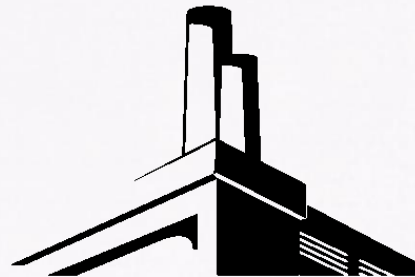# WV Simulated Workplace

Instructor

Training Module
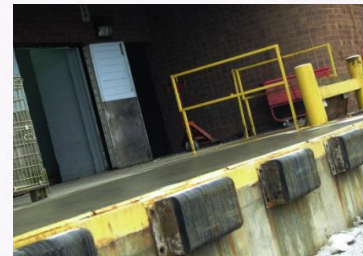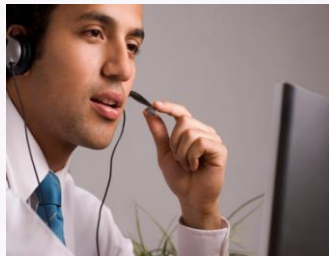
Facts Every WV Educator Needs to Know

- Approximately 70% of US jobs don't require a four-year degree. They do, however, require some form of post secondary training
- Two-Thirds of the fastest-growing occupations over the next decade are in health fields and computers. (DOL-BLS)

Facts Every WV Educator Needs to Know

- Although Engineers are the hardest jobs to fill, number two was machinists/machine operators, followed by skilled trades, technicians, sales representatives, accounting and finance staff, mechanics, IT staff and production operators

Facts Every WV Educator Needs to Know

- 70% of those who finish a two-year technical program or certifications graduate with over 99% job placement

- The average high-tech job pays 78% more than the average non-high-tech

Facts Every WV Educator Needs to Know

CTE offers 88 Career Pathways with 53 Specializations
State and National Certifications
98% Graduation Rate
96% Placement Rate
54 % in the workforce
42 % continuing education

BUT …… ONLY 30% OF WV STUDENTS COMPLETE A CTE PATHWAY

Workforce Dilemma

Student Cohort – 100

- 70% college bound   30% Workforce with HS Diploma or less
- After one semester or one year   30% drop-out – 60% workforce
- Before Graduation   10-20% Drop-out – 70-80% workforce
- College Graduates   20-30% earn degrees
- ½ of those who graduate are underemployed

- Source: National Research Center for Career and Technical Education
- Source: WV Higher Education Policy Commission
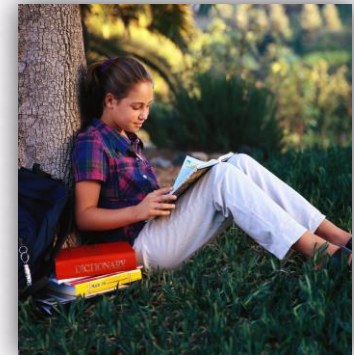
Facts Every WV Educator Needs to Know

- Average WV college student loan debt is $26,227.

- WV ranks 17th in the nation in college debt

- 64% of West Virginians has college debt

Facts Every WV Educator Needs to Know

- Business/Industry reports:

  "We have openings for technician level jobs in WV but cannot find employees who routinely show up for work, can pass a drug test, and possess a positive work ethic"

So... How Does Education address this Problem?

THROUGH

SIMULATED WORKPLACES

Reality CTE

What is a Simulated Workplace?

- It provides students the opportunity to master the skill sets and attributes necessary for gainful employment.

- It provides an educational environment that emulates the future workplace that answers the often heard question, "Why do I have to learn this?"

What is a Simulated Workplace?

- It provides the student a opportunity to be accountable for his learning, collect evidence of content mastery, and to earn recognition for his/her achievements.

- It puts into place a formal and purposeful relationship between education and business/industry.

Simulated Workplace Non-negotiable

Companies will…

- Have an initial net worth of $1,000,000
- Use time clocks or some other form of attendance recording process
- Conduct random drug testing of all employees
- Use an application process required for student enrollment/hiring
- Submit Quarterly & Annual reports
- Establish work teams within the business with students rotating across teams
- Develop a Policies and Procedures Manual
- Celebrate the company's performance at the end of the year
- Utilize a portfolio system for students to document learning, credentials earned, projects completed, etc.

Non-Negotiable (cont.)

Companies will...

