SCED Codes for Work-Based Learning Indicator

Perkins V Secondary Performance Indicator

This document is organized to identify a list of SCED codes used to collect data on the courses used for the work-based learning secondary indicator for Perkins V. For more information on the references made to course naming and coding, review the resource, Work-Based Learning Course Naming and Coding.

High School Internships

Districts offering an internship experience should include "internship" in the course title.

Definition of an Internship:

Internships are a professional training experience that provides students the opportunity to gain professional and technical skills while under the supervision of an industry professional in a career path of interest. Internships are structured experiences for a set period of time that require student interns to complete real work to reach the specific learning goals. Internships provide student learners with the opportunity to participate in training while gaining experience in problem-solving, decision-making and skill-building projects at the internship site. Internships may be paid or unpaid opportunities.

Internship programs provide ample support from the work-based learning coordinator, including regular visits to the internship site, regular evaluations and program documentation with training agreements and student-individualized training plans. Work-based learning coordinators, including those with a multioccupations endorsement, work experience coordinator endorsement or work-based learning supervisor authorization, should place students in experiences that align with the student's career goals and regard the experience as an internship to prepare students for future career success.

The internship definition is located in the *Iowa Work-Based Learning Guide* with expectations for high school internship programs outlined in the *Iowa Internship Toolkit*.

Internship Course Administration:

Internship Course Overseeing Placements	Keyword to Include in the Title of the Course	SCED Codes for the Course
All Career Paths	Internship	22998

If your district offers a year-long internship course and provides classroom learning around employability skills prior to internship placement, your district could code your course as outlined below.

Year-Long Course Name: Internship

Term	Content	SCED Codes for the Course
Fall Term	Employability Skills	22152
Spring Term	Internship Experience	22998*

*Qualifies under the Perkins V Secondary Performance Indicator.

Important notes for districts offering an internship course with SCED Code 22998:

- If your district is offering an internship course with the instructor overseeing student internships in all career paths, then your district should view your internship course as a capstone experience. As a capstone experience, the internship course should be shared among all CTE programs. By sharing this course with all your CTE programs, CTE concentrators will be identified in all applicable CTE programs.
- All instructors overseeing internship programs under SCED code 22998 will need the [multioccupations endorsement](#) or the work-based learning supervisor authorization.
- During the secondary CTE reporting application period, a simple survey will be requested by the Department for a program to provide a numerical breakdown of the number of student internships in each career pathway. For example, two students in architecture and construction, four in business, management and administration, etc.

College Credit for High School Internship Courses

If your high school internship program is contracted as a postsecondary concurrent enrollment course, there are a few guidelines that need to be followed with regard to local program naming and SCED codes.

- Naming
  - Due to the different nature of the internship experience in high school versus college, the potential concurrent enrollment course title will most likely not read "internship."
  - Your local high school course name/title can be different from the college course title as long as your district acknowledges the course as a college level course through the following:
    - Districts must clearly articulate within their school's registration handbook/course guide the college course name, course number and college credits earned if successfully completed.
    - Districts must clearly articulate through the college syllabus the college's name, course title, course number, course description and any additional policy elements required by the contracting community college.
  - Districts currently utilizing the college course title to reflect their local course name/title, are encouraged to maintain this practice. However, the Department strongly recommends the addition of the identified keywords as outlined in this resource to ensure recognition for the work-based learning credit experiences available to students through the concurrent enrollment program.
- SCED codes
  - Districts will continue to utilize the SCED code aligned with the college course as outlined in the "[SCED Codes and Contact Minutes for Community College Courses](#)" document.

Career and Technical Education - Content Specific Internship Programs:

Internship Course Overseeing Placements in:	Keyword to Include in the Title of the Course	SCED Code for the Course
Agriculture	Internship	18998
Automotive	Internship	20148
Construction	Internship	17048
Business	Internship	12998
Information Solutions	Internship	10998
Health Science	Internship, Practicum or Clinical	14298
Family and Consumer Science	Internship	19298
Public, Protective & Government Service	Internship	15998
Restaurant, Food & Beverage Services	Internship or Practicum	16098
Education	Internship or Practicum	19198
Manufacturing	Internship	13998

High School Apprenticeship

If your district is offering credit for the on-the-job training portion of your registered apprenticeship, include "apprenticeship" in the course title. If your district prefers to use an abbreviation for apprenticeship, use "apprent" to clearly indicate the course is an apprenticeship credit-bearing course. Use the following coding and naming for the apprenticeships outlined below. If you have a course for an apprenticeship program that does not align with the list below, reach out to the Department's work-based learning consultant.

