

**Regional Strong Workforce Project**  
**Scope of Work**  
**Project: Work-Based Learning and Job Placement**

**Purpose of the Project:**

This RFA is to enable each college to facilitate the assessment of the current status of work-based learning and job placement services at their campuses.

This work will support the Work-Based Learning and Job Placement Workgroup's efforts to establish work-based learning and job placement functions at each college that will provide all students with a continuum of critical experiences and support to deepen classroom learning and facilitate employment.

**Requested Scope of Work:**

Work-based learning facilitates classroom learning both academic and technical subjects, as well as supporting development of transferable 21st century employability skills. It also provides direct exposure to workplaces which facilitates career exploration and visibility with employers, resulting in opportunities for employment. Employment placement is the function that supports students in identifying and securing jobs.

This RFA is for the function of supporting the assessment of current work-based learning (WBL) and job placement (JP) needs and services at one community college, within the context of the Work-based Learning and Job Placement (WBL&JP) Workgroup's activities. The assessment is needed to ascertain the current types and levels of WBL and JP activity and the needs of faculty and staff for support to expand offerings and services for students, and to integrate these experiences into their curricula. The assessment will also bring visibility to WBL and JP as critical experiences for community college students.

Types of WBL fall along a continuum of engagement with the work environment, and include, but are not limited to, workplace speakers, workplace tours, informational interviewing, job shadowing, mentoring, internships, employer-driven projects or enterprises, and apprenticeships. Questions about all of these—however organized—will be included in the assessment. Level of activity can be measured in several ways, including how frequently faculty employ these strategies in their courses, how frequently these experiences are offered through the career center or other campus programs, and how many students access these various experiences. Questions on integration will address how faculty embed experiences into their curricula, the kind of support they would need to use WBL as an instructional and career development strategy, the kinds of barriers they face, and solutions and best practices. Job placement questions will be designed to assess level of need, types of services needed (e.g. resume preparation, interview coaching, identification of opportunities, additional career exploration, access to financial planning services, access to transportation, access to other supports, etc.), timing of need for services, and use of job search technology, among other questions.

Overall tasks will include:

- In the context of implementation of the WBL&JP Workgroup Action Plan, work with CE Deans and faculty and/or research staff at each college to assess the needs for work-based learning (WBL) at each campus, including needs along the full continuum of WBL ranging from exploratory activities to internships and apprenticeships.
- In the context of implementation of the WBL&JP Workgroup Action Plan, work with CE staff at each college to ascertain the need for employment placement services at each campus, including outreach to students to solicit input on the need for placement services, and specifically, the kinds of services needed (ranging from resume review to coaching and support for access to job placement technology tools).

Specific tasks will include:

- Contribute to the overall assessment plan, including modes of inquiry (surveys, focus groups or individual interviews) and sampling and outreach to respondents, to attain the highest level and quality of responses from deans, faculty, staff, and students.
- Provide input to, and review draft assessment tools developed by the WBL&JP Workgroup.
- Facilitate the administration of surveys and conducting of focus groups and interviews, to ensure complete and timely responses. Facilitation may include providing contact information, scheduling, if needed, ensuring that respondents have received surveys, and follow up.
- Assist in conducting of focus groups and interviews, as needed.
- Prepare summaries of notes, as appropriate.
- Prepare analyses of data and report findings in a format to be provided.
- Participate in review of data across colleges and contribute to discussions about strategic approaches to expanding and embedding services at the colleges.
- Participate in action planning that will result from data collection.

