

## Appendix E: Work-Based Learning Action Plan

The CTE State Plan is four-year strategic plan outlining broad goals to guide Oregon's work around CTE. Action Plans serve as our work plan and as a means to measure the state's progress. The following table outlines the progress made around Work-Based Learning goals during the first year.

Area	Goal / Strategy / Action / Benchmarks	% Complete	Status
1	<b>Goal 1 – Create a Oregon work-based learning (OWBL) website.</b>	91%	
1.1	<b>Strategy 1.1 – Identify current resources, materials, policies, lesson plans, and other guidance documents.</b>	100%	
1.1a	<b>Create a Career Connected Learning OOL/OER Group with WBL folders to curate resources, materials, policies, lesson plans, and other guidance documents.</b>	100%	Completed
1.1a	Create a survey to assess Oregon's current education and workforce landscape for resources, materials, policies, lesson plans and other guidance documents.	100%	Completed
1.1a	Distribute survey to secondary, postsecondary partners to include teachers, counselors, administrative staff, and business and industry partners.	100%	Completed
1.1a	Curate and review survey results for developing OWBLH; identify missing pieces to be included in handbook.	100%	Completed
1.2	<b>Strategy 1.2 – Convene sub-work under the group to Career Connected Learning workgroup to develop the OWBLH.</b>	89%	
1.2b	<b>Convene sub-work group to Career Connected Learning work group to develop an OWBL Handbook.</b>	89%	Completed
1.2b	Identify and invite field representation to participate in the sub-work group.	100%	Completed

Area	Goal / Strategy / Action / Benchmarks	% Complete	Status
1.2b	First sub-work group meeting scheduled in early February 2020 (review survey before distribution).	100%	Completed
1.2b	Second sub-work group meeting scheduled in April 2020 (review survey results and curated documents).	100%	Completed
1.2b	Third sub-work group meeting scheduled in June 2020 (assemble OWBLH).	100%	Completed
1.2b	Share draft OWBLH with Oregon communities for review/comment.	75%	In Progress
1.2b	Review comments of shared OWBLH for potential changes/edits.	75%	In Progress
1.2b	Post OWBLH to OWBL Clearinghouse Website.	75%	In Progress
1.3	<b>Strategy 1.3 – Design an OWBL website. Update (10/19/20): website will be CTE specific having Career Connected Learning as overarching theme and WBL as a main focus.</b>	85%	
1.3a	<b>Contract with website vendor. Update (10/19/20): ODE already planning website and will not be using an outside entity for design.</b>	100%	Completed
1.3a	Signed contracts by August 2020. Update (10/19/20): SPST Team Members currently assigned to website design and development.	100%	Completed
1.3b	<b>Identify funding needs to work with a vendor on developing OWBL website. Update (10/19/20): No funding needs required at this time (see notes on line 26)</b>	100%	Completed
1.3b	Funding proposal to be prepared by February 2020. Update (10/19/20): No funding needs required at this time (see notes on line 26)	100%	Completed
1.3c	<b>Identify potential vendors for OWBL website design. Update (10/19/20): No vendors required at this time (see notes on line 26)</b>	100%	Completed
1.3c	RFP process closed by March 2020. Update (10/19/20): No RFP process required at this time (see notes on line 26)	100%	Completed

Area	Goal / Strategy / Action / Benchmarks	% Complete	Status
1.3d	<b>OWBL Website design and completion. Update (10/19/20): CTE Website design and completion.</b>	25%	In Progress
1.3d	Website launch by January 2021. Update (10/19/20): CTE Website to be completed by 12/31/20)	75%	In Progress
1.3d	Update (10/19/20): WBL Webpage development.	0%	In Progress
1.3d	Update (10/19/20): CTE Website, CCL, WBL webpage to launch.	0%	In Progress
1.3e	<b>Work with ODE procurement and RFP protocol. Update (10/19/20): This action will be put on hold (see notes on line 26).</b>	100%	Completed
1.3e	Begin RFP process by end of February 2020.	100%	Completed
2	<b>Goal 2 – Adopt a vision for work-based learning in Oregon.</b>	38%	
2.1	<b>Strategy 2.1 – Develop a communication strategy to inform education partners, including but not limited to CTE Regional Coordinators, community college CTE deans, local education agencies, etc., to share work-based learning work plan.</b>	100%	
2.1a	<b>Synthesize Oregon CTE State Plan survey comments focused on WBL as part of communication.</b>	100%	Completed
2.1a	Work to begin by January 2020.	100%	Completed
2.1b	<b>Create an FAQ based on Perkins V requirements for program quality indicator.</b>	100%	Completed
2.1b	Work to begin January 2020; ready for distribution by March 2020.	100%	Completed
2.1c	<b>Create a Perkins V data entry/collection based off of WBL activities and definitions for secondary partners. Update (12/16/20): Please refer to Goal 3 for this task.</b>	100%	Completed
2.1c	Started work in March 2020; ready for distribution September 2020	100%	Completed
2.1d	<b>Share current WBL action-plan with education partners.</b>	100%	Completed

