

# Work-Based Learning Data Reporting Accountability

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WISCONSIN DEPARTMENT OF  
**Public Instruction**  
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# WBL

- Work-Based Learning (WBL) data is used for:
  - Report cards
  - Perkins Accountability Reports
- WBL Coordinators should create a syllabus or guide explaining each WBL program in the school.
- Each WBL programs must meet the “6 Criteria of WBL” to be reported for report cards and Perkins Accountability.
  - If the WBL program does not meet the 6 Criteria of WBL, then it is not WBL and should not be reported as such. It would be considered a Career Based Learning Experience and not used in report card or Perkins Accountability.

# WBL

- Report cards and Perkins Accountability Reports collect these WBL type experiences:
  - Entrepreneurial Student Business (Non-Certified)
  - Internship/Local co-op (Non-Certified)
  - School-based Enterprise (Non-Certified)
  - Simulated Worksite Supervised (Non-Certified)
  - Supervised Agricultural Experience (Non-Certified)
  - State Co-op Education Skills Standards:
    - DPI Occupational (Certified)
    - DPI Employability Skills (Certified)
  - Youth Apprenticeship (Certified)
- [Work-Based Learning](#) - WISEdata element webpage
- [Work-Based Learning](#) - “Wisconsin Guide to Implementing Career-Based Learning Experiences” definitions

# 6 Criteria of WBL

1. Involves sustained interactions, either paid or unpaid, with industry or community professionals.
  - a. Sustained = minimum of **90 hours**, can be rotated among employers and/or positions, the employer is engaged throughout the experience. Can take place in one semester, an entire year, the summer, or even a six-week period.
  - b. Interactions must be more than just observing and include direct communication and involvement with industry or community professionals
2. Takes place in real workplace settings (as practicable) or simulated environments at an educational institution.
3. Fosters in-depth, firsthand engagement with the tasks required in a given career.
4. Aligns with a course (generally speaking should be a minimum of one semester). It is highly encouraged to provide credit for the work-based learning experience as well as credit for the school-based course.
5. Must include a training agreement between the student, employer/business, and school that defines the roles and responsibilities of the student, the employer, and the school.
6. Business and education partners work together to evaluate and supervise the experiences, which must be documented with training or learning plans and evaluation forms.

# Create a Syllabus/Guide

- Create a syllabus or guide for each WBL program the school offers.
- Data Entry and the WBL Coordinator will need to work together to report WBL data correctly.
- In the syllabus/guide provide:
  - WBL Coordinators name and contact information (#5 criteria)
  - Name and description of the WBL program (#2 and #3 criteria)
  - WBL hours required (#1 criteria)
  - Prerequisite or concurrent CTE academic courses required (#4 criteria)
  - 6 Criteria of WBL and how the WBL program is meeting each
  - Nondiscrimination statement
  - Application paperwork for the student
  - Training agreement between the school and employer (#5 criteria)
  - Responsibilities of students/school/employer (#6 criteria)

# Data Setup

- WBL is reported through the Student Information System
- Create a course to schedule students, that are in the WBL program. This is a separate course from the CTE academic content course (#4 criteria).
- A student in WBL would have two courses on their schedule:
  - One CTE academic content course
  - One WBL course for when the student is working
- Within the course setup, there is a field to select the WBL program.
- Schools may use any Roster code they want for WBL. The WBL data comes from within the course setup. This may be called the Career Education field.
- Complete WBL student scheduling before the end of the school year.

# Career Pathway

Cluster	Career Pathway Title and IAC	CTE Course Title (with CTE roster code) *Add addition lines for courses (minimum of 2 courses)	Dual Enrollment program name	Industry Recognized Credential and program name	Work Based Learning and program name	If applicable, name the CTSO aligned to course standards
<a href="#">Transportation, Distribution and Logistics</a>		Consumer Auto 3962				
		Auto Technology 1 3957	Auto Technology 1 OHS/Automotive Fundamentals MATC	Automotive Service Excellence (ASE)		
		Auto Technology 2 3956	Auto Technology 2 OHS/Automotive Service Procedures MATC	Automotive Service Excellence (ASE)		
		Auto Technology 3 6948	Auto Technology 3 OHS/Automotive Electrical Procedures MATC	Automotive Service Excellence (ASE)		
		Small Engines 3927				
		47.06 Youth Apprenticeship-Transportation 3822			Youth Apprenticeship	Skills USA

# WISEdata Portal

## Filters

School Year

2023 - 2024 ▾

School Type

High School ▾

Schools ✕

All Schools

Collection

Show All ▾

Reset

## Exports

Category Type <span>↑</span>	Export Type <span>↑</span>	Description		
All Enrollment	Mass Enrollment Export	All student enrollments	<a href="#">Download</a>	<a href="#">Definitions</a>
Attendance - YE	Attendance - YE	Attendance data for primary enrollments	<a href="#">Download</a>	<a href="#">Definitions</a>
Career Education	Certified/Non Certified Career Education Programs	Students with the course and non-course related Career Education student program associations including Certified Career Education Programs, Non-Certified Career Education Programs	<a href="#">Download</a>	<a href="#">Definitions</a>