Definition of Apprenticeship:

Apprenticeships are training experiences that provide on-the-job training or learning (OJT/OJL) with related technical or classroom instruction (RTI), enabling students to earn compensation while they learn a career or trade. Apprentices are employed by the employer/organization during an apprenticeship. An apprenticeship that meets certain requirements set forth by the United States Department of Labor is called a Registered Apprenticeship (RA) program. A special feature of RAs is that they provide opportunities for apprentices-earned wages to increase as progression is made through the program. In addition, portable industry credentials are awarded to those who complete RAs. RAs can last between one and five years and a recommended minimum of 44 hours of RTI.

For more information on apprenticeships, reference the *Iowa High School Registered Apprenticeship Playbook 2.0*. The apprenticeship definition listed above is located in the *Iowa Work-Based Learning Guide*.

Apprenticeship Course Administration

Apprenticeship Course for On-the-Job-Training	Keyword to Include in the Title of the Course	SCED Code for the Course
Agricultural Service Worker Apprenticeship	Apprenticeship or Apprent	18248
Animal Technician	Apprenticeship or Apprent	18148
Aerospace Engineering (Engineering Assistant)	Apprenticeship or Apprent	21048
Automotive Tech Specialist	Apprenticeship or Apprent	13348
Carpenter	Apprenticeship or Apprent	17048
Childcare Development Specialist	Apprenticeship or Apprent	19198
Computer Support Specialist	Apprenticeship or Apprent	10298
CNC - Milling & Turning	Apprenticeship or Apprent	13098
Electrical	Apprenticeship or Apprent	17048
EMT	Apprenticeship or Apprent	14055
Machinist	Apprenticeship or Apprent	13098
Meat Cutting	Apprenticeship or Apprent	18148 or 16098
Nursing Assistant	Apprenticeship or Apprent	14098
Software Engineer	Apprenticeship or Apprent	21998
Welder, Combination	Apprenticeship or Apprent	13248

College Credit for High School Apprenticeship Courses

If your high school apprenticeship program is contracted as a postsecondary concurrent enrollment course, there are a few guidelines that need to be followed with regards to local program naming and SCED Codes.

- Naming
  - Your local high school course name/title can be different from the college course title as long as your district acknowledges the course as a college level course through the following:
    - Districts must clearly articulate within their school's registration handbook/course guide the college course name, course number and college credits earned if successfully completed.
    - Districts must clearly articulate through the college syllabus the college's name, course title, course number, course description, and any additional policy elements required by the contracting community college.
  - Districts currently utilizing the college course title to reflect their local course name/title, are encouraged to maintain this practice. However, the Department strongly recommends the addition of the identified keywords as outlined in this resource to ensure recognition for the work-based learning credit experiences available to students through the concurrent enrollment program.
- SCED codes

- Districts will continue to utilize the SCED code aligned with the college course as outlined in the "SCED Codes and Contact Minutes for Community College Courses" document.

Pre-Apprenticeship Pathway Course

An Iowa-specific SCED code for a pre-apprenticeship pathway course has been created. A pre-apprenticeship pathway course blends classroom and worksite learning with a connection to an apprenticeship program.

Pre-Apprenticeship Pathway Course Description:

Pre-apprenticeship pathway courses develop skills in related career fields through a combination of classroom and worksite hands-on learning. Training modules are designed and implemented cooperatively by the instructor in the classroom and business at the worksite. The business partner involved in the pre-apprenticeship program also has their own registered apprenticeship program. Classroom instruction and activities support the employer training modules and may include career exploration, safety training and employability skills.

For more information on pre-apprenticeships, reference the *Iowa High School Registered Playbook 2.0*.

Pre-Apprenticeship Pathway Course Administration:

Pathway	Keyword to Include in the Title of the Course	SCED Code for the Course
Identify career clusters in a pathway that makes sense. Include this as part of the course title.	Pre-Apprenticeship or Pre-App	22904

CNA/Nurse Aide Programs

A CNA/Nurse Aide program offers clinical experience alongside the classroom learning. If districts are embedding the clinical into the course, using a clear title to indicate the course is not only a classroom experience is important. If the district titles the course using the word "course" but does not include "clinical" in the title, it will be interpreted that the course does not contain the hands-on training piece and will not be included in the work-based learning data collection for Perkins V secondary performance indicator.

