

## Glossary of Terms Related to Work Based Learning

A vast cluster of activities occurs under the umbrella of “Work Based Learning”, and this glossary is an attempt to help clarify the most common or definitive meaning of some of its associated terms. It is hoped that a common language will facilitate communication both within and across district and agency boundaries.

Term	Definition, source used
Apprenticeship	See Registered Apprenticeship, Youth Apprenticeship, School to Apprenticeship, and Pre-apprenticeship
Community Service Learning	See Service Learning
Cooperative Education	A method of instruction of vocational education for individuals who, through written cooperative arrangements between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field. The two experiences must be planned and supervised by the school and employers so that each contributes to the student’s education and employability. Source: Perkins regulations, 34CFR Part 400.4 (b); also in NDCCTE
Internships	A supervised work based learning experience which links a learner with an employer for a planned set of activities often designed to give the learner a broad overview of a business or occupational field. Source: MTAG. <i>Note: May be short term or long term, paid or unpaid.</i>
Job Shadowing	Activity in which an individual spends time with a worker on the job, observing actual workplace tasks in order to explore a potential career interest. Source: ERIC Thesaurus
Mentor, Mentoring	<ol style="list-style-type: none"> <li>1. Within the context of Work Based Learning: Mentoring is a one-on-one relationship in which an experienced employee fosters the development of a less experienced person by providing challenges, encouragement, guidance, and resources. Source: OTA</li> <li>2. Within the context of Career Pathways/Clusters: An organized system of pairing a student with an adult who is working in the student’s chosen field. Source: CORD Glossary</li> <li>3. Within the context of youth programs: A mentor is an adult who, along with parents, provides young people with support, counsel, friendship, reinforcement, and constructive example. Source: National Mentoring Partnership</li> </ol>
On The Job Training (OJT)	<ol style="list-style-type: none"> <li>1. OJT is usually a paid work experience in which a person is taught specific job skills by an employer. OJT is usually associated with employment and training programs such as the Workforce Investment Act, Vocational Rehabilitation, or Alaska Temporary Assistance. Source: MTAG.</li> <li>2. The term “on-the-job training” means training by an employer that is provided to a paid participant while engaged in productive work in a job that               <ol style="list-style-type: none"> <li>(A) Provides knowledge or skills essential to the full and adequate performance of the job</li> <li>(B) provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and</li> <li>(C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.</li> </ol> </li> </ol> <p>Source: WIA, Section 101, (31)</p> <p><i>Note: One connotation of “on the job training” is its being opposed to training through a school or formal training program. Consequently, when the term is used <u>within</u> the context of a school program, it is inherently confusing. It is probably better for educators to use other terms, such as work experience or cooperative education.</i></p>

