



**WORK-BASED LEARNING
EXPERIENCE DEVELOPMENT FOR
POTENTIALLY ELIGIBLE
PARTICIPANTS
(1009X) SYLLABUS**

Course Title:

Work-Based Learning Experience Development For Potentially Eligible

Duration:

Eight units per participant, totaling four hours, delivered in 30-minute sessions

Instructor:

TBD

Course Overview

The **1009X: Work-Based Learning Experience Development** program provides individuals who are **potentially eligible for ACCES-VR services with hands-on career exploration, professional skill-building, and real-world job experience.** This program focuses on **workplace readiness, career discovery, and professional development,** equipping participants with the knowledge and confidence to transition into long-term employment opportunities.

Through **structured workplace experiences, mentorship, and career training,** participants gain **practical job skills, workplace confidence, and an understanding of industry expectations.**

Course Objectives

By the end of this program, participants will be able to:

- Gain **real-world job experience** through structured work placements
 - Develop **workplace skills, including communication, teamwork, and time management**
 - Learn **employer expectations and professional workplace behaviors**
 - Apply **problem-solving and adaptability strategies in job settings**
 - Explore **career pathways and identify long-term employment opportunities**
 - Transition from **work-based learning to sustainable employment**
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Session Breakdown

Session One: Introduction to Work-Based Learning

Duration: One unit, 30 minutes

Topics Covered:

- Overview of **work-based learning and workplace expectations**
- Identifying **career interests, strengths, and workplace readiness skills**
- Understanding **workplace conduct and employer expectations**
- Introduction to **Personalized Work-Based Learning Plan (WBLP)**

Outcome:

- Completed **Career Interest and Readiness Assessment**

Session Two: Workplace Communication & Professional Etiquette

Duration: Two units, one hour

Topics Covered:

- Understanding **verbal and non-verbal communication in the workplace**
- Developing **professional email, phone, and in-person communication skills**
- Practicing **customer service, team collaboration, and networking skills**
- Engaging in **role-playing exercises for professional communication**

Outcome:

- Improved **communication and interpersonal skills for the workplace**

Session Three: Job Readiness & Workplace Responsibilities

Duration: One unit, 30 minutes

Topics Covered:

- Developing **time management and organizational skills**
- Understanding **task prioritization and efficiency in the workplace**
- Learning **workplace safety procedures and professional boundaries**
- Exploring **task delegation and teamwork dynamics**

Outcome:

- Completed **Workplace Readiness and Task Management Plan**

Session Four: Career Exploration & Industry Awareness

Duration: One unit, 30 minutes

Topics Covered:

- Researching **career paths, industry trends, and job market opportunities**
- Understanding **job roles, salary expectations, and career advancement options**
- Exploring **internships, apprenticeships, and job shadowing opportunities**
- Identifying **educational and certification requirements for specific careers**

Outcome:

- **Personalized Career Exploration Plan**

Session Five: Resume Development & Interview Preparation

Duration: One unit, 30 minutes

Topics Covered:

- Essentials of **resume writing and tailoring applications for industry-specific jobs**
- Understanding **job applications, cover letters, and professional branding**
- Practicing **mock interviews and employer engagement strategies**
- Using **job search platforms and networking techniques**

Outcome:

- Completed **resume draft and job application toolkit**

Session Six: Problem-Solving & Self-Advocacy in the Workplace

Duration: Two units, one hour

Topics Covered:

- Handling **workplace challenges and conflict resolution strategies**
- Understanding **ADA workplace rights and requesting accommodations**
- Learning **how to advocate for support and professional growth**
- Engaging in **role-playing exercises for self-advocacy and adaptability**

Outcome:

- Finalized **Workplace Self-Advocacy Plan**
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Materials Needed

- Notebook and pen for notes and career planning
 - Access to **job search platforms and professional networking tools**
 - Resume templates and interview preparation materials
 - Workplace role-playing and communication exercises
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Assessment and Success Metrics

Participants will be evaluated based on:

- Completion of a **Career Interest and Readiness Assessment**
 - Demonstrated **understanding of workplace communication and professional etiquette**
 - Development of a **resume and job search plan**
 - Engagement in **mock interviews and work-based learning exercises**
 - Understanding of **self-advocacy and workplace accommodation strategies**
 - Completion of a **Personalized Work-Based Learning Plan (WBLP)**
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Follow-Up and Ongoing Support

- Continued **mentorship and workplace coaching**
- Access to **job placement services and employer partnerships**
- Career advancement guidance and **long-term employment support**