CNA/Nurse Aide Course Description:

Nursing courses place a special emphasis on the particular knowledge and skills required of nurses and/or nursing assistants and aides while covering general health care topics (i.e., patient care, anatomy and physiology, medical terminology, hygiene and disease prevention, first aid and CPR, and laboratory procedures). Topics covered typically include normal growth and development; bathing, feeding, dressing, and transporting patients; basic pharmacology; doctor, nurse, and patient relationships and roles; medical and professional ethics; death and dying; and care of various kinds of patients (e.g., chronically ill, children, new mothers, and so on).

CNA/Nurse Aide Course Administration:

Content	Keyword to Include in the Title of the Course	SCED Code for the Course
CNA or Nurse Aide	CNA or Nurse Aide *If the word "course" is included in the title, the word "clinical" **must** be included to demonstrate the course is more than learning content from a text.	14051

School-Based Enterprise

The national SCED code committee adopted national SCED codes to collect data on school-based enterprise courses. The new SCED codes for school-based enterprises are found on the Department's SRI website under the subheading Course Coding and Supplementary Weighting in the latest SCED code resource. Use the following SCED codes for your school-based enterprise if it follows the course description.

For more information on school-based enterprises, reference the *School-Based Enterprise Toolkit*.

School-Based Enterprise Course Description:

School-based enterprise courses provide students the opportunity to learn about and manage an entrepreneurial operation related to [subject area] within a school setting. Students will develop interpersonal and professional skills. Topics may include operations, product services management, pricing, distribution, and marketing.

School-Based Enterprise Course Administration:

Content Area	Keyword to Include in the Title of the Course	SCED Code for the Course
Information Technology - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	10993
Communication and Audio/Visual Technology - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	11993
Business and Marketing - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	12993
Manufacturing - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	13993
Health Care Sciences - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	14993
Public, Protective and Government Services - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	15993
Hospitality and Tourism - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	16993
Architecture and Construction - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	17993
Agriculture, Food and Natural Resources - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	18993

Content Area	Keyword to Include in the Title of the Course	SCED Code for the Course
Family and Consumer Sciences - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	19993
Transportation, Distribution and Logistics - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	20993
Engineering and Technology - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	21993
Miscellaneous - School-Based Enterprises	Title the Course the Name of the Local School-Based Enterprise	22902*

*Note: The Miscellaneous – School-Based Enterprise course code, 22902, is an Iowa-specific SCED code.

For more information on school-based enterprises, visit the Department's work-based learning webpage for the latest resources.

Career Project-Based Learning (Authentic Learning)

The national SCED code committee adopted national SCED codes to collect data on courses structured to offer a series of projects with business and community partners with the title career project-based learning. The new SCED codes for career project-based learning are found on the Department's SRI website under the subheading Course Coding and Supplementary Weighting in the latest SCED code resource. Use the following SCED code for your career project-based learning course if it follows the course description.

Career Project-Based Learning (Authentic Projects) SCED Course Description:

Career project-based learning courses provide students with an introduction to careers in the [subject area] field. Students will work in cooperation with local businesses, community organizations, or nonprofit agencies to develop and solve real-world problems that could arise in the workplace. These courses typically do not include work in the field.

For more information on developing authentic learning courses, visit the *Authentic Project Experiences Toolkit*.

Note: Projects are developed and supported under the supervision of an instructor.

Career Project-Based Learning Course Administration:

Content Area	Keyword to Include in the Title of the Course	SCED Code for the Course
Information Technology - Career Project-Based Learning	Local Decision on Course Title	10994
Communication and Audio/Visual Technology - Career Project-Based Learning	Local Decision on Course Title	11994
Business and Marketing - Career Project-Based Learning	Local Decision on Course Title	12994
Manufacturing - Career Project-Based Learning	Local Decision on Course Title	13994
Health Care Sciences - Career Project-Based Learning	Local Decision on Course Title	14994

Content Area	Keyword to Include in the Title of the Course	SCED Code for the Course
Public, Protective, and Government Services - Career Project-Based Learning	Local Decision on Course Title	15994
Hospitality and Tourism - Career Project-Based Learning	Local Decision on Course Title	16994
Architecture and Construction - Career Project-Based Learning	Local Decision on Course Title	17994
Agriculture, Food, and Natural Resources - Career Project-Based Learning	Local Decision on Course Title	18994
Family and Consumer Sciences (Human Services) - Career Project-Based Learning	Local Decision on Course Title	19994
Transportation, Distribution, and Logistics - Career Project-Based Learning	Local Decision on Course Title	20994
Engineering and Technology - Career Project-Based Learning	Local Decision on Course Title	21994
Miscellaneous - Career Project-Based Learning	Local Decision on Course Title	22901*

*Note: The Miscellaneous – Career Project-Based Learning course code, 22902, is an Iowa-specific SCED code.

