

GUIDANCE &
RESOURCES FOR
PROVIDING
HIGH-QUALITY
WORK-BASED LEARNING

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ITEMS FOR DISCUSSION

- Background – What is a Career Development Experience (CDE)?
- Community Examples
- Overview of the CDE Toolkit
- Opportunities for Support & Resources

WHAT IS A CAREER DEVELOPMENT EXPERIENCE?

A supervised work experience relating to an individual's career area of interest that:

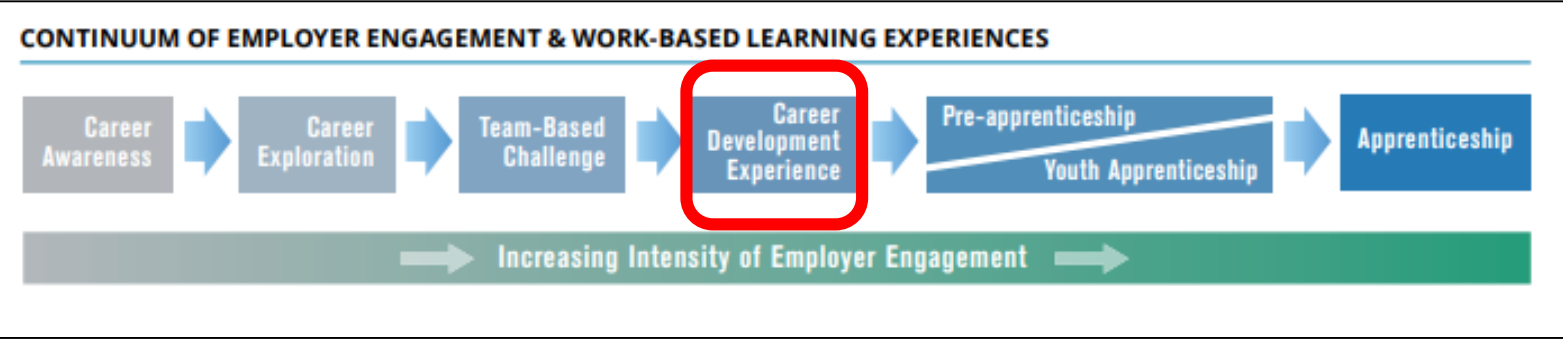
- 1) Occurs in a workplace or under other authentic working conditions;
- 2) Is co-developed by an education provider and at least one employer in the relevant field;
- 3) Provides compensation or educational credit to the participant;
- 4) Reinforces foundational professional skills including, at a minimum, those outlined in the Essential Employability Skills framework;
- 5) Includes a Professional Skills Assessment that assesses skill development and is utilized as a participant feedback tool; and
- 6) Takes place for a minimum of 60 total hours.