- Be evaluated by outside business and industry partners

- Be rated similar to a Health Department rating

Companies who rate <u>high</u> will receive a West Virginia Industry Endorsement
(good for two years)

Companies who rate <u>low</u> will be placed on a plan of improvement and will be
eligible for another visit after corrects have been implemented

What is the Goal of Simulated Workplace?

To change the culture of CTE and create high quality business and industry learning environments.

How does Simulated Workplace change instruction?

Simulated Workplace does not change instruction, it enhances what CTE instructors are already doing well.

What does Simulated Workplace do to enhance instruction?

Simulated Workplace is a new way of documenting student knowledge within an authentic work setting, while replicating proper business and industry processes and procedures.

Simulated Workplace Environment

Environment Expectations:

This checklist is a tool to ensure CTE programs are properly equipped and maintained to meet the standards of the Simulated Workplace

|	
Clothing/Protective Gear - All students are wearing up-to-date safety gear when engaged in projects or instruction requiring it - All students are wearing proper program clothing	**Storage and Stacking** - All tools have proper storage areas and are organized and easily accessible - Adequate shelving - Neat & tidy - Segregated or labeled - Heavy items on lower level
Lighting - No lights out/broken - Sufficient lighting in work spaces and classroom	
Emergency - Exits identified with proper signage - Exit doors and equipment unobstructed - Evacuation plan in place - Fire extinguishers in place, clearly marked for type of fire and recently serviced - Have an up-to-date MSDS Notebook for all chemicals	**Environment** - Time clock or documented attendance system - Proper industry signage throughout the classroom and work areas (e.g., hazards, chemicals, safety, etc.) - Shop sink for washing up (in areas were required) - All work areas and classroom are clean, organized and free of clutter
First Aid - Cabinet/box for First Aid supplies properly marked and filled with up-to-date supplies - Eye wash facilities are provided and operational (were appropriate) and properly labeled	**Documentation** - Adequate student filing system - Student/Employee handbook containing all required policies (e.g., created w/ students – first two weeks of school) - Quarterly/Annual reports - Project/work order completion records
Machinery - All equipment, machines, tools properly maintained and clean - Adequate work space around machines/equipment properly marked - Starting and stopping devices within easy reach - Proper safety guards on machines/equipment	

Refer to Manual: Page 13

How can Simulated Workplace create the foundation and advancement of an engaging learning community?
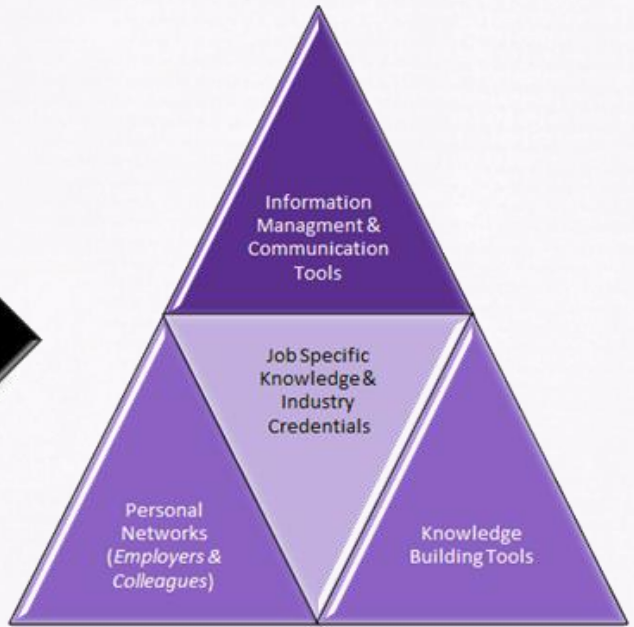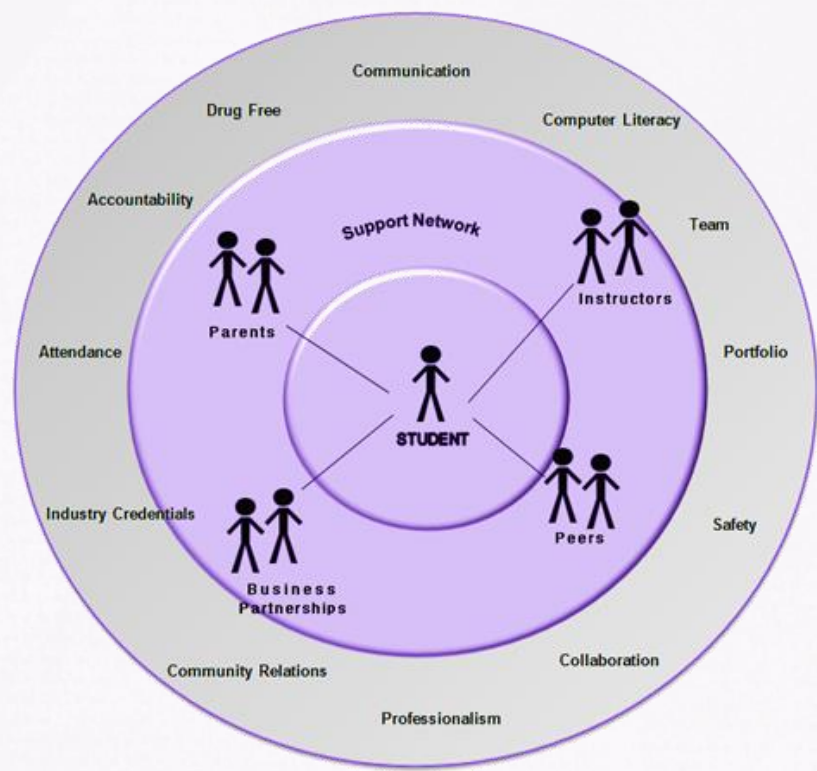
Developing "Next Generation" Skill Sets

