

Data Standard Career Readiness: Work-Based Learning

4/1/2024

Ownership and History

Standard prepared by: Holly Tracy

Data steward(s)

[Holly Tracy](#), (502) 564-4286, ext. 4225

Office(s)

Office of Career and Technical Education

Revision history

April 1, 2024

Updated the screenshots for Section B
Updated Program Status, Status, and Career Readiness Type in Section B.

July 3, 2023

Updated link for [Senate Bill 25](#)

April 19, 2023

Career Readiness record created in Infinite Campus.

Data Standard Career Readiness: Work-Based Learning

Rev. 4/1/2024

Contents

Ownership and History	1
Overview.....	3
Section A – Adding or Updating a Career Readiness Record.....	3
Section B – Career Readiness – Work- Based Learning Data Elements.....	4
Program Information	4
Course Information.....	5
Employer Information	6

Data Standard Career Readiness: Work-Based Learning

Rev. 4/1/2024

Overview

Description

The Career Readiness program in Infinite Campus is used to report on-the-job hours completed by students participating in a cooperative (co-op) or internship course.

Regulation citation(s)

- KRS 158.6455(1)(b)5d as amended by the 2023 Regular Session [Senate Bill 25](#)

Data Use

- Accountability: postsecondary readiness

Related ad-hoc filters and reports

- KY State Reporting – Career Readiness Report

Training and Documentation

- [Career Readiness \(Program Participation\) article](#)

Section A – Adding or Updating a Career Readiness Record

Classic View: Student Information | Program Participation | Career Readiness

Search Terms: Career Readiness

Select a Calendar Year filter to limit the records that display to that year. Select an existing record to view or edit it or click New to enter a new Career Readiness record.

Career Readiness ☆ Student Information > Program Participation > Career Readiness

STUDENT, SAMPLE Grade: 11 #123407 DOB: 05/31/2011 Related Tools ^

School Year (dropdown menu) ← **Calendar Year Filter**

Start Date: 09/09/2022 CR Hour: 22 Career Type: Clinical Experience
End Date: 10/13/2022 CR Minute: Career Cluster: Arts, A/V Technology, and Communication
Created By: SAMPLE DISTRICT 1234; 07/01/2022

New Documents Print

Data Standard Career Readiness: Work-Based Learning

Rev. 4/1/2024

Section B – Career Readiness – Work- Based Learning Data Elements

Program Information

The screenshot shows a web form titled "Career Readiness" with a sub-section "Program Information". The form contains the following fields:

- Start Date ***: A date input field with a calendar icon, placeholder "month/day/year".
- End Date**: A date input field with a calendar icon, placeholder "month/day/year".
- Program Status**: A dropdown menu.
- Status ***: A dropdown menu.
- Career Readiness Type**: A dropdown menu with a help icon.
- Career Readiness Type ***: A text input field.
- Career Cluster ***: A dropdown menu.
- Certificate (s) / Credential (s) / Associate Degree (s)**: A dropdown menu with a help icon.
- Aligned Credential Or Degree**: A text input field.
- Hours ***: A dropdown menu.
- Comments**: A text area with a note "Maximum 500 characters".

At the bottom of the form are three buttons: "Save", "Cancel", and "Delete".

Start Date: Enter the day on which the student entered the program.

End Date: Leave blank or enter the day on which the student ended the program.

Program Status: Leave blank or select 01: Career Readiness

Status: If a student has successfully completed the Work-Based Learning (WBL) experience and accumulated 300 hours or more, choose P: Pass. If a student is currently in a WBL program and has accumulated less than 300 hours, choose IP: In-Progress. If a student failed the WBL experience, choose F: Fail.

- P: Pass
- IP: In Progress
- F: Fail

Career Readiness Type: Select the type of learning or work experience in which the student is involved that has been approved by the KDE for post-secondary readiness.

- 3: Cooperative education
- 11: Unpaid Internship
- 8: Paid internship

Career Cluster: Select a Career Cluster for the student's program from a drop list. This code is defined on the [NAICS Website](#).