With the expansion of entrepreneurship courses emerging following the course instructional delivery of projects with businesses, an Iowa-specific code was developed to distinguish the different course learning outcomes from a business and marketing - career project-based learning course. This course is distinctly different from the traditional entrepreneurship SCED in that the entrepreneurship – career project-based learning course is structured to engage student learners with projects with local businesses while learning about entrepreneurship.

Entrepreneurship – Career Project-Based Learning Course:

Entrepreneurship – Career Project-based Learning courses helps students develop the knowledge and skills necessary to own and operate their own businesses through a series of projects with industry. Students work in cooperation with local businesses, community organizations, or non-profit agencies to develop and solve real-world problems that develop skills and knowledge essential for entrepreneurship success. These projects provide foundational understanding on economics, marketing principles, human relations, finance, laws, communication and strategic management. Throughout the course and projects with industry, students are working to develop their own businesses.

For information on content topics to cover in an entrepreneurship course, review the *Entrepreneurship Toolkit*. For information on how to develop authentic projects to include in the entrepreneurship course, review the *Authentic Project Experiences Toolkit*.

Note: Projects are developed and supported under the supervision of an instructor.

Entrepreneurship - Career Project-Based Learning Course Administration:

Content Area	Keyword to Include in the Title of the Course	SCED Code for the Course
Entrepreneurship	Entrepreneurship	12904

If your district is contracting the community college course as a concurrent enrollment course, work with your community college to ensure alignment with the appropriate postsecondary WBL course opportunity. Districts will continue to utilize the SCED code aligned with the college course as outlined in the "SCED Codes and Contact Minutes for Community College Courses" document.

Qualified Service Area Examples

Additional opportunities in career and technical education service areas are included in the Perkins V data collection but may not have a course (and SCED code) dedicated to the content. If the experiences outlined below do not have a course SCED code identified in the prior sections, you will need to complete the steps in this section for the spring secondary CTE reporting application.

Agriculture

Supervised Agriculture Experience (SAE) with 120 hours completed in ten different skill areas documented through SAE records and cross-walked with AFNR standards (including career ready practices) meets Perkins V work-based learning quality indicator. SAE Records data is used to validate the work-based learning indicator and program aggregate data submitted.

- **Who sets the hour requirement(s):** Chapter Degree (State FFA Constitution);
- **Who supervises the student(s):** Instructor, industry partner supervisor, and parent

Human Services/Family and Consumer Sciences

ProStart

- Minimum 400 hours over a period of one to three years
- **Who sets the hour requirement(s):** National Restaurant Association
- **Who supervises the student(s):** Instructor/work-based learning coordinator and industry partner

Early Childhood Education

- Minimum 480 hours working with children within three years of beginning CDA application, obtained over a period of one to three years
- **Who sets the hour requirement(s):** Council for Professional Recognition, Iowa Association for the Education of Young Children (Iowa AEYC)
- **Who supervises the student(s):** Instructor/work-based learning coordinator and industry partner

Reporting the Qualified Service Area Examples in the Spring Secondary CTE Reporting Application:

1. Select the appropriate course where the students would have completed the experience outlined in this section.
2. Select the students meeting the criteria in the qualified service area examples section by placing a checkmark in the WBL column. *See image below.*
3. The saved selections will submit once you have completed the additional requirements in the application.

Program Student Breakdown ✕

Single Parent Column = Student is themself a single parent or is pregnant
Concentrator Column = Student has accumulated 2.0 Carnegie units in a CIP/CTE Program
WBL Column = If a student is currently enrolled and participating in a course that offers embedded workplace experience but is not part of a work-based learning class using one of these Sced Codes , check this box. Examples include and are limited to: Registered Apprenticeships, Pre-Apprenticeship, Health Science CNA, Early Childhood Education CDA, Agriculture SAE*(120 Hours), and ProStart.

Download Enrolled

Enrolled	Concentrator	Single Parent	WBL	Action
186	79	0	85	Mark Reviewed

Student Name	State ID	Program Total Units	Concentrator	Student is Single Parent	WBL	
						Edit Units
		0.5	☐	☐	☐	Edit Units
		1	☐	☐	☑	Edit Units
		0.5	☐	☐	☐	Edit Units
		2	☑	☐	☑	Edit Units
		2	☑	☐	☑	Edit Units
		2.5	☑	☐	☑	Edit Units
		2	☑	☐	☐	Edit Units