportunity to develop a business operation within the school setting. Classroom instruction covers topics of operation, product services management, pricing, distribution channel management, and promotion. Students are responsible for the development, management, and operation of services or products to provide realistic and practical hands-on experiences. A school-based enterprise is a business operation in a school setting providing goods/services to meet the needs of the market. School-based enterprises are managed and operated by students as hands-on learning laboratories that provide realistic and practical learning experiences that reinforce classroom instruction.
- Required Standards for School-based Enterprises (based on MBA Research Performance Indicators)
  - **Operations**
    - Follow instructions for use of equipment, tools, and machinery. *(OP:006) (PQ)*
    - Describe health and safety regulations in business. *(OP:004) (PQ)*
    - Explain routine security precautions. *(OP:013) (CS)*
  - **Product Services Management**
    - Identify components of a retail image. *(PM:243) (SP)*
    - Choose vendors. *(PM:263) (SP)*
    - Plan merchandise assortment. *(PM:254) (SP)*
    - Determine stock turnover. *(PM:224) (SP)*
    - Plan reductions. *(PM:063) (SP)*
  - **Pricing**
    - Determine cost of product (breakeven, ROI, markup). *(PI:019) (MN)*
    - Describe pricing strategies. *(PI:045) (MN)*
    - Evaluate pricing decisions. *(PI:057) (MN)*
  - **Distribution Channel Management**
    - Explain the relationship between customer service and distribution. *(OP:523) (CS)*
    - Explain the receiving process. *(OP:384) (CS)*
    - Complete inventory counts. *(OP:409) (CS)*
    - Determine inventory shrinkage. *(OP:415) (SP)*
  - **Promotion**
    - Plan promotional strategy. *(PR:343) (MN)*
    - Explain the use of visual merchandising in retailing. *(PR:023) (CS)*
    - Use cross-merchandising techniques. *(PR:358) (SP)*
    - Plan special events. *(PR:360) (SP)*

- Measure success of promotional efforts. (PR:339) (MN)

In order to qualify for reporting WBL, the district needs to offer credit for the accompanying course from the instructor overseeing the experience utilizing SCED codes for secondary reporting (see list below) and courses associated for postsecondary reporting.

### Supports in Place to Ensure Quality WBL Programming:

- The Multioccupations (MOC) endorsement ensures the instructor is properly overseeing the experience to ensure student growth and safety.
  - Educators can oversee work-based learning experiences in their specific content-endorsed area without an MOC endorsement. The Department recommends the instructor overseeing work-based learning earn the MOC endorsement to understand the legal components to minimize liability of the school district and ensure a quality experience.
  - The MOC endorsement allows an instructor to oversee work-based learning experiences in all career areas.
- Attend the Work-Based Learning Conference to connect with up-to-date professional development.
- Utilize the school district's ICAP and Intermediary work to prepare students for the experiences and connect educators to local resources.

### Collection and Reporting of WBL Data

Public school districts input CTE data into several systems within the Department like the Student Reporting in Iowa (SRI) system and the Secondary CTE Reporting Application (SCTERA). The SRI system is the basis for extracting CTE data into the SCTERA system. The data from SCTERA is used for ensuring that school districts comply with state and federal CTE requirements.

During the annual winter SRI collection, each school district submits a list of their course enrollments by SCED codes, for accreditation purposes, and marks each subject area with an identifier (1-9). The CTE identifier is "#9." Such identified courses and their corresponding enrollments are queried into the SCTERA reporting system.

Schools will have the opportunity to report out on the students and courses that have met the WBL hours and expectations as outlined above. This will take place during the Spring SCTERA collection where school districts will review and confirm that the enrolled students have completed the requirements for WBL.

## SCED Codes for WBL Perkins V Indicator

This section is organized by a list of SCED codes to be used for the courses used for the work-based learning secondary indicator for Perkins V. The occupational areas containing STEM work-based learning experiences, a \* is provided next to the SCED title.

### 1. High School Internship Program Overseeing All Career Areas

- Internship courses cover ALL career areas. The school course covers foundational workplace skills and students are placed in multiple career paths with one instructor overseeing all placements. Work-based learning coordinator needs an MOC endorsement.
- **Miscellaneous Workplace Experience**
  - SCED Code: 22998