Top 10 Skills Required for the Next Generation Work Force

Writing –
the capability to produce well written documents and reports; which can be easily interpreted by all company stakeholders

Originality –
the capability to be innovative; empowering creative thinking can change the world once more

Resilience –
the capability to adapt to changes effortlessly

Knowledgeable of group dynamics –
the capability to cultivate solutions utilizing group member thoughts, regardless of personal feelings or opinions

Persuasion –
the capability to communicate concepts efficiently and effectively

Leadership –
the capability to lead by example; the go getters of the organization

Applied math and statistics –
the capability to analyze and interpret results quickly and accurately

Collaboration –
the capability to work within a team setting

Encasing and solving open-ended problems –
the capability to use one's ingenuity to analyze and generate solutions swiftly and accurately

Self-improvement –
the capability to keep up with global changes and demands by taking the initiative to improve knowledge, skills and experiences

W.O.R.K.P.L.A.C.E.S.

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Student Opportunities:

Students will...

- apply for jobs within the company

- become employees and earn money for the company

- become more accountable for their impact on the company's success

- be assessed by instructors as well as business/industry teams

Educating Parents

Refer to Manual: Page 25

SIMULATED WORKPLACE EXPERIENCE

PARENTAL INVOLVEMENT

INDUSTRY PARTNERSHIPS

"*Next Generation*" Ready Employee

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Date

Dear Parent/Guardian:

Your child has enrolled in my Career and Technical education program and will be gaining authentic work experience through the new Simulated Workplace initiative. During their classroom experience, your child will be treated like an employee of a company, thus learning about the importance of employee work ethics, safety, professionalism, teamwork, and customer service. Most teenagers are or soon will be involved in the working world. Unfortunately, not all graduates are prepared for this daunting task. Therefore, our goal and vision is to give your child a true authentic working experience by holding them accountable for their choices and actions just as they would be held accountable in the workplace.

The Simulated Workplace initiative has been designed in partnership with various West Virginia businesses and industries. During the development of this new format, our program's standards, safety measures, protocols and certifications have been aligned to business and industry. Throughout the year, your child will be required to clock in and out, comply with random drug testing, attend classes regularly, and conduct themselves in a professional manner, as well as comply with all program developed policies and procedures. If at any time during enrollment in (Program Name), your child is unable to abide by these policies and procedures, then your child may be given alterative assignments or receive disciplinary action.

Within the Simulated Workplace environment, your child will experience various roles within the program; from project leader, labor member, administrative member, safety member and/or quality control member. In addition to these roles, your child will be exposed to a variety of hands-on projects and activities, as well as reading, writing and math components. As your child successfully completes each individual component of the Simulated Workplace, they will be building a work ready knowledge and obtaining certifications.