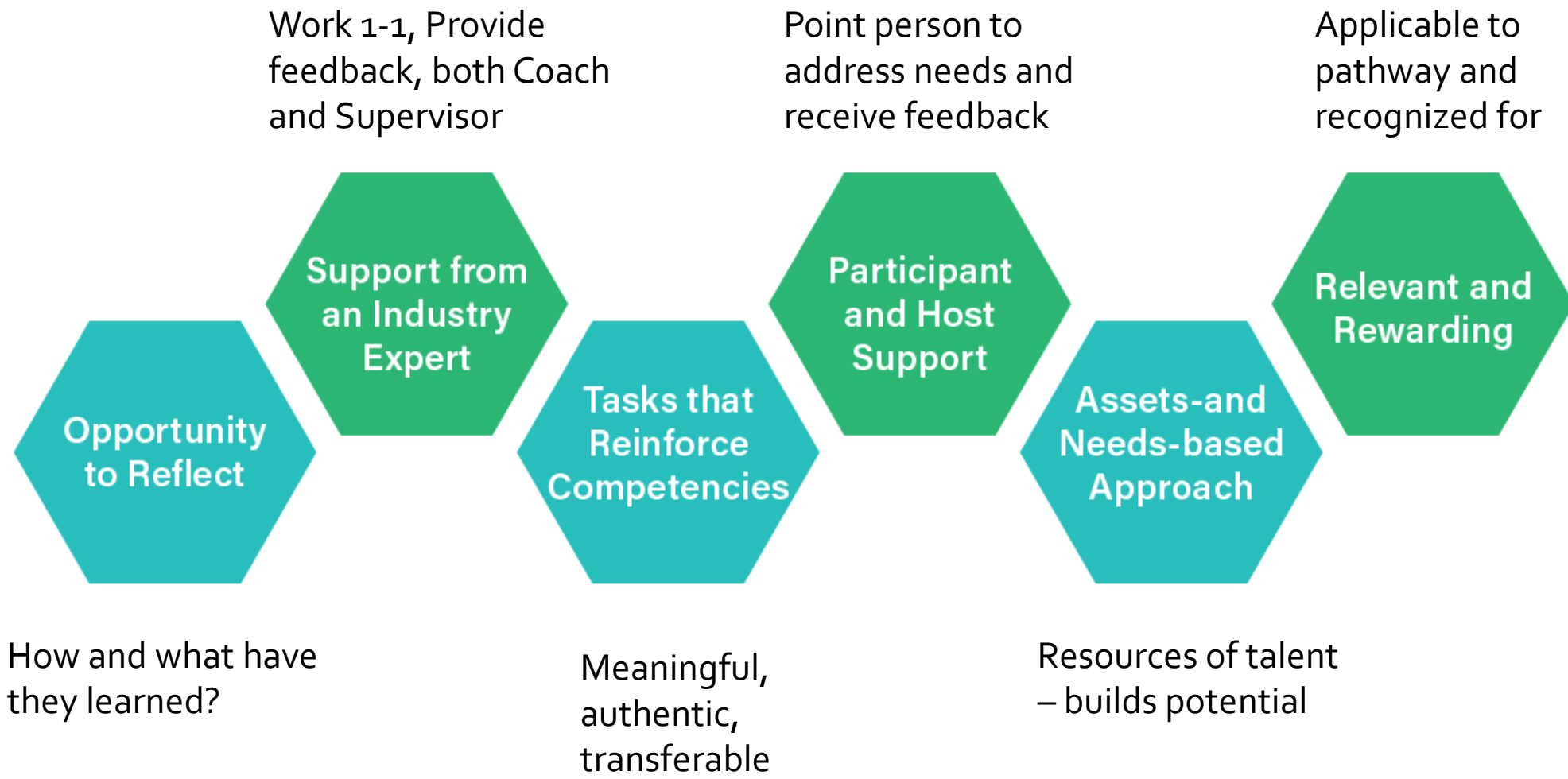
Source: Illinois Career Pathways Dictionary

BUT REALLY
THOUGH..
WHAT IS IT?

Part of Illinois' broader work-based learning continuum and refers to terms such as:

- Internship
- School-based Enterprise
- Supervised Agricultural Experience
- Cooperative Education
- Remote Work for a Client or Employer
- Student-led Enterprise
- Youth Apprenticeship





ESSENTIAL EMPLOYABILITY COMPETENCIES

TOP 10 CROSS-SECTOR ESSENTIAL EMPLOYABILITY COMPETENCY STATEMENTS

Teamwork & Conflict Resolution	Students can use their understanding of working cooperatively with others to complete work assignments and achieve mutual goals.
Communication	<p>Verbal: Students can use their understanding of English grammar and public speaking, listening, and responding, convey an idea, express information, and be understood by others.</p> <p>Written: Students can use their understanding of standard business English to ensure that written work is clear, direct, courteous, and grammatically correct.</p> <p>Digital: Students can use their understanding of email, keyboarding, word processing, and digital media to convey work that is clear, direct, courteous, and grammatically correct.</p>
Problem Solving	Students can use their critical thinking skills to generate and evaluate solutions as they relate to the needs of the team, customer, and company.
Decision Making	Students can use their understanding of problem solving to implement and communicate solutions.
Critical Thinking	Students can use their understanding of logic and reasoning to analyze and address problems.
Adaptability & Flexibility	Students can use their understanding of workplace change and variety to be open to new ideas and handle ambiguity.

ENTREPRENEURIAL COMPETENCIES

Principles of Entrepreneurship

Students can apply their understanding of the process and characteristics of business development and promotion in order to apply strategies of innovation to personal and professional business pursuits.

Innovation & Invention

Students can use their understanding of idea generation, design thinking, product and business development in order to introduce and process new and effective ideas.

Growth Mindset

Students can use their understanding of learning from challenges, set-backs, and failure in order to adapt strategies and continue efforts to achieve personal goals.

TECHNICAL COMPETENCIES



TOP 10 TECHNICAL COMPETENCY STATEMENTS FOR FINANCE & BUSINESS SERVICES

Cash & Capital Principles	Students can use their understanding of the nature of cash, monetary systems, and the value of money in order to recognize the risk, return, and opportunity cost associated with capital.
Technical Applications	Students can use their understanding of spreadsheets and accounting software to maintain, update, and retrieve data from records.
Project Management	Students can use their understanding of time management and organization to set timely and measurable goals leading to project completion.
Principles of Economics & Business	Students can use their understanding of micro- and macro-economics to understand how an economy functions locally and globally.
Financial Reporting	Students can use their understanding of financial statements to assess a business's financial information.
Financial Statements	Students can use their understanding of financial statements to prepare and interpret balance sheets, income statements, cash flow statements, and retained earnings.
Customer Care & Marketing	Students can use their understanding of market demands to meet the needs of a client.
Business Operations	Students can use their understanding of transaction management to perform business operations.
Principals of Customer Relationship Management	Students can use their understanding of customer communication and customer relationship management software to attract new customers and sustain existing customers.
Fundamentals of Sales	Students can use their understanding of personalized service and market demands to secure successful sales interactions.