## 2. High School Internship, Pre-Apprenticeship or Apprenticeship

- Course covers one specific content area with accompanying work-based learning experience. SCED codes by content area listed below.
- If the SCED codes outlined below do not capture your pre-apprenticeship or apprenticeship program, [please complete the linked form](#) for a Department staff member to review.
- **Agriculture, Food, and Natural Resources**
  - Agriculture, Food, and Natural Resources - Workplace Experience,\* SCED Code: 18998
- **Applied Science, Technology, Engineering, and Manufacturing**
  - General Construction - Workplace Experience, SCED Code: 17048
  - Processing/Production - Workplace Experience, SCED Code: 13098
  - Metalwork - Workplace Experience, SCED Code: 13248
  - Repair - Workplace Experience, SCED Code: 13348
  - Manufacturing - Workplace Experience,\* SCED Code: 13998
- **Business, Finance, Marketing, and Management**
  - Business and Marketing - Workplace Experience,\* SCED Code: 12998
- **Information Solutions**
  - Information Technology - Workplace Experience,\* SCED Code: 10998
- **Health Science**
  - Health Sciences - Workplace Experience,\* SCED Code: 14298
- **Human Services**
  - Family and Consumer Sciences - Workplace Experience, SCED Code: 19298
  - Human Services - Workplace Experience, SCED Code: 19998
  - Public, Protective, and Government Service - Workplace Experience,\* SCED Code: 15998
  - Restaurant, Food and Beverage Services - Workplace Experience,\* SCED Code: 16098

## 3. School-Based Enterprise

- A school district will identify the appropriate course associated with the learning and experience through the annual application from the Iowa Department of Education.
- **Description:** A school-based enterprise is a course coupled with a hands-on opportunity to develop a business operation within the school setting. Classroom instruction covers topics of operation, product services management, pricing, distribution channel management, and promotion. Students are responsible for the development, management, and operation of services or products to provide realistic and practical hands-on experiences. A school-based enterprise is a business operation in a school setting providing goods/services to meet the needs of the market. School-based enterprises are managed and operated by students as

*Iowa Department of Education guidance should be viewed as advisory unless it's specifically authorized by state statute, according to Iowa Code section 256.9A. This does not apply to administrative rules, declaratory orders, or materials required by federal law or courts.*

hands-on learning laboratories that provide realistic and practical learning experiences that reinforce classroom instruction.

- If a school district wishes to pre-qualify their school-based enterprise for the Perkins V work-based learning indicator, the district must complete the [annual application](#) for the program by September 1st. The approval process will provide the opportunity for the school district to identify the SCED code used for the program.

#### 4. Qualified Service Area Examples

- Service Area: **Agriculture**
  - **Course:** Agriculture, Food, and Natural Resources - Workplace Experience or documented hours in SAE meeting quality workplace learning expectations and supervised by an agriculture instructor/FFA Advisor
  - **SCED Code:** 18998 or SAE embedded in Agriculture Courses taught by Agriculture Instructor/FFA Advisor
  - **B&I Connection (Hours):** To Qualify for WBL indicator - students conduct a Supervised Agriculture Experience (SAE) with 120 hours completed in 10 different Skill areas documented thru SAE Records and cross walked with AFNR standards (including Career Ready Practices). SAE Records data is used to validate the Work Based Learning indicator and agriculture program aggregate data submitted.
  - **Who sets the hour requirement(s):** Chapter Degree (State FFA Constitution)
  - **Who Supervises the student(s):** Instructor, Workplace Supervisor, and Parent
- Service Area: **Health Science**
  - **Course:** CNA
  - **SCED Code:** 14051
  - **B&I Connection (Hours):** 30 hour minimum
  - **Who sets the hour requirement(s):** Iowa Department of Inspections/Federal Government
  - **Who Supervises the student(s):** Instructor and Long-term care facility nurse
- Service Area: **Health Science**
  - **Course:** Advanced CNA
  - **SCED Code:** 14051
  - **B&I Connection (Hours):** 30 hour minimum
  - **Who sets the hour requirement(s):** Iowa Department of Inspections/Federal Government
  - **Who Supervises the student(s):** Instructor and Long-term care facility nurse
- Service Area: **Human Services/Family and Consumer Sciences**
  - **Course:** ProStart
  - **SCED Code:** 16051
  - **B&I Connection (Hours):** 400 hour minimum over a period of one to three years
  - **Who sets the hour requirement(s):** National Restaurant Association, Executive Director of the Education Foundation of the Iowa Restaurant Association.
  - **Who Supervises the student(s):** Instructor/MOC and industry partner
- Service Area: **Human Services/Family and Consumer Sciences**
  - **Course:** Early Childhood Education
  - **SCED Code:** 19153
  - **B&I Connection (Hours):** 480 minimum clock hours working with children within three years of beginning CDA application, obtained over a period of one to three years

- **Who sets the hour requirement(s):** Council for Professional Recognition, Iowa Association for the Education of Young Children (Iowa AEYC)
- **Who Supervises the student(s):** Instructor and industry partner