

Individual Work-Based Learning Experiences Toolkit

What are Individual Work-Based Learning Experiences?

Individual Work-Based Learning (WBL) experiences are **quality, career-connected learning experiences completed by individual students** that are **not embedded in a credit-bearing course**. These experiences still meet Iowa's definition of work-based learning and may be completed outside the regular school year, through selective participation or via non-credit pathways.

Individual WBL ensures students receive authentic workplace exposure while allowing districts to **accurately document and report** these experiences using the **Individual Work-Based Learning reporting code** in the Student Reporting in Iowa (SRI) system beginning with the 2025-2626 academic year.

Examples of when the Individual WBL reporting code is used include:

- Summer internships not tied to a course
- Select supervised agricultural experiences (SAE)
- Selective Career and Technical Student Organization (CTSO) experiences
- Student learner programs tied to career interests

Important Note: For Individual WBL experiences to be reported properly, it is the **student's responsibility** to communicate the experience and outcomes to their **school counselor or WBL coordinator**.

Student Responsibility in Individual Work-Based Learning Experiences

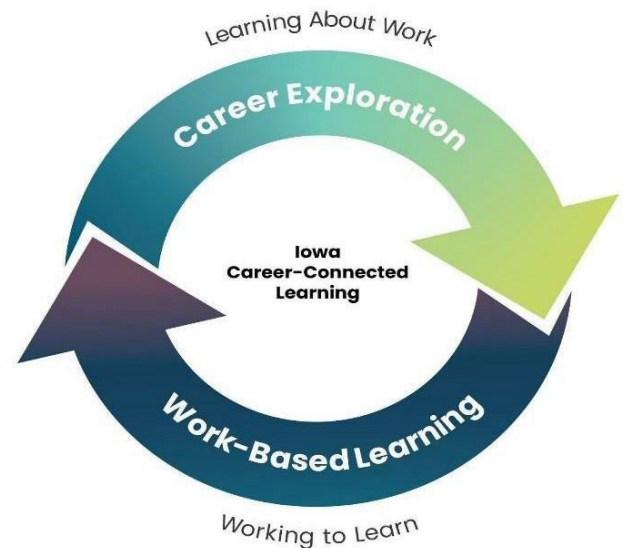
Students participating in a WBL experience are expected to actively engage as responsible learners and emerging professionals. The following duties outline recommended expectations for participation, documentation and communication.

Engage in the Experience

- **Complete assigned tasks:** Participate fully in daily responsibilities and workplace activities.
- **Take initiative:** Seek opportunities to contribute, ask questions and expand responsibilities when appropriate.
- **Stay actively involved:** Engage in meaningful work tasks rather than passive observation whenever possible.
- **Respond to feedback:** Accept and apply feedback to improve performance and skill development.

Develop Skills

- **Build technical skills:** Develop industry-specific knowledge and abilities related to the experience.
- **Strengthen employability skills:** Practice communication, teamwork, problem-solving and time management.
- **Apply learning in context:** Use workplace experiences to reinforce career readiness and future planning.



Maintain Documentation

- **Track hours:** Accurately document dates, times and total hours worked.
- **Record responsibilities:** Maintain a record of tasks performed and projects completed.
- **Document skill development:** Identify skills learned or practiced throughout the experience.
- **Complete required forms:** Submit all documentation required by the district in a timely manner.

Reflect on Learning

- **Complete reflections:** Describe what was learned, not just what was completed.
- **Connect to goals:** Relate experiences to career interests and postsecondary plans.
- **Identify growth:** Recognize strengths, challenges and areas for improvement.

Communication with the School District

- **Notify the school district:** Inform the school counselor or WBL Coordinator of participation in an Individual WBL experience.
- **Submit documentation:** Provide all required materials by district deadlines.

District Verification of Individual Work-Based Learning Experiences

Districts are responsible for reviewing and verifying all Individual WBL experiences to ensure they meet required standards and can be accurately reported. To improve consistency and efficiency, districts are encouraged to:

- Use a **standardized submission process** (forms or digital platform)
- Develop a **verification checklist or rubric** for staff
- Maintain a **centralized tracking system** of all Individual WBL experiences
- Set **internal deadlines** ahead of state reporting timelines

Review Documentation

- **Collect required materials:** Ensure submission of employer information, student role, hours and reflections required by the school district as verification of the experience.
- **Check for completeness:** Confirm all documentation is accurate and fully completed.

Confirm WBL Quality

- **Evaluate the experience:** Ensure the experience includes meaningful, skill-based work.
- **Confirm alignment:** Verify the experience aligns to a career field or program of study.
- **Review student reflection:** Ensure reflections demonstrate learning and skill development.

Reporting Individual Work-Based Learning Experiences

In such cases where the work-based learning experience is not part of a course, school districts must use the Individual Work-Based Learning reporting code that was added to the SRI system starting in the 2025-26 school year. Districts must review this field and make any needed changes to ensure accurate coding and reporting by the end of June each year.

The Individual Work-Based Learning Code is a four-digit code where the first two numbers represent the SCED Subject Area and the second two numbers represent the type of WBL experience. For example, a simulated work experience in information technology would be coded as “1012.”

The tables below appear in the SRI Data Dictionary available at <https://educate.iowa.gov/pk-12/data/data-collections/student-reporting>.

Code Area (First Two Numbers)	Keyword(s) to Include in Course Title
01	English Language and Literature
02	Mathematics
03	Life and Physical Science
04	Social Sciences and History
05	Visual and Performing Arts
07	Religious Education and Theology
08	Physical Health and Safety Education
09	Military Service
10	Information Technology
11	Communication and Audio/Visual Technology
12	Business and Marketing
13	Manufacturing
14	Health Care Services
15	Public, Protective, and Government Services
16	Hospitality and Tourism
17	Architecture and Construction
18	Agriculture, Food, and Natural Resources
19	Human Services
20	Transportation, Distribution, and Logistics
21	Engineering and Technology
22	Miscellaneous
24	World Languages
25	Integrative Learning

WBL Code (Second Two Numbers)	WBL Experience
11	Industry Partnership Projects
12	Simulated Work Experience
13	Student Learner Programs
14	Quality Pre-Apprenticeships
15	Internships
16	Unregistered Apprenticeships
17	Registered Apprenticeships

Notes for districts

1. Can be used to enter a work-based learning experience a student completed over the summer or if a student completes a work-based learning experience that is not embedded in a course.
2. The first two digits represent the SCED Subject Area of the experience and the last two digits represent the type of WBL experience.