I appreciate your willingness to allow your child to participate in the Simulated Workplace initiative. If you have any concerns or questions, please contact me.
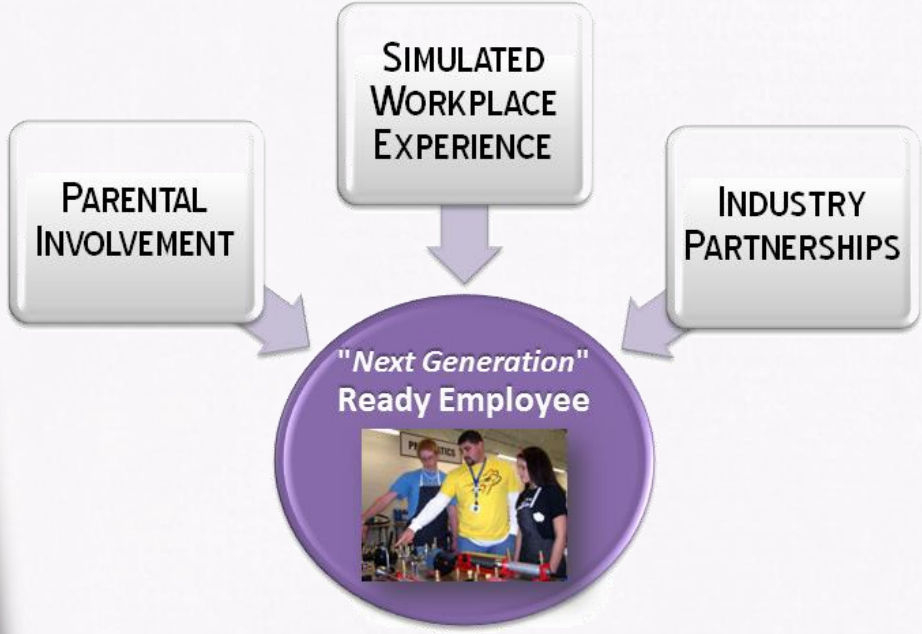
Sincerely,

Instructor's Name
Program Name
School Name
Phone Number or Email Address

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date Returned: _____ (File a copy in student file)

Structures & Protocols

Structures & Protocols:

Companies will…

- Have an initial net worth of $1,000,000
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- Conduct random drug testing of all employees
- Use an application process required for student enrollment/hiring
- Submit Quarterly & Annual reports
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- Develop a Policies and Procedures Manual
- Celebrate the company's performance at the end of the year
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Companies who rate <u>low</u> will be placed on a plan of improvement and will be eligible for another visit after corrects have been implemented

Established Timelines:

Time Frame	Task
January – May *(Prior Year)*	Hire a workforce
First month of school	Establish a company name, develop the business (including – organizational chart, job descriptions, teams, filing and documentation systems), community partnerships, services and/or products to be produced, training plan, policies and procedures
Every six/nine weeks	Rotate students through various jobs/roles within the company (document these job/role changes in the student files)
September – May	Complete projects (document these completions in the student files)
Every nine weeks	Submit quarterly reports to WVDE
May	Submit annual report to WVDE and have a celebration event for employees.

Instructor Guidelines:

Starting a business is no easy task; however, all successful businesses have one thing in common – "attention to detail". The following guide will assist instructors and students in developing a Simulated Workplace.

1. **Hire a workforce**
   a. Student Application (*Pages 17 – 18*)
   b. Student Interview (*Pages 19 – 21*)
2. **Establish a company name and register it with WVDE through the Simulated Workplace website**
3. **Instructors and students develop their business processes** (*Appendix A: Page 57*)
   a. Establish Policies and Procedures Manual & Organizational Structure
   b. Organizational chart (*Page 65*)
      i. Teams (*Pages 65*)
      ii. Job descriptions (*Pages 66 – 70*)
      iii. Student record keeping/filing system (*Page 71*)
      iv. Policy Handbook (*Pages 73 – 99*)
      v. Employee Evaluation (*Pages 99 – 102*)
   c. Projects to be completed (*Defined STEM, Tooling U, and others as approved*)
   d. Community partnerships (*if applicable*) (*Page 103*)
   e. Trainings and activities (*e.g., safety, computer tutoring, etc.*) (Pages 104 – 105)
4. **Financial plan for the company**
   a. All Simulated Workplace companies have a starting value of <u>one million</u> dollars
      i. Money is earned/deducted through four main matrices
         1. Financial
         2. Business Processes
         3. Learning & Growth
         4. Customer
   b. Submit Quarterly and Annual reports

First Two Weeks:

