Data Standard Career Readiness: Work-Based Learning

Rev. 12/12/2024

Ownership and History

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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

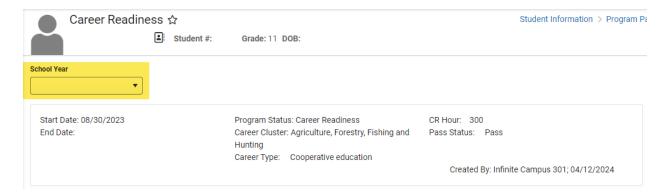
- <u>Career Readiness (Program Participation) article</u>
- For Work-Based Learning course setup see <u>Data Standard Courses</u>

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.



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

Program Information

Career Readiness						
Program Information						
Start Date * month/day/year	End Date month/day/year					
Program Status	Status *					
Career Readiness Type Career Readiness Type *						
Career Cluster *	*					
Certificate (s) / Credential (s) / Associate Degree (s) Aligned Credential Or Degree						
Hours *						
Comments Maximum 500 characters						
Save Cancel Delete						

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

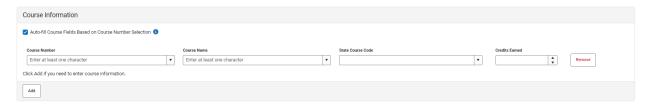
Career Cluster: Select a Career Cluster for the student's program from a drop list. This code is defined on the <u>NAICS Website</u>.

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

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

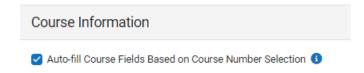
Hours: Enter the number of hours the student has completed in the WBL experience. **Comments:** Enter additional information; up to 500 characters.

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.



• 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.

Employer Information



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.