# Certified/Non-Certified Export

H	I	J	K	L	M	N	O	P
First Name	Program Type	Program Name	Begin Date	End Date	Location of Program	Local Course Code	DPI Course Code	Grade Level
SAM	Certified Career Education Program	Youth Apprenticeship	9/5/2023	6/5/2024	Non Course			12
SAM	Certified Career Education Program	Youth Apprenticeship	1/12/2024	1/19/2024	Course	2024_230_YAEDU	4187	12
SAM	Certified Career Education Program	Youth Apprenticeship	1/17/2024	1/19/2024	Course	2024_230_YAEDU	4187	12
SAM	Certified Career Education Program	Youth Apprenticeship	1/23/2024	6/5/2024	Course	2024_230_YAEDU	4187	12
TOM	Non Certified Career Education Progra	Simulated Worksite	9/5/2023	1/19/2024	Course	2024_230_TC	6490	10
TOM	Non Certified Career Education Progra	Simulated Worksite	9/5/2023	6/5/2024	Non Course			10
TOM	Non Certified Career Education Progra	Simulated Worksite	1/23/2024	6/5/2024	Course	2024_230_TC	6490	10
LISA	Non Certified Career Education Progra	Simulated Worksite	9/5/2023	6/5/2024	Non Course			10
LISA	Non Certified Career Education Progra	Simulated Worksite	9/26/2023	1/19/2024	Course	2024_230_TC	6490	10
LISA	Non Certified Career Education Progra	Simulated Worksite	1/23/2024	6/5/2024	Course	2024_230_TC	6490	10
NOAH	Non Certified Career Education Progra	Simulated Worksite	9/5/2023	6/5/2024	Non Course			11

## Programs

### Career Education

Category	Program Name	Program Type	Begin Date	End Date
<ul style="list-style-type: none"> <li>Certified or non certified Career Education program</li> </ul>	Youth Apprenticeship	Certified Career Education Program	09/05/2023	06/05/2024

Cluster Title:

Certified Program Status: Continuing

Create Date: 1/12/2024 3:25:45 PM

IAC / CIP Code:

Cte Concentrator Flag: False

Last Modified Date: 3/13/2024 3:27:42 PM

Program Areas:

# WISEdash for District

## Snapshots

Snapshots

TFS Count Date

Oct 1 Child Count

Spring Demographics

Attendance

Discipline

YE Completion

Career Education and Coursework ▾

Student Participation Count

Outcome Count

### Available data

SPED

EL

Econ

Gender

Grade

Disability

Race

### Columns

Work Based Learning Program

### Rows

Program Name

	WORK BASED LEARNING PROGRAM	No	Yes	Totals
PROGRAM NAME				
<u>IRC STATE APPROVED BUSINESS &amp; INDUSTRY</u>		37		37
<u>STATE CO-OP ED. SKILL STANDARDS - DPI EMPLOYABILITY SKILLS</u>			36	36
<u>YOUTH APPRENTICESHIP</u>			40	40
<u>STATE CO-OP ED. SKILL STANDARDS - DPI YOUTH LEADERSHIP</u>		10		10
<u>SIMULATED WORKSITE</u>			94	94
<u>INTERNSHIP/LOCAL CO-OP</u>			7	7
Totals		47	177	224

# WISEdash for District

Snapshots  
Snapshots

TFS Count Date   Oct 1 Child Count   Spring Demographics   Attendance   Discipline   YE Completion   **Career Education and Coursework** ▾

2023-2024 Technical Skills Attainment Student Participation - Current View

Configuration   Function   Measure   Render As

Default ▾   Sum ▾   Students ▾    Table    Heatmap    Row Heatmap    Column Heatmap

**Save**   Delete

Available data   Columns

SPED   EL   Econ

Rows

PROGRAM NAME	Totals
<u>SIMULATED WORKSITE</u>	91
<u>INTERNSHIP/LOCAL CO-OP</u>	5
Totals	96

Green table is current data view!

# WISEdash for District

A	B	C	D	M
School	Roster Code	Course Title	Subject Area	SCED Code
2025	3383	Miscellaneous-Workplace Experience	22 Miscellaneous	22998G
2025	4187	Education-Workplace Experience	19 Human Services	19198G
2025	4907	Construction-Comprehensive	17 Architecture and Construction	17002G
2025	4922	Hospitality and Tourism-Workplace Experience	16 Hospitality and Tourism	16998G
2025	5302	Health Sciences-Workplace Experience	14 Health Care Sciences	14298G
2025	5562	Manufacturing-Workplace Experience	13 Manufacturing	13998G
2025	5817	Marketing-Workplace Experience	12 Business and Marketing	12198G

- Based on the Subject Area and Course Title of the WBL course, you will be able to:
  - Disaggregate live student data by the cross tabs shown and more.
  - Disaggregate prior years data by changing the year in the filter.
- Utilize the Roster Work Plan to layout the schools career pathways:
  - Roster Work Plan - row 2 career pathways will identify the local name of the WBL course ([CTE Data Resources](#)).
  - To normalize state data, the SCED course tiles/name are used in WISEdash>Topics dashboard. (DPI is not able to display unique local course names for every school).
  - This data is current, if the school is sending Roster data.

Topics  
Coursework

Course Enrollment Course Student Enrollment by Subgroup Arts Participation by Subgroup

Default Sum Students Table

Save Delete

Available data  
School Name  
SPED  
EL  
Econ  
Gender  
Grade  
Migrant  
Disability  
Race  
CTE Course

Columns  
Rows  
Course Name

COURSE NAME	Totals
Career Exploration	1,660
Communication Instruction-22252	7
Community Living-22251	34
Data Science Applications	3
Employability Skills	85
Miscellaneous-Aide	249
Miscellaneous-Independent Study	36
Miscellaneous-Other	1,960
Miscellaneous-Workplace Experience	15
School Orientation	79
Standardized Test Preparation	9
Study Skills	577
Totals	4,714

# Resources

[CTE Data Resources webpage](#)

- “CTE and Career Education Data WISE Guide”

[Wisconsin’s Guide to Implementing Career-Based Learning Experiences](#)

[Work-Based Learning data element](#)

[WBL Handout](#) - summary example for teachers and data entry

[Copy of Work-Based Learning Guide Example](#)

[Copy Expectations Example](#)

[Copy Time Logs Example](#)

[Resources](#)