

Work-Based Learning Glossary



A

Adult (Basic) Education (ABE) centers: Education centers for adults looking to increase their skills, begin vocational training to learn a craft or trade, or prepare for college. *ABE centers in Delaware:*

bit.ly/4d9InIz



(Registered) Apprenticeship: An employer-driven, earn-while-you-learn model that combines on-the-job training with job-related lab/classroom instruction. Registered apprentices are sponsored by their employer and typically work during the day and attend school at night.¹ Every apprenticeship must have a registered sponsor (employer) and every year of training requires 144 hours of instruction. After completion, the apprentice is eligible for a journeyman certification. *Apprenticeships:*

bit.ly/3Aem3h6



C

Cooperative education (or co-op): Vocational instruction that permits students to switch between lab or classroom instruction and work full time in their chosen field per semester.² Written agreements must exist between the school or college/university and the sponsor or employer. Some schools or colleges/universities will assign students to a co-op of their choosing in the field or industry.

J

Job shadowing: A person observes a worker in their job environment, completing tasks and objectives, to explore a career interest.

Journeyman certification

(or journeyman card): A certificate signifies a person has completed or mastered a higher level of a skilled trade or craft.³ Journeyman certificates, or cards, are recognized in the industry and can be transferred between employers.

M

Mentor: A trusted adult who guides a student and helps them consider their plans. Mentors provide students with support, counsel, reinforcement and a constructive example. Mentors can be a registered sponsor, employer or educator in work-based programs or schools.⁴

Mentoring: Pairing a student with a mentor (see above) or trusted adult in the industry or field to guide the student by providing challenges, encouragement, guidance and resources.⁵

O

On-the-Job Training (OJT): Specialized training provided by an employer to help the employee develop the skills and abilities to perform the job, emphasizing a field or industry.⁶ OJT is structured and follows specific labor guidelines.

P

Pre-apprenticeship: An opportunity registered with employers or sponsors to help individuals qualify for a registered apprenticeship, typically for people with less experience or mastery of a trade or skills.⁷

¹ labor.delaware.gov/divisions/employment-training/apprenticeship-and-training/

² wilmu.edu/internships/cooperative-education.aspx

³ ajactraining.org/current-apprentices/journeyman-card/

⁴ education.alaska.gov/tls/cte/docs/wbl/wblglossary.pdf

⁵ education.alaska.gov/tls/cte/docs/wbl/wblglossary.pdf

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S

Soft skills: Non-technical skills that are not specific to an industry, field or profession. Soft skills are typically interpersonal skills (i.e., adaptable, communication, conflict resolution, creativity, teamwork and time management).

T

Trade: A skill set (with a level of mastery) required for specific occupations, jobs and industries.

Trade school (or technical school, vocational school): A postsecondary institution that teaches skills through hands-on training in and outside the classroom. Upon completion, scholars can earn professional certifications or associate degrees required for a specific occupation.⁸

V

Vocational training (or technical training): Training for a specific occupation in trade or industry through classroom and lab instruction, or theoretical and academic teaching, and hands-on experience in technical and commercial divisions.⁹

W

Work-based learning: Lab or classroom instruction and workplace learning where scholars apply academic or theoretical knowledge and skills in a work-based setting with support from lab, classroom and workplace mentors.¹⁰ Work-based learning has four categories:¹¹

- *Career exploration:* Career fairs, industry projects or interviews.
- *Career engagement:* Cooperative education, internships, pre-apprenticeships or service learning.
- *Career exposure:* Mentoring, job shadowing or simulations.
- *Career experience:* Registered apprenticeships, on-the-job training, work-based courses or programs, or youth apprenticeships.¹²

Y

Youth apprenticeship: Similar to a registered apprenticeship (see above). Youth apprenticeships combine work experience under the supervision of a sponsor/supervisor and/or mentor with lab or classroom instruction for students ages 16 to 24. Youth apprenticeship programs help scholars explore their career interests.



⁶ labor.delaware.gov/divisions/employment-training/on-the-job-training-program/

⁷ labor.delaware.gov/divisions/employment-training/apprenticeship-and-training/

⁸ delawarestudentsuccess.org/wp-content/uploads/2023/09/Trade-School-One-Pager.pdf

⁹ merriam-webster.com/dictionary/vocational%20education

¹⁰ cte.ed.gov/wbltoolkit/

¹¹ jff.org/idea/work-based-learning-framework/

¹² jff.org/idea/work-based-learning-framework/

¹³ aecf.org/blog/what-are-youth-apprenticeships/

¹⁴ delawarestudentsuccess.org/apprenticeship-pathway/