



## Individual Career and Academic Plan: Addition of Work-Based Learning Guidance

[Legislation](#) signed into law in 2022 added a new component to the Individual Career and Academic Planning process outlined in [Iowa Code 279.61](#) that requires school districts to incorporate work-based learning (WBL) into a student's individual career and academic plan (ICAP).

Specifically, the addition states:

Identify the coursework and work-based learning needed in grades nine-twelve to support the student's postsecondary education and career options.

### What does this mean?

Districts should identify the WBL courses and courses with embedded WBL experiences in grades nine through twelve. After identifying their courses, districts will need to incorporate WBL information, embedded coursework and WBL experiences into the student's four-year planning process. This also includes the annual review and revision of their course selections to provide students with the opportunity to select coursework and identify opportunities to gain hands-on experience. The thoughtful planning through the ICAP supports each student in moving towards graduation with a plan for their postsecondary path.

For a full overview of work-based learning, refer to the [Iowa Department of Education's Work-Based Learning webpage](#).

### Common Questions:

#### What does "identify the coursework and work-based learning" mean?

Work-based learning includes three essential elements (academic preparation, partnership between education and industry and academic follow-up). With this strong connection to academics, offering WBL courses and courses with embedded WBL experiences provide a connection that aids the student in the career and academic planning process.

#### After a district identifies their WBL courses and courses with embedded WBL experiences, how do they indicate this designation for reporting purposes and share information with students and families?

Districts should refer to the [Work-Based Learning Course Naming and Coding Guidance](#) to communicate WBL courses. By using the identified course naming and coding guidelines, district WBL courses will automatically report during the secondary CTE reporting application and the courses will be added to the work-based learning section on the [Iowa Student Outcomes website](#).

Districts are encouraged to share WBL information with students and families as part of the course selection and yearly course plan review process. One consideration is for districts to designate WBL embedded courses in their course selection handbook. This would be similar to the process that districts use to connect students with concurrent enrollment opportunities, NCAA considerations, college admissions requirements, etc.

## **How should a district begin identifying work-based learning experiences to include in their district plans?**

District teams can take the following steps to identify experiences currently available to students and how to thoughtfully expand work-based learning in the district.

1. Take inventory of work-based learning courses and courses containing embedded work-based learning experiences available to students. Consider using the [embedding WBL worksheet](#) to support the inventory process.
2. Record the collected work-based learning courses and embedded experiences in the updated [District Career and Academic Planning template](#).
3. Consider completing the [Work-Based Learning Self-Assessment Tool](#) as a district team to identify opportunities to increase quality work-based learning with an array of accessible experiences available to students.

## **Will the addition of work-based learning impact ICAP reporting requirements?**

Yes, with the inclusion of WBL into the ICAP process, districts will be required to report student data surrounding WBL in the in the Fall Comprehensive School Improvement Plan (CSIP) in the Consolidated Accountability and Support Application (CASA) along with the other required ICAP data points.

For a full overview of ICAP, refer to the [ICAP Guidance](#) document.