



**Richland County School District One**  
 Career Guidance and Work-Based Learning  
 Data Collection Form

<b>School/BEDS Code</b>			
<b>Student Name/Grade</b> <i>(if multiple students, attach roster)</i>			
<b>Brief Description of Activity or Event</b>			
<b>Teacher</b> <i>(first and last name)</i>			
<b>School's Career Specialist</b>			
<b>Business Name</b>			
<b>Business Phone Number</b>			
<b>Business Contact Person/Title</b>			
<b>Date</b>	<b>Start</b>	<b>End</b>	
<b>Total Hours</b> <i>(for activity or event)</i>			
<b>Business Size</b> <i>(circle one)</i>	<b>Small = 0-49</b>	<b>Medium = 50 - 499</b>	<b>Large = 500+</b>
<b>Career Assessment</b> <i>(name)</i>			
<b>For Office Use Only</b>			
<b>(Career Specialist, Counselor or Transition Advisor)</b>			
<b>Career Plan/IGP</b> <i>(related to IGP)</i>	<b>Credit for Work-Based Learning</b>		
<b>Extended Learning Opportunity</b> Y or N	<b>Type of Work-Based Learning Experience:</b> <i>(refer to WBL codes)</i> _____		
	<b>Paid WBL:</b> Y or N		
<b>Reviewed by Career Specialist/Date</b>	<b>Entered in PS/Date</b>		

**Please submit this form and any supporting documentation to the school's Career Specialist or School Counselor.**

**Work-Based Learning Experiences (WBL):** a school-coordinated, sponsored, coherent sequence of workplace experiences that are related to students' career goals and/or interests, are based on instructional preparation, and are performed in partnership with local businesses, industries, or other organizations in the community. WBL enables students to apply classroom instruction in a real-world business or service-oriented work environment.

<b>Code</b>	<b>Type of Work-Based Learning Experiences</b>
<b>C</b>	<b>= Cooperative Education</b>
<b>F</b>	<b>= School-Based Enterprise</b>
<b>I</b>	<b>= Internship</b>
<b>L</b>	<b>= Service Learning</b>
<b>M</b>	<b>= Mentoring</b>
<b>R</b>	<b>= Registered Apprenticeship</b>
<b>S</b>	<b>= Shadowing: On-Site</b>
<b>V</b>	<b>= Shadowing: Virtual</b>
<b>Y</b>	<b>= Youth Apprenticeship</b>
<b>U</b>	<b>= Structured Field Study</b>

**Career Assessment:** Select the career interest assessment that has been administered to the student as part of his or her comprehensive career guidance plan.

<b>19</b>	<b>= ACT Profile</b>
<b>20</b>	<b>= Career Ready 101</b>
<b>21</b>	<b>= SCOIS</b>
<b>22</b>	<b>= SCOIS Climb</b>
<b>1</b>	<b>= COIN/SCOIS Self-Assessment Survey</b>
<b>2</b>	<b>= Holland Self-Directed Search (SDS)</b>
<b>3</b>	<b>= Kuder Career Search with Person Match</b>
<b>4</b>	<b>= ASVAB</b>
<b>5</b>	<b>= Discover</b>
<b>7</b>	<b>= Strong Interest Inventory</b>
<b>8</b>	<b>= Myers-Briggs Type Indicator (MBTI)</b>
<b>9</b>	<b>= EXPLORE</b>
<b>10</b>	<b>= PLAN</b>
<b>11</b>	<b>= Work Keys</b>
<b>12</b>	<b>= Kuder Skills Assessment</b>
<b>13</b>	<b>= Super's Work Values Inventory</b>
<b>15</b>	<b>= CAPS</b>
<b>16</b>	<b>= COPS</b>
<b>17</b>	<b>= COPES</b>
<b>18</b>	<b>= Other</b>

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**Extended Learning Opportunity (ELO):** similar in nature to Work-Based Learning experiences in that each provides career awareness and/or exploration for students. However, an ELO is not a Work-Based Learning experience. An extended learning opportunity is defined as a structured activity providing career awareness, exploration, and/or career guidance occurring in the classroom and/or school setting.

*Examples of an Extended Learning Opportunity include, but are not limited to the following:*

- Business/Industry Classroom Speaker
- Career Day
- Career Fair
- Job Fair
- Career Guidance Workshop
- Computer-Assisted Career Guidance Systems used to explore careers (SCOIS, Career Aisle, Carolina Careers, etc.)

**Note:** Extended Learning Opportunities are **NOT** reported on the Work-Based Learning page in PowerSchool.

For more information: <https://ed.sc.gov/instruction/career-and-technology-education/career-guidance/work-based-learning/2017-18-work-based-learning-manual-pdf/>

### **Record-Keeping and Reporting Process for ELO and WBL:**

**The Career Development ELO and WBL form must be completed by each teacher before any school activity** (i.e., guest speaker, career day, field trip, internship, etc.)

1. Teachers will receive monthly reminders (emails, staff meetings, classroom visits, etc.) to report any WBL and/or ELO directly to CDFs.
2. Career Specialist or counselor will assist teachers in documenting the ELO and/or WBL using the designated form.
3. Career Specialist or counselor will work with the school's database specialist to ensure WBL data is entered into Power School monthly. Career Specialist will be responsible for entering ELO into the CSAR (Career Specialist Accountability Report).
4. CDFs will retain a hard copy of the R1 Career Development ELO and WBL data sheet for their records.
5. Monthly reports will be shared with CDFs and school administrators to ensure WBL data is accurate. ELOs will be reported each semester and documented through the State Department of Education and the district's School Counseling Services.

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