



#148-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #148-22**

DATE: July 1, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **2022 CTE High-Quality Work-Based Learning Guide**

During the 2021-2022 school year, the Virginia Department of Education (VDOE) collaborated with stakeholders to review and revise the CTE High-Quality Work-Based Learning (HQWBL) Guide. Through the revisions to the Guide, school divisions are given flexibility to implement work-based learning instructional methods recognizing the importance of working with community partners as well as using entrepreneurial and school-based settings. Technical content revisions and new program content in certain areas was added to provide local school divisions with consistent messaging regarding high-quality work-based learning experiences.

The Guide focuses on all 12 types of WBL methods used in Virginia. It includes Virginia regulations and guidelines for the administration of HQWBL and provides training materials for work-based learning teacher-coordinators. School divisions should use this guide to implement WBL offerings locally.

Work-Based Learning is a school-coordinated, coherent sequence of workplace experiences that relate students to 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. Work-Based Learning enables students to apply classroom instruction in a real-world business or service-oriented work environment. Paid experiences must adhere to age and safety requirements associated with child labor laws and highly regulated fields.

The Board approved the Guide on June 15, 2022, and it will be posted on [Town Hall](#) beginning July 4, 2022, for a 30-day public comment as required by the Administrative Process Act. Following the public comment period, the Guide will become effective August 4, 2022, and be posted on the VDOE website.

For more information

If you have questions, please contact Sharon Acuff, Work-Based Learning Coordinator, Office of Career, Technical, and Adult Education, at cte@doe.virginia.gov or by phone at (804) 225-2052.

JB/DSE/aar