



**NC Work-Based Learning  
Association  
Summer Mini -Conference  
May 31, 2018**

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# MISSION

The mission of Compliance Services is to ensure the accountability and credibility of the North Carolina Community College System in a consultative and proactive manner by providing assistance to college staff with the implementation of pending and current laws, policies, procedures, guidelines, and reporting requirements.

# Compliance Review References

- ❑ North Carolina General Statutes
- ❑ State Board of Community Colleges Code
  - NCCCS Numbered Memoranda
- ❑ College
  - Policies & Procedures
  - Catalog & Publications

# Compliance Review Process

- ❖ Compliance Examiner College Assignments
- ❖ Timeframe for Conducting the Compliance Review
- ❖ Results Documented as –
  - a. Coaching Letters
    - Recommendations
  - b. Compliance Reports
    - Material Findings
      - Minimal (Exceeds 1%)
      - With Reversion (5%)

# Work-Based Learning Code

1G SBCCC 200.93

Reporting of Student Hours in Membership  
for Curriculum Classes

(f) Curriculum Student Work Experience  
and Clinical Practice

Note: See CC18-021 Proposed Amendment of  
1G SBCCC 200.93 dated May 22, 2018.

# Work-Based Learning

- Examples of Student Work Experience
  - Cooperative Education
  - Practicums
  - Internships

Clinical practice refers to work experience in health occupation programs. (**See CC18-021.**)

# Work-Based Learning

- “Reporting Guidelines”

(1) Student membership hours for student work experience and clinical practice shall not generate budget FTE without prior approval by the System Office for such activities through the appropriate curriculum standard.

When students enroll in a WBL class, it must be approved in their program of study.

# Work-Based Learning

(2) Work Experience. Work experience for curriculum courses shall earn budget FTE at the 100 percent rate of assigned work experience hours and shall not exceed a maximum of 320 membership hours per student per semester.

(A) These classes shall be coordinated by college personnel paid with college instructional funds and may be located in one or more sites.



## Work-Based Learning

(B) These classes shall be specified in the approved curriculum of the college consistent with the applicable curriculum standard (see 1D SBCCC 400.97(3)(a)(ii)(D)).

**(Note: Recodified at 1D SBCCC 400.8 and 400.10 (e)(6))**

(C) The college shall maintain documentation of all student work experience hours.

# Work-Based Learning

In conducting the Work Based Learning (WBL) Compliance Review, Compliance Examiners...

- ✓ Verify prior approval by the System Office through the appropriate Curriculum Standard.
- ✓ Verify class hours reported for budget FTE did not exceed a maximum of 320 membership hours per student per semester. Or for students participating in a Registered Apprenticeship (RA) 640 membership hours per student per semester.

## Work-Based Learning

- ✓ Verify classes were specified in the approved Curriculum of the college consistent with the applicable Curriculum Standard.
- ✓ Verify college has maintained documentation of all student work experience hours.
- ✓ Verify all students enrolled in the classes reviewed actually participated in the work based learning experience.

## Work-Based Learning

- ✓ Verify no more than one semester hour credit (160 hours) was taken by students enrolled in the following curriculum programs:
  - Associate in Arts
  - Associate in Science
  - Associate in Engineering
  - Associate in Fine Arts in Music, Theatre and Visual Arts

## Work-Based Learning

- ✓ Verify no students coded T90990 were enrolled in work-based learning courses.
- ✓ Verify no WBL classes were offered to students in correctional settings (except WBL 110 World of Work and WBL 120 Career Readiness, Exploration and Employability-new course).

## Curriculum Computer Audit Program Results – XPA

The following XPA reports are requested:

- **Cooperative Education / Work-Based Learning - XPAA**
- Student Course Overlap for Curriculum and Continuing Education - XPAQ
- Underage Students - Curriculum – XPAU

# Work-Based Learning

- 1D SBCCC Subchapter 400.10(e)(6) Work-Based Learning - **Amended November 1, 2017**

(D) Budget FTE

(ii) Students shall meet class membership requirements\* and shall also begin the Work-Based Learning experience before a college may claim class hours for budget FTE.

\*Reference 1G SBCCC Reporting of Student Hours in Membership for Curriculum Classes

# Work-Based Learning

(iii) The college is responsible for assuring that Work-Based Learning experiences are established prior to the beginning of the Work-Based Learning course. The college may report Work-Based Learning activities either as membership hours or contact hours if the following criteria are met:



# Work-Based Learning

(I) A student is considered to be in class membership when the student meets the following criteria: enrolled as evidenced by payment of applicable tuition and fees, or obtained a waiver as allowed for in G.S. 115D-5(b); attended one or more classes prior to or on the 10 percent point in the class; and has not withdrawn or dropped the class prior to or on the 10 percent point.

# Work-Based Learning

(II) Contact hours. Students may begin and end the Work-Based Learning at any time during the semester or term enrolled. The college reports only the contact hours that the student actually worked within the term.

(III) Work-Based Orientation. In situations where a college chooses to offer a Work-Based Learning orientation, no more than two contact hours of Work-Based Learning orientation may be counted toward the student's work-based learning experience hours. The orientation may occur prior to the beginning of the semester (although those hours may not be counted towards FTE) provided that the college has a written policy for such services.

# Discussion