Week 1

1. Explain what the Simulated Workplace is all about and how it will impact them.
2. Have students complete the application and interview process.
   a. *(This will typically be done prior to enrollment)*
3. Send home Parent/Guardian letter. (*see program protocols*)
4. Develop a company name and register it with WVDE CTE.
5. Begin developing your company business structure with students.
   a. Include:
      i. Policy and Procedure Manual (*see Appendix A for templates*)
      ii. Organization Structure Chart
      iii. Job Descriptions
      iv. Teams
      v. Process and protocols for student record keeping/filing system
      vi. Protocols for documenting and tracking projects, safety, community partnerships, trainings, and certifications/skills completions

Week 2

1. Assign students to teams and job roles within the teams
   a. Ensure every student receives a copy of their job description and a copy is placed in the student's file.
2. Complete Tooling U – Intro to OSHA 100 course
   a. http://www.toolingu.com
   b. All 18 lessons and end of course quiz must be completed to earn the company money.
   c. This class covers the goals and purposes of the Occupational Safety and Health Administration, including its standards, programs, and interactions with employers and employees.
   d. ***Remember: Students who complete the entire course, earn profits for the company***
3. Complete pre-assessment on WIN and/or Key Train
4. Complete Work Force enrollment for all student

Application / Interview

Job Interview Questions

Education

- How will an education for your career education program prepare you for your future?
- What type of student would you describe yourself as?
- What are your favorite courses? Why?

Work Experience

- How did you choose this program of study? Who influenced you most in your decision?
- Of past jobs or student activity positions held, which did you like most (or least)? Why?
- If we were to contact your most recent supervisor or student activity coordinator as a reference, what would they say about you?
- How well do you work in stressful or pressure situations?
- How would you describe your teamwork ability?

Personal Effectiveness

- How would you describe yourself?
- What adjectives would others use to describe you?
- What are your three greatest strengths?
- What is your greatest weakness?
- What would you consider to be your great achievement, thus far in your life?
- Do you currently have a portfolio of work or projects you have done?

General Questions

- Why are you interested in working for this company?
- Why are you looking to pursue a career in _____?
- What type of benefits are you looking to gain by working for our company?
- Where do you see yourself in five years? Ten years?

STUDENT APPLICATION FORM

Name _____
Address _____
City _____ WVEIS Number _____ High School _____
Best number to reach parent/guardian _____ State ____ Zip ____ Phone # ____
Email _____ Alternate Number _____

Programs Offered
(Modify List to Match Your School)

Automotive Technology
Business Information Technology
Carpentry
Careers in Ed/Child Development
Computer Aided Drafting
Welding Technology

Computer Technology
Electrical Technology
Foods Management (Pro Start)
Forestry
Health Occupations
Agribusiness Systems

Leadership Ed (JROTC)
Masonry
Parks & Recreation
Pharmacy Technician
Pre-Engineering (PLTW)
Transportation Technology

INDICATE IN WHICH PROGRAMS YOU WISH TO ENROLL (Please pick your top 3 choices)

What is your reason for wanting to enroll in this program? (Note: You will only be selected for 1 program)
Choice 1: _____
Choice 3: _____ Choice 2: _____

What are your plans after high school? _____
References:

Name: _____
(Someone not related to you)

Name: _____ Phone: _____
(Someone not related to you)

Student Signature: _____ Phone: _____

Non-Discrimination: This Company prohibits discrimination against or harassment of any person employed by or seeking employment with the CTE program because of race, creed, religion, color, or national origin or because of age, physical or mental disability, or sex.

Date: _____

Do Not Write Below This Line _____
(For School Use Only)

