



Work-Based Learning Categories

Consolidated Annual Report (CAR) Data Collection



WBL Categories for CAR Reporting (Student Template)

Career Awareness: Workplace Tour

Career Awareness: Guest Speaker

Career Awareness: Participation in a CTSO

Career Awareness: Postsecondary Visit

Career Awareness: Other

Career Exploration: Informational Interviews

Career Exploration: Job Shadow

Career Exploration: Program-Specific Workplace Tour

Career Exploration: Other

Career Preparation: Paid Internship¹

Career Preparation: Unpaid Internship

Career Preparation: Registered Apprenticeship²

Career Awareness

Career awareness activities help students learn about a variety of careers, the education and training required for those careers, and the typical pathways for career entry and advancement. Career awareness activities expose students to a wide range of occupations in the private, public, and non-profit sectors.

Career awareness activities generally have the following characteristics:

- Industry or community partners provide a learning experience for students, usually in groups;
- The activity is designed and shaped by educators and employer partners to broaden students' knowledge by introducing a wide range of careers and occupations;
- The activity provides information about the types of careers available, the people in them and what they do, and the education and training required for those careers;
- Students learn about appropriate workplace behaviors;
- Students have opportunities to reflect on what they have learned and begin to identify interests for further exploration; and,
- Students in the middle and high school grades may all benefit from career awareness activities, providing they are tailored to the specific grade level.

¹ The National Association of Colleges and Employers defines an internship as “a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

² A Registered Apprenticeship Program (RAP) is a proven model of apprenticeship that has been validated by the U.S. Department of Labor or a State Apprenticeship Agency. For more information, please see <https://www.apprenticeship.gov/employers/registered-apprenticeship-program>

Career Exploration

Career exploration activities help students learn about the skills needed for specific careers by observing and interacting with employees in the workplace. As a next step after career awareness, career exploration activities are usually more focused on specific careers in which students are interested.

Career exploration activities generally have the following characteristics:

- Students interact one-on-one with employees in a specific industry or occupation;
- They are usually one-time or one-day events;
- Students play active roles in selecting and shaping the activities, based on their individual interests; and,
- Students have opportunities for deeper analysis and reflection to help refine their choices about future education and training.

Career Preparation

Career preparation activities integrate career and academic skills acquired in the classroom with skills and knowledge acquired in the workplace. The emphasis is on building employability and work readiness skills and on understanding applications of school-based learning to specific careers. Many students use these activities to help make decisions about future education and training options.

Career preparation activities generally have the following characteristics:

- They build on the interests developed in career awareness and exploration activities by providing more in-depth, hands-on experiences;
- Students interact one-on-one with employees in a specific occupation or industry over an extended period of time;
- Students engage in activities that have career development value beyond success in school;
- Both students and employers benefit from the experience;
- Student performance is evaluated by employers;
- The activities are connected to the academic and career/technical curricula;
- They are of sufficient duration and depth to enable students to develop and demonstrate specific knowledge and skills and to make further education and career planning decisions; and,
- They are applicable to multiple postsecondary education and career options.