



# Work-Based Learning

## Work-Based Learning Opportunities & Hiring Minors *Quick Reference Guide for Employers*

### Types of Work-Based Learning (WBL)

#### 1. Job Shadowing

- Short-term (a few hours or a day).
- Students observe professionals at work.
- Focus: career exploration and exposure.
- Ages/Grade Levels: 12-18 years old/6<sup>th</sup> – 12<sup>th</sup> grades

#### 2. Internships

- Short- or long-term placements.
  - Long-term internships can qualify for Work-Based Learning course credit.
- Students perform tasks under supervision.
- Can be paid or unpaid (*depending on program*).
- Helps develop workplace skills.

#### 3. Cooperative Education (Co-Op)/On-the-Job Training (OJT)

- Students split time between school and work.
- Work is directly related to coursework.
- Paid and for Work-Based Learning course credit.

#### 4. Pre-Apprenticeships

- Sponsored by a registered Apprenticeship Program
- Structured, progressive learning registered with the Department of Labor.
- Combines classroom instruction with hands-on training in 6 – 24 months period.

#### 6. Service Learning

- Students apply skills in community-based projects.
- Often tied to academic goals and civic responsibility - Falls under volunteering

*\*We are always willing to discuss modifications in employment to incorporate possible student placements.*

## **Hiring Minors: “Need to Know” Information**

### **Work Permits / Age Certificates**

- Florida requires minors (under 18) to provide proof of age (e.g., birth certificate, driver’s license).

### **Hours of Work (Florida)**

- **14–15 years old**
  - School year: Up to 15 hrs/week, max 3 hrs on school days.
  - Non-school days: Up to 8 hrs.
  - Not before 7 a.m. or after 7 p.m. (9 p.m. in summer/non-school nights).
- **16–17 years old**
  - Up to 30 hrs/week when school is in session.
  - No more than 8 hrs on a school day.
  - Cannot work before 6:30 a.m. or after 11 p.m. on school nights.

### **Prohibited Jobs for Minors**

- Hazardous occupations (per federal & state law) such as roofing, operating heavy machinery, using power-driven saws, or handling certain chemicals.

### **Wages**

- All minors must be paid at least minimum wage (*unless exempt under federal guidelines for student learners/apprentices*).

**Note:** *If an employer provides a work-based learning opportunity in which a student earns course credit, the worksite must carry both Worker’s Compensation and Liability Insurance to qualify as an approved placement. Worker’s Compensation reimbursement is available.*

*In addition, worksite supervisors are responsible for completing a Training Agreement and Training Plan, a Business Memorandum, and for signing monthly timecards as well as a quarterly report card that documents the student’s employability skills.*

**Tip:** *Always check both Florida state law and U.S. Department of Labor rules before hiring minors. When in doubt, consult your HR department or local school district’s Work-Based Learning Specialist, Tiffany McCann ([tlmccan1@volusia.k12.fl.us](mailto:tlmccan1@volusia.k12.fl.us)).*