### **Which Task Force Recommendations does this meet?**

2. Student Success: Improve CTE student program and outcomes.

### **Regional Strong Workforce Implementation Recommendations:**

#### **5. Applied and work-based learning**

- 5.1 Rigorous applied and work-based experiences for all
- 5.2 Applied learning strategies integrated into coursework
- 5.3 Continuum of work-based learning for all
- 5.4 Embedded practice-based experiences
- 5.5 Industry-informed projects to address transportation issues
- 5.6 Regional approach

- 5.7 Engagement with the Workforce Development Council to identify regional employer resources by sector
- 5.8 Coordination with faculty to support and expand upon employer contacts
- 5.9 Adequately resourced and coordinated employer engagement
- 5.10 Assessment and measurement

**8. Employment preparation**

- 8.1 Comprehensive and coordinated employment preparation and job placement
  - 8.2 Staffing for employment preparation and job placement
  - 8.3** Tracking and dissemination of employment data
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**Regional Strong Workforce Project**  
**Scope of Work**  
**Project: Work-Based Learning and Job Placement Case Management**

**Purpose of the Project:**

The purpose of this project is to establish work-based learning and job placement functions at each college that will provide all students with a continuum of critical experiences and support to deepen classroom learning and facilitate employment. **This RFA is specifically to hire a WBL and job placement case manager for the function of work-based learning coordination and job placement at one college.**

**Requested Scope of Work:**

Work-based learning facilitates classroom learning both academic and technical subjects, as well as supporting development of transferable 21st century employability skills. It also provides direct exposure to workplaces which facilitates career exploration and visibility with employers, resulting in opportunities for employment. Employment placement is the function that supports students in identifying and securing jobs.

This RFA is for the functions of coordinating work-based learning (WBL) and job placement at one community college, within the context of the work-based learning and job placement (WBL&JP) workgroup's activities.

The job functions will include:

Assessment

- In the context of implementation of the WBL&JP Workgroup Action Plan, work with CE Deans and faculty and/or research staff at each college to assess the needs for work-based learning (WBL) at each campus, including needs along the full continuum of WBL ranging from exploratory activities to internships and apprenticeships.
- In the context of implementation of the WBL&JP Workgroup Action Plan, work with CE staff at each college to ascertain the need for employment placement services at each campus, including outreach to students to solicit input on the need for placement services, and specifically, the kinds of services needed (ranging from resume review to coaching and support for access to job placement technology tools).

Development

- Work with the WBL&JP Workgroup in establishing a widely accepted definition of work-based learning.
- Work with the WBL&JP Workgroup to help identify and adopt resources to facilitate implementation of WBL and job placement services at the regional colleges.

### Planning and work flow development

- With the WBL&JP Workgroup, establish a work flow, including: ongoing communications/marketing (with faculty and students); ongoing needs assessment (with faculty, CE staff, and students); job development (with job developers and DSNs); placement functions (with students); and reporting, harnessing technology when available and as appropriate.
- With the WBL&JP Workgroup and working closely with the Employer Engagement Workgroup, regional job developers, and Deputy Sector Navigators (DSNs), identify disciplines or occupational pathways to be targeted for work-based learning and/or craft another strategy that will facilitate a systematic and feasible approach in alignment with regional goals.

### Implementation

- Work closely with the Employer Engagement and Job Development Workgroup, regional job developers, and Deputy Sector Navigators (DSNs) to identify and post WBL and job opportunities.
- Communicate WBL opportunities to faculty and CE staff; work with faculty and CE staff to offer opportunities through their classes.
- Conduct outreach to specific deans and faculty based on regional Employer Engagement priorities and availability of opportunities.
- Work with CE staff to communicate the availability of opportunities to students directly.
- Work with the WBL&JP Technology Sub-group to implement technology solutions for WBL and job placement, including assisting with piloting, tracking pilot results, and making recommendations for system development and improvement.
- Manage placement processes (both manually and online, as appropriate).

### Reporting and improvement

- Manage reporting of results to deans, faculty, administrators and DSNs, as well as regional leadership through the WBL&JP Workgroup.  
On a quarterly basis, identify areas of improvement needed to support greater use of WBL as an instructional strategy and job placement services to boost placement outcomes.

### Professional Development

- Work with the WBL&JP Workgroup to provide PD to establish common understanding of WBL and strategies for embedding WBL into curriculum.

## **Which Task Force Recommendations does this meet?**

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## **Regional Strong Workforce Implementation Recommendations:**

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