

WBL Planning Team Roles and Responsibilities

Getting Started

Work-based learning experiences are most effective when each partner understands their role from the start. This tool helps teams define how responsibilities will be shared across three phases of the process: **Planning**, **Implementation**, and **Evaluation**.

Use the proposed responsibilities below as a starting point, then adapt them using the blank planning tool on the next page.

PLANNING PHASE

This phase sets the foundation for success and focuses on defining goals, clarifying expectations, and establishing systems of support.

Partner	Example Responsibilities
School / WBL Coordinator	<ul style="list-style-type: none"> • Convene the planning team and define program goals. • Identify potential business partners and student participants. • Align the experience with academic standards, graduation pathways, and state WBL requirements. • Draft or adapt necessary documents (applications, training plans, partnership agreements). • Set the communication plan and process for progress monitoring.
Business / Industry Partner	<ul style="list-style-type: none"> • Define the student role, desired competencies, and expected outcomes. • Identify workplace mentors or supervisors and ensure they are trained for their role. • Review or co-develop the training plan with the school. • Confirm that the work environment and schedule meet safety and legal requirements. • Provide input on recruitment and selection criteria.
Community Partner / Intermediary (if applicable)	<ul style="list-style-type: none"> • Provide templates or tools for agreements, mentor training, or progress tracking. • Support outreach to employers or partners. • Help align local or regional initiatives to the WBL experience. • Assist in coordinating resources or funding for program supports.

	<ul style="list-style-type: none"> Engage in policy alignment and advocacy to strengthen WBL systems.
Student	<ul style="list-style-type: none"> Participate in recruitment or selection process. Reflect on career goals and complete any pre-placement requirements or training. Attend orientation and review program expectations.
Parent / Guardian	<ul style="list-style-type: none"> Attend orientation or informational session. Review and sign required participation forms Discuss program expectations and responsibilities with the student. Align on logistics including transportation and schedule.

IMPLEMENTATION PHASE

This phase focuses on maintaining communication, supporting students and mentors, and ensuring that learning goals are being met.

Partner	Example Responsibilities
School / WBL Coordinator	<ul style="list-style-type: none"> Maintain regular communication with employer and student. Provide student case management and connect to supports such as tutoring, counseling, or transportation. Conduct site visits or virtual check-ins. Monitor attendance, safety, and progress toward learning goals. Address issues or conflicts promptly. Provide reflection activities or assessments to connect learning back to classroom content.
Business / Industry Partner	<ul style="list-style-type: none"> Provide orientation and on-the-job training to the student. Supervise and mentor the student on site. Give timely feedback and complete required evaluations. Communicate with the school about progress or concerns. Ensure a safe, inclusive, and productive work environment.
Community Partner / Intermediary (if applicable)	<ul style="list-style-type: none"> Provide technical assistance to schools or employers. Troubleshoot challenges related to logistics, communication, or partner engagement. Facilitate partner meetings or peer learning among employers.
Student	<ul style="list-style-type: none"> Demonstrate reliability, professionalism, and initiative. Communicate regularly with mentor and school coordinator. Complete assigned tasks, reflection activities, or journals.



Parent / Guardian	<ul style="list-style-type: none"> • Ask questions and seek feedback to support skill growth. • Support consistent attendance and punctuality. • Maintain communication with the school and student about progress. • Reinforce professional expectations and encourage reflection.
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EVALUATION PHASE

This phase focuses on reflection, assessment, and improvement — ensuring the experience is high-quality and sustainable.

Partner	Example Responsibilities
School / WBL Coordinator	<ul style="list-style-type: none"> • Collect and analyze evaluation data from students, employers, and mentors. • Assess student skill growth and learning outcomes. • Facilitate a debrief session with partners to reflect on lessons learned. • Report and track outcomes to district, funders, or local leadership as needed. • Identify areas for program improvement and future partnership opportunities.
Business / Industry Partner	<ul style="list-style-type: none"> • Complete final evaluations of student performance. • Provide feedback on partnership effectiveness and program design. • Participate in debrief or recognition events. • Discuss potential for future student placements or expanded roles.
Community Partner / Intermediary (if applicable)	<ul style="list-style-type: none"> • Aggregate partner feedback and identify systemic patterns or gaps. • Share promising practices with broader networks. • Support sustainability planning and continued employer engagement.
Student	<ul style="list-style-type: none"> • Reflect on skills gained and identify next steps in career or education goals. • Complete post-program evaluation or presentation.
Parent / Guardian	<ul style="list-style-type: none"> • Reflect with the student on personal growth and skill development. • Complete feedback survey or participate in family debrief activity.



Planning Tool Template

Use this template to define who will lead, support, or contribute to each phase in your local model. Add or remove partners based on your team's structure.

Partner / Role	Planning Responsibilities	Implementation Responsibilities	Evaluation Responsibilities
School / WBL Coordinator			
Business / Industry Partner			
Community Partner / Intermediary (if applicable)			
Student			
Parent / Guardian			

