

Data Standard Career Readiness: Work-Based Learning

7/3/2023

Ownership and History

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Office of Career and Technical Education

Revision history

July 3, 2023

Updated link for [Senate Bill 25](#)

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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](#)

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.



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

The screenshot displays a web-based form for entering career readiness data. At the top, it shows the user's profile (Career Readiness ☆) and navigation links (Student Information > Program Participation > Career Readiness). The student's information is listed as STUDENT, TEST, Grade: 12 #4440900827, DOB: 03/17/05, and Counselor: TEST COUNSELOR. The form is divided into two main sections: Program Information and Employer Information. The Program Information section includes fields for Start Date (01/03/2023), End Date (05/15/2023), Type (8: Paid internship), Pass (checked), Course State Code(s) (110919: Computer Science Internship), Aligned Credential(s) Or Associate Degree(s) (11.0801.01: Oracle Java SE Programmer I), Hours (120), and Career Cluster (54: Professional, Scientific, and Technical Services). The Employer Information section includes fields for Employer (High Ridge Technical Services), Supervisor (Chris Supervisor), Position (Lead Programmer), Phone # ((111)111-1111x____), Email (CSUP@HTRS.COM), and Comments (Entry Level Programming). At the bottom, there are Save, Cancel, and Delete buttons.

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.

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
- 6: Non-Paid Internship
- 8: Paid internship

Pass: The student has met all requirements for the program.

Course State Codes: Select up to five Course State 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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Aligned Credential or Associate Degree: Type down to the appropriate program of study by name or CIP code.

Hours: Enter the number of hours the student has worked in the selected program.

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

Employer Information

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.

Comments: Enter additional information up to 500 characters.