COMMUNITY EXAMPLES

ESSENTIALS 4 LIFE (E4L) PROGRAM

- Greater Peoria Economic Development Council using CDEs to scale and align work-based learning in the region
- Offers paid work experience in welding, assembling, painting, engineering, quality at Caterpillar
- Competency-based education aligned with post-secondary apprenticeship competencies
- Interns placed between six unique manufacturing companies and seven CAT business units Essential Skills coursework twice a month on Fridays





CLINICAL CDEs FOR HEALTH SCIENCES

- Has worked closely with all of their hospital partners to support 16+ year olds to participate in their internship programs.
- Volunteer/intern directors or the business integrity teams lead a HIPAA training during orientation and Participants sign off on a confidentiality agreement.
- Educates hospital staff to incorporate youth Participants into their daily tasks.

WEST SIDE UNITED

CERTIFICATE OF EMPLOYABILITY PROGRAM

- 6 sessions led by SVACC staff and employers
- Employers are owners and managers in the local community
- Introduce Essential Employability Competencies
- Students receive a certificate of employability recognized by local employers
- Employers meet and gain an understanding of potential future members of their team



Sauk Valley Area
chamber of commerce



CAREER DEVELOPMENT EXPERIENCE TOOLKIT

*Created in collaboration with the Illinois State Board of
Education and the Illinois Department of Commerce and
Economic Opportunity*



PURPOSES OF THE TOOLKIT

- Establish expectations for implementing high-quality, rigorous work-based learning experiences that prepare young people to be college and career ready through the development of Essential, Entrepreneurial and Technical Employability Competencies
- Provide guidance, tools, and frameworks to offer a Career Development Experience, which adhere the framework of the Postsecondary and Workforce Readiness Act for [College and Career Pathway Endorsement framework](#)
- Highlight best practice examples of how organizations are accomplishing this on-the-ground and spark thinking for other communities on how these examples might be modified to fit into their own unique context

RESOURCES INCLUDED

- **Toolkit Document:** A PDF document is available for download and guides readers through each stage of implementation with links to related resources and materials
- **Toolkit Website:** The website includes links to all resources and materials referenced in the document and will be updated monthly with additional resources and best practices
- **Customizable Templates:** Within the document and website are links to templates that can be customized to reflect the unique context and needs of each community and organization

CAREER DEVELOPMENT EXPERIENCE TOOLKIT

[DOWNLOAD FULL CDE TOOL KIT](#)

[INTRODUCTION](#)

[GETTING STARTED](#)

[ORGANIZATIONAL STRUCTURE](#)

[HOST OUTREACH](#)

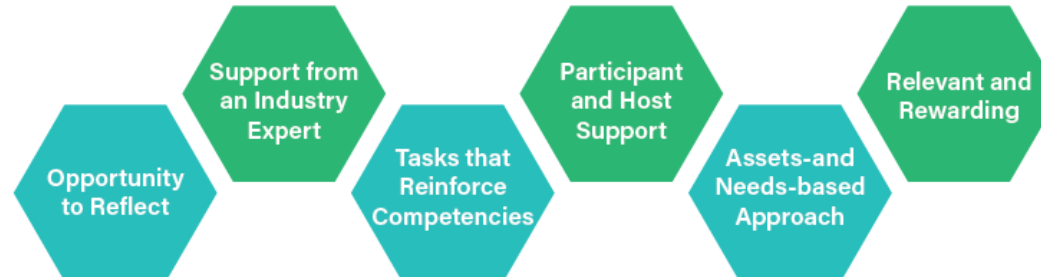
[ONBOARDING](#)

[DURING](#)

[WRAPPING UP](#)

[DOWNLOAD GETTING STARTED SECTION](#)

ESSENTIAL COMPONENTS



CDE Online Toolkit Resources

Host Engagement

1. [Article – “5 Myths about High School Interns and Why Your Business Should Hire Them”](#)
2. [Participant CDE Task Examples Organizing by Pathway Endorsement Area](#)
3. [YouthBuild – Partnering with Employers](#)
4. [Reimagine Retail Chicagoland – Reimagining Employer Engagement Toolkit](#)
5. [JFF – Employer Engagement Toolkit: From Placement to Partners](#)
6. [Request Email Template](#)

Dropdown menu
of resources
organized by
topic within
section

Forming Host Partnerships

Host Information And Assessment

JUMP TO TOP 

Have a Best Practice or Resources for CDEs?

