

## Work-based Learning & Job Placement Inventory Annual Data Collection – 2019-20

**Purpose:** To help inform the expansion of Work-based Learning (WBL) and Job Placement in the region, we are conducting an online survey to inventory the number and types of *work-based learning opportunities offered*, the number of *unduplicated students served* by those opportunities, and the *number of students referred and placed in jobs* during the **2019-20** academic year. Depending on one's role at the college, respondents will be asked to provide information about opportunities offered and students served in their course(s), department, or college-wide.

**Goal:** To identify and track all *work-based learning opportunities offered*, the number of *unduplicated students served* by those opportunities, and *job placement activity* during the **2019-20** academic year.

**Audience:** The following individuals will receive the email requesting they complete the inventory

- **Classroom Faculty** including all CE and non-CE
- **Department Chairs**
- **Program Staff** including:
  - Career-related services (e.g., career center, employment office, work study, experiential learning)
  - Special programs (e.g., EOPS, Puente Project, MESA, California Promise, CalWORKs)
- **WBL Coordinators and Job Placement Case Managers**

**Note:** To prevent duplication, a student's WBL experience should be reported by only one person. For example, a student's job shadow experience should be reported by the staff person who facilitated that experience, not by both career center staff and a faculty member. *As a general rule, the person/role at the college who is closest to that experience should report it.*

### Proposed Timeline:

- ⇒ **Contacts for Inventory Team:** By **9/23/20** – send WestEd ([jlewis@wested.org](mailto:jlewis@wested.org)) a *Single Point of Contact* for the inventory as well as the names of your colleges' Work-based Learning Coordinator and Job Placement Case Manager (or the individuals that fill these roles on your campus). Please reach out to the *Single Point of Contact* from last year, as needed.
- ⇒ **Training:** **9/29/20 (tentative)** – college contacts listed above (or teams, as determined by each college) attend a virtual training on inventory administration (will be recorded)
- ⇒ **Outreach and Administration:** By **9/30/20** – college contacts set up email distribution lists, create a tracking process, and send emails with survey link to faculty, department chairs, and program staff
- ⇒ **Inventory Launch and Data Collection:** **9/30/20 through 11/6/20**
- ⇒ **Updates:** Bi-weekly (or by request) WestEd will provide updates to college contacts on who has completed the inventory
- ⇒ **Close:** Friday, **11/6/20** - inventory closed

*Raw college-level data can be shared with colleges 2 weeks after closing. Regional analysis will be prepared in January 2021.*