

·STATE OF DELAWARE·

# Delaware Pathways

Work Based Learning Program

## **A GUIDE TO THE DELAWARE PATHWAYS HIGH SCHOOL AND COLLEGE PROGRAM**



Department of  
Human Resources  
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## TABLE OF CONTENTS

Overview –Delaware Pathways Program .....	3
Purpose .....	3
Current Pathway Programs.....	4
Administration of Work Based Learning Opportunities .....	5
Establishing Work Based Learning .....	6
Agency’s Responsibilities Upon Hire.....	8
Conduct/Performance .....	8
Completion of Work Based Learning Experience.....	9

## **OVERVIEW**

The State of Delaware must attract, retain, and develop a quality workforce so that we can provide a range of vital services and programs that protect our communities, preserve our quality of life, and help create a better Delaware for ourselves and our families.

As the state looks to the future, the skills needed in its workforce will continually grow and change. The State's workforce must have the critical skills needed to meet the changing business needs. The workforce is aging, and the available supply of skilled labor is expected to drop significantly over the next decade. A successful recruitment strategy needs to include outreach to Delaware students to engage and attract them to our future jobs.

The Delaware Pathways Program's goal is to ensure that sixty-five percent of Delaware's workforce has a college degree or professional certificate by 2025.

- Program helps students develop academic, technical, and employability skills, and gain real-world experience needed for successful, in-demand jobs.
- Students choose a career cluster that they are interested in and learn more about the Pathways that are offered.
- Employers offer work-based learning to build a bridge between education systems and labor markets.

It is important to expose students of the career paths and professional options available to them at an early age. It can have a huge impact on their career choices and early career exposure can lead them to careers that they never would have thought about. If you asked a student today if they want to be a Youth Rehabilitation Treatment Specialist, they probably would not even know what that is. Our goal is to expose Delaware Students to our jobs so that they can aspire towards these careers and remain in Delaware.

## **PURPOSE**

The State of Delaware, through the Department of Human Resources (DHR) – Talent Acquisition (TA), can help your agency to provide students in the Pathways Programs exposure to agency jobs and work-based learning opportunities so that they can apply academic learning to actual work experience. DHR strongly believes that the Delaware Pathways Program and regular Agency interaction with the students is an important resource to help build interest in your jobs but also build future talent pools.

Things to remember:

- Delaware Pathways has over 25 current Pathway programs.
- The Pathways Program allows students to develop the academic, technical, and employability skills, and to gain the real-world experience needed for successful, in-demand jobs.
- Students usually select their pathway during freshman year in high school and can continue through the pathway into college if appropriate.
- Agencies are encouraged to participate in activities that the Pathways Program offers throughout the year including speaking engagement, job fairs, and work-based learning opportunities.
- Agencies wishing to learn more can contact the **DHR Pathways Program Coordinator** at [jobs@delaware.gov](mailto:jobs@delaware.gov), Subject line – “Pathways Request”.

## CURRENT PATHWAY PROGRAMS:

Pathway Program	Job Paths Listed
Agricultural Power and Engineering	Agriculture and Food Science, and Forestry
Agriculture Structures and Engineering	Agriculture and Food Science
Animal Science and Mgt	Animal Scientists
Environmental and Natural Resource Science	Environmental Technicians and Engineers
Natural Resource Management	Biological Technicians Soil and Plant Scientists
Plant Science	Pesticide Handlers Biological Technicians Soil and Plant Scientists
Architectural Engineering Technology	Surveying, Civil Engineering Technicians, Civil Engineers
Digital Communication Technology	Web and Digital Communications, Audio Video Equipment Technicians, Photographers
Business Information & Mgt	Bill and Account Collectors Policy Processing Clerks Financial Agents
Education	Early Childhood Teacher K-12 Teachers
Academy of Finance	Financial Analyst Tax Preparers Loan Interviewers/Clerks