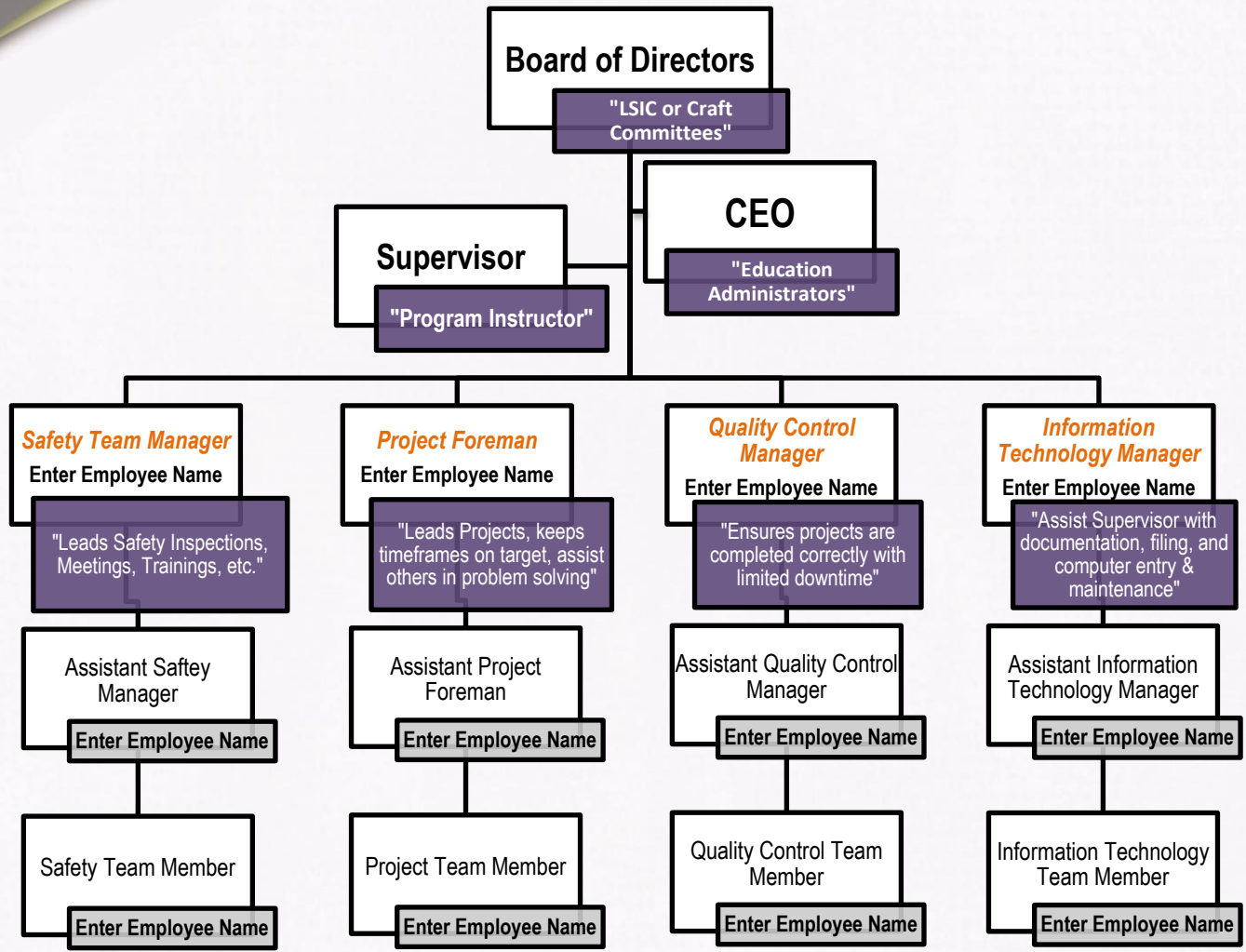Student GPA _____ Days Absent in current year _____ Number of Failed Classes _____

Establish a Company Name:

Each program instructor, along with their employees will create a for the newly developed million dollar company.

Names should be submitted to WVDE no later than Sept. 9th

Example Organizational Chart

Board of Directors

"LSIC or Craft Committees"

CEO

"Education Administrators"

Supervisor

"Program Instructor"

Safety Team Manager
Enter Employee Name

"Leads Safety Inspections, Meetings, Trainings, etc."

Assistant Saftey Manager

Enter Employee Name

Safety Team Member

Enter Employee Name

Project Foreman
Enter Employee Name

"Leads Projects, keeps timeframes on target, assist others in problem solving"

Assistant Project Foreman

Enter Employee Name

Project Team Member

Enter Employee Name

Quality Control Manager
Enter Employee Name

"Ensures projects are completed correctly with limited downtime"

Assistant Quality Control Manager

Enter Employee Name

Quality Control Team Member

Enter Employee Name

Information Technology Manager
Enter Employee Name

"Assist Supervisor with documentation, filing, and computer entry & maintenance"

Assistant Information Technology Manager

Enter Employee Name

Information Technology Team Member

Enter Employee Name

Simulated Workplace Teams:

Why have Simulated Workplace Teams?

Well-developed guidelines for teams within the Simulated Workplace help to increase goal achievement, process efficiency and employee – "*student*" satisfaction.

"Alone we can do so little; together we can do so much"
– Helen Keller

Job Descriptions:

Project Foreman

Overview

The foreman works under the supervisor – "instructor" in a supervisory capacity. Responsibilities include delegating work assignments, overseeing job performance and inspecting course conditions.