Area	Goal / Strategy / Action / Benchmarks	% Complete	Status
2.1d	In development; ready for distribution by January 2020.	100%	Completed
2.2	Strategy 2.2 – Research and gather business and industry engagement strategies/tools/solutions.	8%	Needs Support
2.2a	Gather current resources focused on business and industry engagement.	25%	Needs Support
2.2a	Gather current resources focused on business and industry engagement.	25%	Needs Support
2.2b	Curate materials and resources to post on OWBL website.	0%	Needs Support
2.2b	Complete by January 2021	0%	In Progress
2.2c	Posted on OWBL website.	0%	In Progress
2.2c	By January 2021.	0%	In Progress
2.3	Strategy 2.3 – Research and identify barriers to work-based learning activities at the education and workforce levels.	44%	In Progress
2.3a	Include in local/regional Perkins V needs assessment	100%	Completed
2.3a	Work started in 2019; included in assessment due in December 2019.	100%	Completed
2.3b	Explore ways business, industry, and education can create culturally responsive workplaces.	25%	Needs Support
2.3b	Work to start in 2021	25%	Needs Support
2.3c	Materials and resources of ROI to business and industry to diversify their workforce.	25%	Needs Support
2.3c	Work to start in July 2021 and to be posted on WBL website in January 2022.	25%	Needs Support
2.3c	Posted on WBL website in August 2021.	25%	Needs Support

Area	Goal / Strategy / Action / Benchmarks	% Complete	Status
2.3d	<b>Support business and industry in connecting WBL opportunities for underrepresented populations with organizational equity goals.</b>	25%	Needs Support
2.3d	Work to start by Summer 2021.	25%	Needs Support
2.4	<b>Strategy 2.4 – Create a continuous improvement model to gather feedback from stakeholders including but not limited to education, business, and industry.</b>	0%	
2.4a	<b>Collect lessons learned and stakeholder feedback from first year of implementation.</b>	0%	
2.4a	Work to start in July 2020.	0%	In Progress
2.4a	First year review in July 2021.	0%	In Progress
2.4b	<b>Conduct a continuous improvement review of Program Quality Indicator for next year implementation.</b>	0%	
2.4b	Work to start in July 2020; first year review in July 2021.	0%	In Progress
2.4b	First year review in July 2021.	0%	In Progress
2.4c	<b>Share promising practices and lessons learned posted on OWBL website.</b>	0%	
2.4c	Post in January 2021.	0%	In Progress
2.4d	<b>Create an evaluation system for work-based learning involving employers and other stakeholders.</b>	0%	
2.4d	Start work in July 2022.	0%	In Progress
2.4e	<b>Research promising practices in measuring employability skills, career readiness skills as part of the evaluation process.</b>	0%	
2.4e	Start work in April 2021	0%	In Progress

Area	Goal / Strategy / Action / Benchmarks	% Complete	Status
2.4f	<b>Develop a continuous improvement process to help programs achieve higher levels of quality and equitable experiences.</b>	<b>0%</b>	
2.4f	Begin process development in June 2021.	0%	In Progress
3	<b>Goal 3 – Implement a work-based learning data collection System with clear definitions and measurements for Oregon.</b>	<b>74%</b>	
3.1	<b>Strategy 3.1 – Create a work-based learning data collection system.</b>	<b>74%</b>	
3.1a	<b>Work with ODE IT team and Perkins Data Accountability specialist to integrate WBL fields into Perkins V data entry/collection.</b>	<b>100%</b>	<b>Completed</b>
3.1a	Started work in July 2019; will be integrated into Oregon's new database, which is in development for implementation by or before 2021.	100%	Completed
3.1b	<b>Research promising practices and solicit stakeholder feedback on how to collect WBL data while ensuring student outcomes and interests are at the forefront.</b>	<b>25%</b>	<b>In Progress</b>
3.1b	Work in progress; will be ready for Oregon's new database by or before 2021.	25%	In Progress
3.1c	<b>Provide technical assistance trainings to secondary data management teams about how to measure and enter WBL information.</b>	<b>98%</b>	<b>In Progress</b>
3.1c	Program of Study   Data Accountability virtual sessions held.	100%	Completed
3.1c	Introduction to new data system   WBL	75%	In Progress
3.1c	SY 2021 evaluation and implementation of WBL PD (data collection)	100%	Completed
3.1c	Schedule TA Sessions for end of March through April 2021.	100%	Completed