Allied Health	Nursing Assistant Nurse Therapists, Dental Hygienist
Nurse Assisting	Nursing Assistants LPN's RN's Nurse Practitioners
Public and Community Health	Home Health Aides Community Health Worker Public Health Psychiatric Nursing
Cisco Networking	Computer Network Support
Computer Science	Web Developers Software Developers
Engineering (Architectural, Biomedical, Engineering)	Engineers
Culinary & Hospitality Mgt	Food Service Chef/Head Cook Waitstaff
Hospitality & Tourism Mgt.	Lodging Managers Housekeeping and Custodial Supervisors Hotel and Resort Desk Clerks
Manufacturing (Engineering, Logistics)	Mechanical Engineering Technicians Mechanical Drafters Maintenance and Repair Workers Industrial Engineering Technicians Production, Planning Clerks Weights, Measurers, Recordkeeping
Transportation, Distribution, & Logistics	Automotive Technology

In partnership with the Department of Human Resources (DHR), the agency will work with DHR when they have opportunities for Pathway students and when they are offering work-based learning opportunities to students at their agency.

## **ADMINISTRATION OF WORK-BASED LEARNING OPPORTUNITIES**

The Department of Human Resources, Talent Acquisition (DHR TA) team oversees the Work-based learning process. For information and guidance, you may contact [jobs@delaware.gov](mailto:jobs@delaware.gov) – Subject Line – “Pathways Request”, and/or by phone at 302-739-5458.

The Department of Human Resources Agency Lead (Agency HR) will act as the liaison between the Hiring Manager and DHR Talent Acquisition.

## ESTABLISHING WORK-BASED LEARNING

Work-Based Learning opportunities should be a planned program to provide a meaningful learning experience applicable to the student's field of study or interest. This requires planned assignments coupled with proper supervision, evaluation, and feedback. Learning objectives must be developed when considering a student work-based learning opportunity at your agency. You must identify clear job duties or a defined project scope that demonstrates how the learning objectives for everyone will be met.

The procedure for establishing a student Work based Learning Experience is as follows:

- 1. DEFINE THE WORK.** Prior to requesting a position for the student, the hiring manager should define the work-based learning opportunity to provide a meaningful work experience applicable to the student's field of study or career interest.
- 2. REVIEW RESPONSIBILITIES.** Prior to offering a work-based learning opportunity, supervisors should ensure that specific duties are determined before the student is brought on.
- 3. REQUEST TO FILL.** Work with your agency DHR staff to complete the *Pathways Program Agreement* and email DHR at [jobs@delaware.gov](mailto:jobs@delaware.gov) – **Subject Line – “Pathways Request”**. This request must include duties and goals. Funding for paid work-based experience's will be approved by Agency DHR staff before submitting the request to DHR Talent Acquisition.
- 4. IDENTIFY THE CANDIDATE.** Agencies can select students while interacting with the schools Pathway Coordinators or they can reach out to the DHR Pathways Coordinator to help them find student(s).
  - To qualify, students must be currently enrolled as a student in the Delaware Pathways Program.
- 5. SELECTED STUDENT.** Once the Hiring Manager has selected a student, he/she will alert the Agency HR and DHR Talent Acquisition as noted above, which includes contact information, proposed schedule, anticipated program duration, etc. Agency HR will work with the manager to onboard the student.
- 6. AGENCY HR.** The Agency HR will work with the Hiring Manager to plan for the student's arrival.

## 7. COMPENSATION & TIMEKEEPING

- **Paid Experiences.** Salary will be determined by the agency and funding available, in addition to experience. Salary for a student without experience will be offered at minimum wage, however, should the student meet the job requirements of the position being offered, the salary will be offered at the minimum level of the merit comparable pay scale for that position (example Accounting Specialist). Agency HR will hire the student in PHRST as a Casual/Seasonal employee. The student will record hours bi-weekly using the timekeeping system of the agency.