Functions

• Oversees the completion of work assignments by crew members and assists with field decisions regarding job procedures, work standards and equipment use.

• Enforces safe working conditions with all job assignments and is responsible for instructing staff on proper equipment use and work methods.

• Supervises all projects and employees – "students" assigned to the project.

• Manages the building maintenance program and improvement projects.

• Reports all disciplinary problems to the supervisor – "instructor".

• Opens the classroom/shop and runs operations in accordance with all policies and procedures.

Employment Standards

• Proven leadership capabilities

• Planning, organization and prioritization

• Analytical problem solving

• Management control

• Interpersonal sensitivity

• Understand and follow protocol for the proper lines of communication

• Clear understanding of company – "program" mission and values.

• Ability to work independently and as part of a team.

Job description and responsibilities may be modified only by the supervisor – "instructor"

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Record Keeping & Filing System:

At (Company Name) we value work structures and detailed record keeping. (Company Name's) filing system is both paper and digital.

The Paper System consists of each employee having a folder, which contains:

- Standards Check off
- Evaluations
- Job Descriptions
- Projects
- Signed Policies
- Safety Records
- Training Records (online and in-person)
- Discipline Referrals

The Digital System consists of each employee having a digital folder on the shop computer, which contains:

- Digital pictures of projects
- Copy of Quarterly/Annual reports
- Writing Samples

Policy Handbook:

ALL COMPANIES ARE REQUIRED TO ESTABLISH A POLICY HANDBOOK

Refer to Manual: Pages 73-99

All successful companies function effectively because of their established policies and procedures. Just as in any company, growth and profitability are unachievable unless all employees from the Board of Directors to the Supervisors to the Employees are monitoring and adhering to the policies and procedures.

Evaluating Employees

Refer to Manual: Pages 29 - 31

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

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Random Drug Testing

Each site will have a designated Drug Testing Representative

Instructors will submit all employee WVEIS numbers to the building level administrator

WVEIS numbers and site codes will be placed into a data program managed by each school's selected drug company

Random sampling will be conducted monthly and set up to achieve a 40% testing rate school for the entire year

Students who test positive will be reevaluated by retesting or a medical doctor/lab provided by the school's selected drug company

Disciplinary action for a second positive will be at the county's discretion

Projects:

Various Projects will be made available on the Simulated Workplace website.

*Each project will be assigned a **Level & Dollar** value.*

As students complete the projects and work orders, the company begins earning profits.

Please keep in mind, each project and/or work order must be documented in the student files to earn credits for the Simulated Workplace Company.

Community Partnerships:

Working with communities is an important part of a company's success and development.

By creating partnerships within your Simulated Workplace environment, students will have an additional opportunity to grow and develop tomorrow's leaders.

Trainings:

Developing employee's knowledge of procedures and policies to ensure a safer and more productive workforce is essential in creating a successful company.

Training workshop also allow employees to develop and/or enhance their leadership qualities.

Financial Plan for the Company:

A Balanced Scorecard is a strategic performance and management framework used to align business activities to the vision and strategy of the organization, improve internal and external communications, and monitor organizational performance against strategic goals.

The Simulated Workplace's Balanced Scorecard will be used to calculate the Company's profitability, based on financial, business processes, learning and growth, and customer service.

