



1 **State Board of Community Colleges Code**
2 **TITLE 1 – COMMUNITY COLLEGES**

3
4 **CHAPTER D. EDUCATION**

5
6 **SUBCHAPTER 300. CONTINUING EDUCATION**

7
8 **1D SBCCC 300.10 Work-Based Learning**

- 9 (a) Definition. Work-Based Learning involves the development of job skills and an
10 opportunity for career exploration by providing the student with work experience that
11 is coordinated with the educational program.
- 12 (b) Types of Work-Based Learning may include paid or unpaid internship, pre-
13 apprenticeship, registered apprenticeship, and practicums required for a state-
14 regulated or industry-recognized credential.
- 15 (c) Work-Based Learning Course Section Criteria:
- 16 (1) Twenty (20) hours is the minimum instructional hours for a Work-Based Learning
17 course section.
- 18 (2) Colleges must include a student orientation component not to exceed four
19 instructional hours and a post-training student and employer evaluation
20 component not to exceed two instructional hours.
- 21 (3) Student membership hours may be reported for budget FTE as regularly
22 scheduled or non-regularly scheduled as defined in 1G SBCCC 200.94(a)-(b).
- 23 (4) Work-Based Learning course sections must be linked to a Workforce Continuing
24 Education course that meets the following criteria:
- 25 (A) Is aligned with the skill development practiced in the work experience
26 environment as identified in the Measurable Learning Outcomes (MLO) defined
27 in 1D SBCCC 300.10(f)(6)(C);
- 28 (B) Scheduled for 96 instructional hours or more; and
- 29 (C) Leads to a state-regulated or industry-recognized credential.
- 30 (d) Colleges must develop and implement local procedures to ensure compliance with
31 the Work-Based Learning criteria.

- 1 (e) Student Eligibility Criteria:
 - 2 (1) Must meet then-current age and employment requirements referenced in G.S. 95-
3 25.5.
 - 4 (2) Must be enrolled in a Workforce Continuing Education course meeting the criteria
5 specified in 1D SBCCC 300.10(c)(4).
 - 6 (3) Must have completed at a minimum 48 instructional hours within the Workforce
7 Continuing Education course prior to entering the Work-Based Learning
8 experience.
 - 9 (4) Must submit an application for placement in a course section and meet course
10 requirements.
 - 11 (5) Must meet all job-specific requirements of the employer.
- 12 (f) Program Requirements.
 - 13 (1) College staff must plan and coordinate student activity in Work-Based Learning
14 course sections.
 - 15 (2) College staff, who meet instructional qualifications and are paid with college
16 funds, will supervise Work-Based Learning experiences.
 - 17 (3) The employer is responsible for the supervision of the student while the student
18 is at the job site.
 - 19 (4) Students may work at multiple job sites and be supervised by multiple employers.
 - 20 (5) Students must receive at least one mandatory site visit with the coordinating
21 college staff.
 - 22 (6) Colleges must retain a student file that contains the following documents:
 - 23 (A) Current student transcript to document the Work-Based Learning aligned
24 courses;
 - 25 (B) Completed Work-Based Learning application;
 - 26 (C) Measurable Learning Outcomes. MLOs are agreed upon experiences that
27 students will obtain while working. The job description must contain a list of
28 general tasks, or functions, and responsibilities of a position;
 - 29 I. The student, college staff, and employer must develop and agree to the
30 MLOs identified.

- 1 II. There must be a minimum of three MLOs for each Work-Based Learning
2 experience. A job description listing general tasks, functions, and
3 responsibilities of the Work-Based Learning position may be used in lieu of
4 MLOs.
- 5 III. The student, college staff, and employer must sign an agreement to the
6 established MLO expectations prior to the beginning of the Work-Based
7 Learning experience.
- 8 (D) Documentation of an employer consultation between the college, employer
9 and student;
- 10 (E) Documentation of an evaluation of the student by the employer;
- 11 (F) Documentation of student hour tracking through timesheets or other related
12 reports; and
- 13 (G) Colleges may substitute an ApprenticeshipNC Registered Apprenticeship or
14 Pre-Apprenticeship agreement in lieu of requirements in 1D SBCCC
15 300.10(f)(6)(C) for students enrolled in a college Registered Apprenticeship or
16 Pre-Apprenticeship program.

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18 *History Note: Authority G.S. 115D 5;*

19 *Eff. [September 1, 2018](#)*