

Data Standard Career Readiness: Work-Based Learning

Rev. 12/12/2024

Ownership and History

Standard prepared by:

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Data steward(s)

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Office of Career and Technical Education

Revision history**December 12, 2024**

Added link to courses data standard under Overview: Training and Documentation

August 8, 2024

Updated Data Steward.

April 1, 2024

Updated the screenshots for Section B

Updated Program Status, Status, and Career Readiness Type in Section B.

July 3, 2023

Updated link for [Senate Bill 25](#)

April 19, 2023

Career Readiness record created in Infinite Campus.

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Overview

Description

The Career Readiness program in Infinite Campus is used to report on-the-job hours completed by students participating in a cooperative (co-op) or internship course.

Regulation citation(s)

- KRS 158.6455(1)(b)5d as amended by the 2023 Regular Session [Senate Bill 25](#)

Data Use

- Accountability: postsecondary readiness

Related ad-hoc filters and reports

- KY State Reporting – Career Readiness Report

Training and Documentation

- [Career Readiness \(Program Participation\) article](#)
- For Work-Based Learning course setup see [Data Standard - Courses](#)

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Section A – Adding or Updating a Career Readiness Record

Classic View: Student Information | Program Participation | Career Readiness

Search Terms: Career Readiness

Select a Calendar Year filter to limit the records that display to that year. Select an existing record to view or edit it or click New to enter a new Career Readiness record.

 Career Readiness ☆ [Student Information](#) > [Program P](#)

 Student #: Grade: 11 DOB:

School Year

Start Date: 08/30/2023	Program Status: Career Readiness	CR Hour: 300
End Date:	Career Cluster: Agriculture, Forestry, Fishing and Hunting	Pass Status: Pass
	Career Type: Cooperative education	

Created By: Infinite Campus 301; 04/12/2024

Section B – Career Readiness – Work- Based Learning Data Elements

Program Information

Start Date: Enter the day on which the student entered the program.

End Date: Leave blank or enter the day on which the student ended the program.

Program Status: Leave blank or select 01: Career Readiness

Status:

- P: Pass - Student has successfully completed the Work-Based Learning (WBL) experience and accumulated 300 hours or more.
- IP: In-Progress - Student is currently in a WBL program and has accumulated less than 300 hours.
- F: Fail - Student failed the WBL experience.

Career Readiness Type: Select the type of learning or work experience in which the student is involved that has been approved by the KDE for post-secondary readiness.

- 3: Cooperative education
- 11: Unpaid Internship
- 8: Paid internship

Career Cluster: Select a Career Cluster for the student's program from a drop list. This code is defined on the [NAICS Website](#).

11: Agriculture, Forestry, Fishing and Hunting	51: Information	61: Educational Services
21: Mining	52: Finance and Insurance	62: Health Care and Social Assistance
22: Utilities	53: Real Estate Rental and Leasing	71: Arts, Entertainment, and Recreation
23: Construction	54: Professional, Scientific, and Technical Services	72: Accommodation and Food Services
31-33: Manufacturing	55: Management of Companies and Enterprises	81: Other Services (except Public Administration)
42: Wholesale Trade	56: Administrative and Support and Waste Management and Remediation Services	92: Public Administration
44-45: Retail Trade		
48-49: Transportation and Warehousing		

Aligned Credential or Degree: Select the appropriate pathway/CIP code.

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Hours: Enter the number of hours the student has completed in the WBL experience.

Comments: Enter additional information; up to 500 characters.

Course Information

Course Information

Auto-fill Course Fields Based on Course Number Selection ⓘ

Course Number	Course Name	State Course Code	Credits Earned	
<input type="text" value="Enter at least one character"/>	<input type="text" value="Enter at least one character"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>

Click Add if you need to enter course information.

Click Add to enter course information.

- **Course Number-** Enter the course number.
- **Course Name-** Enter the name of the course.
- **State Course Code-** Enter the State Course Code associated with the course.
- **Credits Earned-**Enter the number of credits earned for this course.

Course Information

Auto-fill Course Fields Based on Course Number Selection ⓘ

- Check this box to make this preference auto-fill the Course Name and State Code when the associated Course Number is entered.

NOTE: Select up to five State Course Code(s) if the student's work was associated with a course(s). The KDE will search the transcript for credits earned matching this state code.

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Employer Information

Employer Information		
Employer Maximum 150 characters <input type="text"/>	Supervisor Maximum 150 characters <input type="text"/>	Position Maximum 150 characters <input type="text"/>
Phone # <input type="text"/>	Email <input type="text"/>	

NOTE: Completion of this section is not required by the KDE.

Employer: Enter the employer’s name.

Supervisor: Enter the supervisor’s name.

Position: Enter the student’s position.

Phone #: Enter the supervisor’s phone number.

Email: Enter the supervisor’s email address.

Once the students Career Readiness record has been created, there will be an option to print from the landing page.

Sample State		TEST, Student - Career Readiness Summary	
Generated on 02/23/2024 10:08:58 AM Page 1 of 1		Grade: 10 Birthdate: 01/01/2013 State ID: 2121190353	
Career Readiness Records			
Start Date: 02/05/2024		End Date:	
Program Status: Career Readiness		Created By: SAMPLE SCHOOL DISTRICT ; 02/23/2024	
Career Type: Cooperative education		Status: In-Progress	
Course Number	Course Name	State Course Code	Credits Earned
48900111	EXPERIENCE-BASED WORK	901005: Experience-Based Work	2.000
Certificate(s) / Credential(s) / Associate Degree(s): 14.0803.00: Structural Engineering			
Other Certificate(s) / Credential(s) / Associate Degree(s):			
Hours: 25		Career Cluster: Construction	
Employer: XYZ Construction		Supervisor: Carl Crewleader	
Phone: (222)222-2222		Position: Apprentice	
Email: contact@xyzconstruction.org		Comments: Enter Comments Here	