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Pre-apprenticeship Programs	Nonprofit organizations, schools, and government agencies administer training programs to help people to qualify for apprenticeships. They target specific groups, including high school students, disadvantaged youth, veterans, and women. <i>Note: School to Apprenticeship is one variant of a pre-apprenticeship model, as is the HUD Step-Up program.</i> Source: Apprenticeships.
Registered Apprenticeship	Apprenticeship is a structured training model that combines on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Registration is with the Department of Labor's Bureau of Apprenticeship and Training and ensures standards of fairness, safety and training. Registered Apprenticeship training is more formal than most other types of on-the-job training. Source: Apprenticeships; see also Perkins regulations, 34CFR Part 400.4 (b), apprenticeship training program.
School Based Enterprise	Students work part-time in a school-owned business and take elective classes that develop the required occupational and entrepreneurial skills. Source: OTA
School to Apprenticeship	A cooperative education program for secondary students that integrates academic and occupational instruction, includes a paid work experience, and leads to entrance into a registered apprenticeship program. After graduation, participants become full time apprentices and have already completed a number of the requirements. Source: OTA, Apprenticeships.
Service Learning	Learning through community service (or public service in a wider sphere), usually integrated with regular instruction in school. Source: ERIC Thesaurus.
Work Based Learning	Work based learning refers to learning that results from work experience that is planned to contribute to the intellectual and career development of students. The work experience is supplemented with instruction and activities that apply, reinforce, refine, or extend the learning that occurs during work, so that students develop attitudes, knowledge, skills, and habits that might not develop from work experience alone. Source: OTA
Work Experience Programs	On-the-job experiences to increase the employability of participants -- included are a variety of federal job training, vocational, career education, and corrections programs often less structured than cooperative education programs. Source: ERIC Thesaurus. <i>Note: "On the job experiences" not to be confused with "on the job training".</i>
Work Study Program	Programs, generally federally funded, providing part-time employment to students who need financial aid to begin or continue their education -- usually at the postsecondary level and different from "work experience programs" in that "work study" emphasizes financial aid and not employment experience. Source: ERIC Thesaurus <i>Note: Term is used in Alaska workers' compensation statute (AS 23.30.237) as a synonym for a high school cooperative education program.</i>
Youth Apprenticeship	A term connected to the School to Work Opportunities Act, it refers to a coordinated learning program that integrates academic and occupational instruction, includes paid work experience, extends from high school through postsecondary education, and leads to an industry recognized certificate. <i>Note: The term is not widely used in Alaska, and varies somewhat in its meaning from state to state. Some definitions (<a href="http://wdr.doleta.gov/research/youth/stw.cfm">http://wdr.doleta.gov/research/youth/stw.cfm</a>) see it as for students planning no postsecondary education. The term is separate and distinguished from registered apprenticeship. The state CTE office believes it is better to use other terms if possible, because it is confusing to use the term, "apprenticeship", for a program that is not in fact connected to a registered apprenticeship. Sources: OTA, MTAG, Experiences.</i>

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### Sources for definitions, listed alphabetically

- “Apprenticeships”, in Occupational Outlook Quarterly, summer, 2002. Reprinted by the Bureau of Labor Statistics, U. S. Department of Labor. Website: <http://www.bls.gov/opub/ooq/ooqhome.htm>.
- CORD Glossary. Found at the National Tech Prep Network Members resource library; website: <http://www.cord.org/lev1.cfm/2>
- ERIC Thesaurus: Educational Resources Information Center, Processing and Reference Facility, on the web at <http://www.ericfacility.net/extra/pub/thesearch.cfm>
- “Experiences and Lessons of the School-to-Work/Youth Apprenticeship Demonstration”, Research and Evaluation Report Series 97-E, Employment and Training Administration, Office of Policy and Research, 1997. Web site: <http://wdr.doleta.gov/opr/fulltext/document.cfm?docn=6121>
- MTAG: Washington State’s Manufacturing Technology Advisory Group, Prepare Tech Prep Students Today for the Workforce Tomorrow, March, 1995, Glossary, pp. 43-46. Publication can be found at <http://www.cord.org/lev2.cfm/147>
- National Mentoring Partnership website: <http://www.mentoring.org/>
- NDCCTE: Measuring Tech Prep Excellence; A Practitioner’s Guide to Excellence, published by the National Dissemination Center for Career and Technical Education, Glossary, pages 57-60.
- OTA: U.S. Congress, Office of Technology Assessment, Learning to Work: Making the Transition from School to Work, U.S. Government Printing Office, 1995, available on-line at: [http://www.wws.princeton.edu/~ota/ns20/pubs\\_f.html](http://www.wws.princeton.edu/~ota/ns20/pubs_f.html). Definitions utilizing this source generally paraphrase from the text as opposed to being exact quotations.
- Regulations Governing the Carl D. Perkins Vocational Education Act, (CFR title 34, Part 400.4), issued August 14, 1992, available from MII Publications, Washington DC, or on-line at: <http://www.access.gpo.gov/nara/about-cfr.html#page1>.
- WIA: Workforce Investment Act, Section 101 online at: <http://www.doleta.gov/programs/factsht/wialaw.cfm>. Work Related Learning Guide, published by Jobs for the Future, August, 1999. Although not specifically cited above, this has useful explanations of terms and models. Accessible at <http://www.jff.org/jff/kc>