SUBMIT NOW

Suggested Participant CDE Tasks – Organized by Pathway Endorsement Area

Manufacturing, Engineering, Technology & Trades	Finance & Business Services
<ul style="list-style-type: none"> • Material and equipment inspection • Study plant safety and suggest recommendations for improvement • Read and interpret drawings • Develop, prepare, and/or review engineering plans • Develop basic detail and assembly drawings for products and equipment • Review applications and issues permits • Perform physical and chemical tests for quality control • Conduct research and provide technical assistance as needed • Create 3-D models from 2-D drawings • Test prototypes and standard products and write reports to document the results • Maintain clean and orderly work areas • Develop and write manufacturing process instructions • Manage vendors; follow-up on purchase orders • Receive and/or inspect parts • Collect and record measurements and other data • Review plans and/or maps of structures for inspections, troubleshooting, and/or repair • Participate in developing and implementing SOPs (Standard Operating Procedures) and WIs (Written Instructions) • Maintain and prepare reports on inspections, as well as completed and pending work • Assist with identifying and assessing technical problems; learn and apply techniques and methods using the necessary tools and equipment • Assist with the installation of necessary equipment for maintenance and/or repairs 	<ul style="list-style-type: none"> • Attend client meetings • Analyze data to identify areas of opportunity & efficiency • Generate financial forecast and cost recovery reports • Engage in activities related to accounts payable/accounts receivable • File and process applications from prospective candidates • Schedule interviews and generate letters of receipt of application • Prepare materials for new hire orientations • Prepare and review financial statements • Attend networking events to develop new client relationships and strengthen existing • Perform membership and sponsorship tracking and follow-ups • Log media requests • Assist in the coordination of volunteer activities • Organize and inventory gifts for charity events • Research and gather documentation on company position in the industry • Interview customers, stakeholders and business partners to gather details about current perspectives and/or problems • Create support materials such as charts and graphs and take notes at meetings • Review business processes and make recommendations for improvement • Help launch new initiatives • Produce and develop monthly reports • Compile industry press clips • Create presentations for clients

Career Development Experience – Host Profile

This form be made electronic and can be filled out by the Host directly, or by the Managing Organization

If Host completing: Please note that the information provided in this profile will be used by the Managing Organization to determine best fit for Participants and match them to Host sites. Please fill out the entire form and include any additional information you deem necessary regarding Participant's completion of a Career Development Experience with your organization/company.

Is this your first time hosting a Career Development Experience? Yes No

Host Site Information

Name of Host: _____

Address: _____

What are your standard business hours? _____

Is there any flexibility in Participant work hours? Yes No

If yes, please explain: _____

Please provide a brief description of your company or organization below:

How would you describe the dress code?

- Business Professional
- Business Casual
- Casual
- Required Uniform
- Other: _____

Are there any specific requirements or types of clothing that are not allowed? (e.g. open toed shoes)

Career Development Experience – Participant Orientation at Host Site

Please complete the following form within the first day/week of a Participant's Career Development Experience with your Host site.

This form should be completed and returned to the Managing Organization by the Participant.

Name of Participant: _____

Name of Host Supervisor: _____

Date(s) of Orientation: _____

Background & Culture

Orientation Item	Participant Initials	Host Staff Initials
History, mission and values		
Type of business, products, services		
Structure: Department roles and related key staff within		
Structure: Other branches or divisions		
Who is affected by the work (customers)		
How Participant will contribute to the Host		

Tour of Facilities

Orientation Item	Participant Initials	Host Staff Initials
Spaces, materials and equipment they will interact with		
Location of their work station and/or area to store personal items		
Introduction to Host staff they will be working closely with		
Parking, lunch rooms, rest rooms, telephones		
Procedures/needs for arrival and departure (ID badges, clocking in, etc.)		

Participant Experience

Orientation Item	Participant Initials	Host Staff Initials
Who to report to/how to mark attendance and hours completed		
Contact information of Supervisor		
Goals and objectives of the CDE		
Plan for training		

USING THE TOOLKIT

- Are you interested in utilizing the resources from the toolkit?
- Please contact Heather Penczak (hpenczak@niu.edu) to:
 - Learn more about the Toolkit
 - Present to other colleagues about the Toolkit
 - Receive direct support to adapt and implement Toolkit components and resources

RESOURCES

- [Career Development Experience Toolkit](#)
- [Recommended Technical and Essential Employability Competencies](#)
- [State of Illinois Career Pathways Dictionary](#)
- [Postsecondary and Workforce Readiness Site](#)