Data Standard Career Readiness: Work-Based Learning

Rev. 4/1/2024

- 11: Agriculture, Forestry, Fishing and Hunting
- 21: Mining
- 22: Utilities
- 23: Construction
- 31-33: Manufacturing
- 42: Wholesale Trade
- 44-45: Retail Trade
- 48-49: Transportation and Warehousing
- 51: Information
- 52: Finance and Insurance
- 53: Real Estate Rental and Leasing
- 54: Professional, Scientific, and Technical Services
- 55: Management of Companies and Enterprises
- 56: Administrative and Support and Waste Management and Remediation Services
- 61: Educational Services
- 62: Health Care and Social Assistance
- 71: Arts, Entertainment, and Recreation
- 72: Accommodation and Food Services
- 81: Other Services (except Public Administration)
- 92: Public Administration

Aligned Credential or Degree: Select the appropriate pathway/CIP code.

Hours: Enter the number of hours the student has completed in the WBL experience.

Comments: Enter additional information; up to 500 characters.

Course Information

The screenshot shows a web form titled "Course Information". At the top left, there is a checked checkbox labeled "Auto-fill Course Fields Based on Course Number Selection". Below this, there are four input fields: "Course Number" (with a dropdown arrow and placeholder "Enter at least one character"), "Course Name" (with a dropdown arrow and placeholder "Enter at least one character"), "State Course Code" (with a dropdown arrow), and "Credits Earned" (with a dropdown arrow). To the right of the "Credits Earned" field is a red "Remove" button. Below the input fields, there is a small text prompt: "Click Add if you need to enter course information." At the bottom left of the form is an "Add" button.

Click Add to enter course information.

- **Course Number-** Enter the course number.
- **Course Name-** Enter the name of the course.
- **State Course Code-** Enter the State Course Code associated with the course.
- **Credits Earned-**Enter the number of credits earned for this course.

Data Standard Career Readiness: Work-Based Learning

Rev. 4/1/2024

Course Information

Auto-fill Course Fields Based on Course Number Selection ?

- Check this box to make this preference auto-fill the Course Name and State Code when the associated Course Number is entered.

NOTE: Select up to five State Course Code(s) if the student's work was associated with a course(s). The KDE will search the transcript for credits earned matching this state code.

Employer Information

Employer Information

Employer <small>Maximum 150 characters</small> <input type="text"/>	Supervisor <small>Maximum 150 characters</small> <input type="text"/>	Position <small>Maximum 150 characters</small> <input type="text"/>
Phone # <input type="text"/>	Email <input type="text"/>	

NOTE: Completion of this section is not required by the KDE.

Employer: Enter the employer's name.

Supervisor: Enter the supervisor's name.

Position: Enter the student's position.

Phone #: Enter the supervisor's phone number.

Email: Enter the supervisor's email address.

Once the students Career Readiness record has been created, there will be an option to print from the landing page.

Sample State <small>Generated on 02/23/2024 10:08:58 AM Page 1 of 1</small>	TEST, Student - Career Readiness Summary <small>Grade: 10 Birthdate: 01/01/2013 State ID: 2121190353</small>		
Career Readiness Records			
Start Date: 02/06/2024 End Date: Created By: SAMPLE SCHOOL DISTRICT ; 02/23/2024			
Program Status: Career Readiness Other Type: Status: In-Progress			
Career Type: Cooperative education			
Course Number	Course Name	State Course Code	Credits Earned
49000111	EXPERIENCE-BASED WORK	901005: Experience-Based Work	2.000
Certificate(s) / Credential(s) / Associate Degree(s): 14.0803.00: Structural Engineering			
Other Certificate(s) / Credential(s) / Associate Degree(s):			
Hours: 25		Career Cluster: Construction	
Employer: XYZ Construction		Supervisor: Carl Crewleader	
Phone: (222)222-2222		Position: Apprentice	
Email: contact@xyzconstruction.org		Comments: Enter Comments Here	