

Mass Workforce Issuance

Workforce Issuance No. 07-63

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Associate Directors
DCS Field Managers

cc: WIA State Partners

From: David W. Mackley, Director
Department of Workforce Development

Nancy Snyder, President
Commonwealth Corporation

Date: September 14, 2007

Subject: Updated Instruction Manual for the WIA Youth Work-Based Learning Plan

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators, WIA Title I Local Youth Program partnerships and other local workforce investment partners that the instruction manual for the required Massachusetts Work-Based Learning Plan (MWBLP) has been updated and is available for use.

Background: The Massachusetts Work-Based Learning Plan (WBLP) is a diagnostic, goal setting and performance-based assessment tool designed to model a structured work experience for WIA eligible youth that drives both learning *and* productivity while on the job. The WBLP was developed by the Department of Education (MDOE) and its use has been a requirement for WIA youth who receive summer employment or work experiences since 2001 (see: [WIA Communication 01-34](#)).

Over the past two years, the MDOE met with various workforce development stakeholders, secondary and post secondary education institutions and youth-focused human/social services agencies to garner input with respect to redesigning the WBLP. The redesigned version of the WBLP was officially launched in May 2006. Now, after a full year of field use of the redesigned

WBLP, an updated instruction manual titled the “Work-Based Learning Toolkit” has been developed (along with additional online resources). The Toolkit includes guidelines and suggestions for use of the WBLP and uses actual work experience examples to illustrate proper and effective use. To access the updated “Toolkit”, click on the following link: www.skillslibrary.com/wbl.htm and then click on “Instructions.” Related youth-focused resources may also be accessed through the following link: <http://www.doemass.org/connect/>.

Action

Required: Each local area should assure that all appropriate staff and partners are informed of the content of this issuance and use the new, updated “Toolkit” manual. Each local area should also review its policies and procedures with respect to the Massachusetts Work-Based Learning Plan in order to assure its proper use in conjunction with serving Title I Youth.

Inquiry: Please direct general questions regarding the content of this issuance to Samuel Martin at Smartin@commcorp.org or (617) 727-8158. Technical questions regarding the specific use of the MWBLP and/or “Toolkit” should be directed to Keith Westrich at Kwestrich@doe.mass.edu or (781) 338-3902. Please reference the Issuance number with all inquiries.