

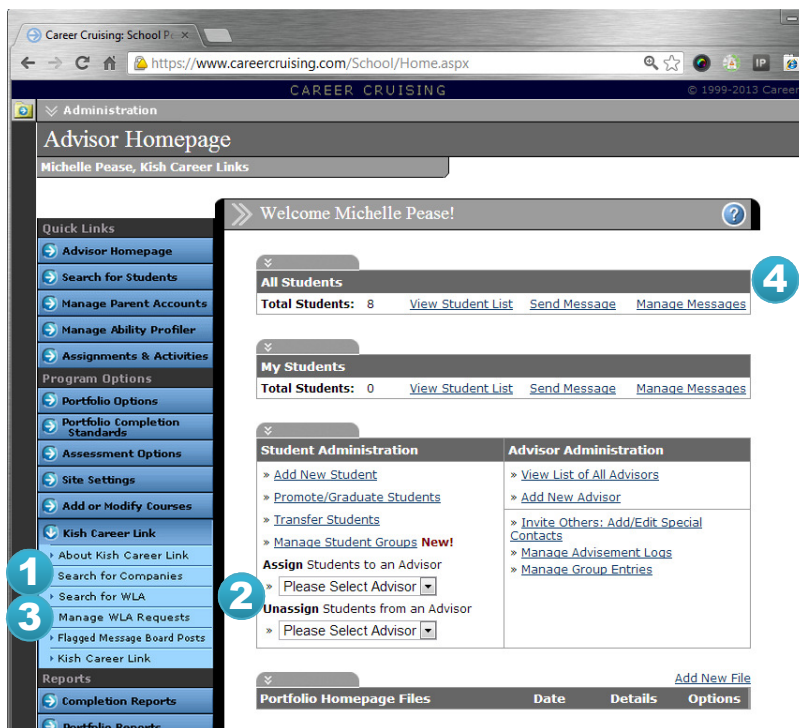
What are Work-based Learning Activities?

WLAs are work-based learning activities that volunteers and businesses in your community are willing to participate in. Some examples of WLAs are company tours, guest speakers, job shadows, co-op placements, summer/part time job and career fairs.

Getting Started

Before you get started please login to your Administrator account at www.careercruising.com/school. You will be required to enter your site username, site password, and your personal advisor password.

- 1 **Search for Companies** - allows you to search for companies in your area by keyword, index, cluster, industry. Viewing a company's profile will also display a list of WLAs provided by that organization.
- 2 **Search for WLA** – allows you to search for WLAs available in your area by keyword, industry, and WLA type.
- 3 **Manage WLA Requests** – allows you to view and manage WLA requests made by you or the students at your school.**
- 4 **View All Career Connects Messages** – allows you to view the system-generated messages when your request status changes.



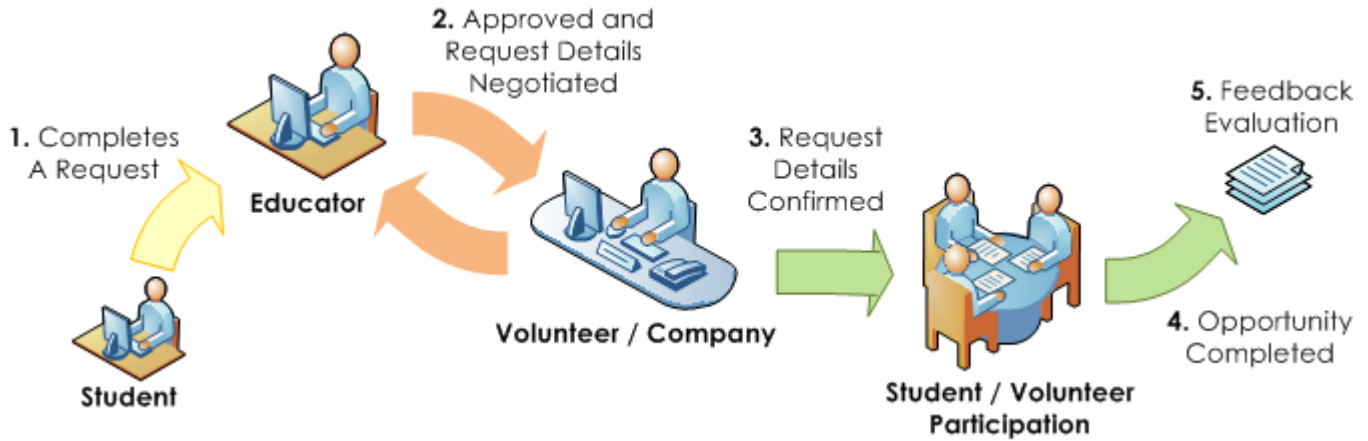
Who can get involved?

- Any student at your school who has a valid Career Cruising portfolio account – Students can search for WLA's directly or when exploring a company profile or career.
- Any teacher with a valid administrator account with access to Inspire Rock County.

Work-based Learning Activities – Request Process Steps

- Search and select a Work-based Learning Activity.
- View the WLA listing and make a request using the online form. Note: The WLA provider will automatically receive an email notification once the request has been completed.
- Contact the provider directly by email or phone, which can be found in the "Provider Details" section of the listing, and negotiate the WLA details, such as date, time, or number of participants.
- Once the details have been agreed upon, go back to the request in *Manage WLA Requests* section. Change the status of the request by selecting "Arrangements complete, pending confirmation" and submit the form.
- Enter the dates and additional details agreed with the company contact/volunteer and submit the form. The request is now pending the company contact / volunteer's confirmation.
- Once confirmed by the company contact / volunteer, the request is now complete.
- Proceed with the arrangements made.

Work-based Learning Activities Workflow



Step	Action	WLA Request Status
1	Search and select a Work-based Learning Activity (WLA). View the WLA description and make a request using the online form. NOTE: The WLA company contact will automatically receive an email notification once the request has been submitted.	Requested (student) or
		Pending volunteer approval
2	Skip this step if you made the WLA request yourself. If you are the WLA coordinator for your school and Step 1 was completed by a student, approve WLA request in Manage WLA Requests section.	Pending volunteer approval
3	Once the company contact (provider) accepts the request, get in touch with the provider directly by email or phone to discuss details such as date, time, or number of participants.	Arrangements in progress
4	When WLA details are finalized, enter dates and additional details agreed upon and click on the Arrangements Complete button.	Pending Confirmation
5	The WLA request is complete when the provider confirms the details that you entered.	Confirmed

Tips

- Use the Notes Tab in the request details to jot down any information you wish to save regarding that request.
- Use the “Filter list” dropdown found in the *Manage WLA Requests* page to perform a quick filter of the requests.
- Requests that require your attention are marked by a red exclamation point. (!)
- Please be courteous by notifying the company contact / volunteer if a request has to be cancelled. In addition, please update the request if it has to be cancelled.