Company's Earning Potential:
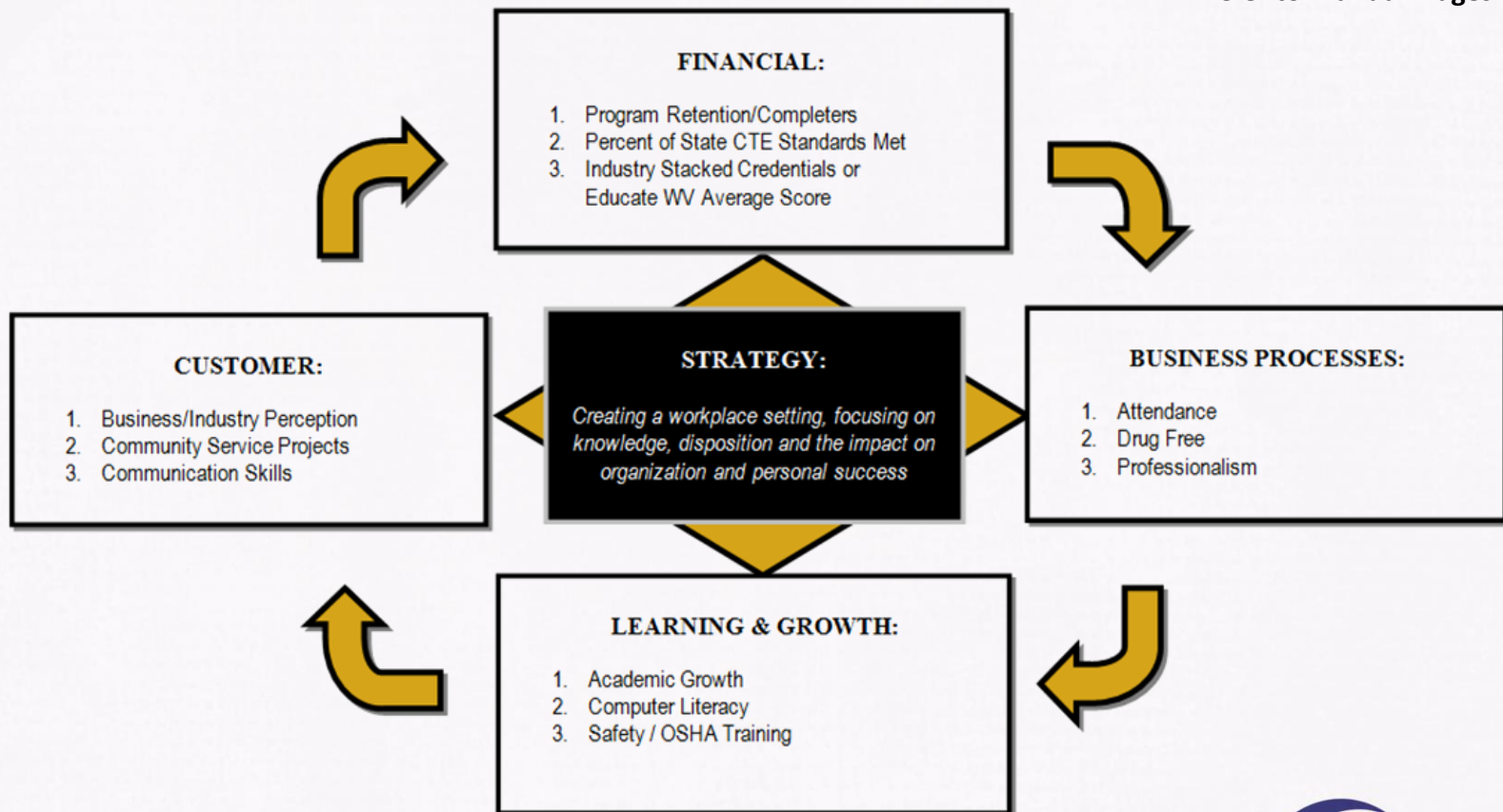
Balanced Scorecard Breakdown:

- **_Strategy:_** *creating a workplace setting, focusing on knowledge, disposition and the impact on organization and personal success*

- **_Areas of Measure:_** *these areas and sub-categories will be combined to make up each program's rating*

Financial:	Business Processes:	Learning & Growth:	Customer:
30%	30%	25%	15%
1. Program Retention/Completers	1. Attendance	1. Academic Growth	1. Business/Industry Perception
2. Percent of State CTE Standards met	2. Drug Free	2. Computer Literacy	2. Community Service Projects
3. Industry Stacked Credentials or Educate WV Average Score	3. Professionalism (Discipline reporting)	3. Safety/OSHA Training	3. Communication Skills

Earning Dollars:

Examples of Money Making Opportunities beyond the Balanced Scorecard Dollars:

- Projects
- Communication Modules/Projects
- Business/Industry Perception
- Soft-Skills Projects
- Others, as approved by WVDE criteria

Projects and Modules will be broken into three levels – equivalent to difficulty

Level I = $3000 per student completion

Level II = $4000 per student completion

Level III = $5000 per student completion

Quarterly / Annual Reports:

A quarterly/annual report will give a company – "*program*" important information about its success or needed improvement areas within one document.

Reporting Due Dates

Report Type	Reporting Period	Due Date
Quarterly	August 1 – October 15	October 20
Quarterly	October 16 – December 15	December 20
Quarterly	January 1 – February 28	March 5
Quarterly	March 1 – April 30	May 5
Annual	August 1 – May 14	May 15 – June 1

*If a date falls on a Sunday or Holiday, the report is due the next business day.

Simulated Workplace Website:

http://wvde.state.wv.us/simulated-workplace/