Remember, PAID students have the same protections as other employees, and laws such as the Fair Labor Standards Act (FLSA) and minimum wage laws, among others, apply to paid students. This also includes protections such as meal and other breaks, and overtime wages, if earned.

- **Unpaid Experiences:** The student will send their completed ***Student Time Sheet*** to DHR Talent Acquisition at [jobs@delaware.gov](mailto:jobs@delaware.gov) – Subject Line: “Pathways Student Time Sheet” and copy their assigned manager for record keeping. The time sheet includes total hours worked, by day, on a bi-weekly basis. The work an unpaid student completes should benefit the student in their field of study not the agency. We recommend paid work-based learning experiences where possible.

## 8. EVALUATION

All students should be provided with on-going feedback from their supervisor on how well they are meeting the goals and expectations of their position. At the completion of the work-based opportunity, both the student and the supervisor will complete an evaluation and send to DHR Talent Acquisition at [jobs@delaware.gov](mailto:jobs@delaware.gov) – Subject Line: “Pathways Exit Survey” *and/or* [jobs@delaware.gov](mailto:jobs@delaware.gov)-Subject Line: “Pathways Student Evaluation”.

The student will complete the “***Pathways Exit Survey***” and the supervisor will complete the “***Pathways Student Evaluation***”. The information provided will be used to provide valuable feedback to managers for future program planning and enhancements where necessary.

Note: Students will not receive an official ***Certificate of Completion*** until their ***Exit Survey*** is returned to DHR Talent Acquisition.

## AGENCY'S RESPONSIBILITIES UPON HIRE OF PATHWAYS STUDENT

1. **WELCOME to the AGENCY.** Ensure the student knows expectations for dates of learning opportunity, schedule, location, and supervisor's name, in addition to any required processes or documents that would require attention prior to their start date. On the first day the Hiring Manager will need to review work expectations, appropriate attire, evacuation procedures, policies, procedures, use of office equipment, call out procedures, and any other pertinent information the student will need.

Be sure to formally announce the student's arrival and introduce them to the team they will be working with. Also outline the roles, responsibilities and expectations of the student and staff to ensure all parties are aware of their duties.

2. **RESOURCES.** Ensure the student has a designated workspace. Do not put them in a hallway or transfer them from desk to desk. If applicable, computer access, phone, access cards, keys, and office supplies should be ready upon their arrival.
3. **ORIENTATION.** Agency/Department Orientation should be conducted immediately to ensure they are comfortable in their new space. Give them a tour of the facility and introduce them to co-workers.

Making them feel welcome and comfortable in the office is the first step to making their experience a positive one. Complete any remaining paperwork associated with onboarding a new hire. (Ex. *I-9, W-4, Direct Deposit*, etc.)

4. **TRAINING.** Determine what training materials the student will need. Every new employee MUST complete *DTI's Security Awareness* and the *Respectful Workplace and Anti-discrimination course*. Work with HR to ensure all required trainings are properly assigned to the student and prepare a schedule to complete if necessary.

## CONDUCT & PERFORMANCE

All students offered a work-based learning opportunity with the State of Delaware, whether paid or unpaid, understands they are required to comply with the [State Employee Code of Conduct](#).

All students are "*at will*" employees and the employment relationship may be terminated by either party at any time without cause or prior notice.

Hiring Managers should address performance issues, and unacceptable conduct by consulting with Agency HR.



## COMPLETION OF WORK-BASED OPPORTUNITY

- Upon completion of the learning opportunity, the Hiring Manager should contact Agency HR and DHR Talent Acquisition.
- The Student and Manager will be given the final evaluation forms to complete and return to DHR Talent Acquisition within 7 days of program's end.
- ***Certificate of Completion*** will be sent to the student to acknowledge their work and achievement, once DHR Talent Acquisition receives their ***Exit Survey***.
- Outreach - After the student has completed the work-based learning opportunity, ensure you keep in touch and mentor the student to encourage growth in their field of study and possible future state opportunities.