

Technical & Adult Education Re-Entry Guidance

Business & Industry (B&I) Reviews



Business and Industry (B&I) Reviews

B&I reviews are used by all Simulated Workplace stakeholders to ensure companies are maintaining high-quality standards as well as a method to ensure technical assistance needs are being met. WVDE developed the following guidelines to consider when preparing for and conducting B&I reviews.

B&I Requirements for Data Profile

The frequency of B&I reviews will continue as suggested below for the upcoming 2020-2021 school year:

- CTE Director/Administrator – 1 per company per year
- CTE Instructors – 2 per company per year
- CTE Student Leaders – 2 per company per year
- Advisory Council Member – 1 per company per year
- WVDE Internal Reviewer – 1 per company every 3 years

B&I Guidelines

- B&I reviews should be conducted by following best practices with regards to the health and safety of those persons involved with the review, as well as adhere to all local, state and federal directives regarding health and safety guidelines.
- Reviews may follow normal protocols when circumstances/guidelines permit. However, when circumstances/guidelines do not permit normal operations, reviewers may elect to utilize the following procedures:
 - Reviews may be virtual or videoed using a digital format agreed upon by the reviewer. The student representing the company will facilitate the virtual review.
 - There may be instances when requested documents need to be shared with the reviewer electronically (email) and will be determined by the reviewer.
 - When the review needs to be videoed, the student representing the company will facilitate the video. Students facilitating the review will be expected to follow the B&I forms and exhibit requested items for the review.
 - Upon completing the review, the reviewer will share results with the instructor, and administrator as soon as feasible.
 - Reviewer should advise the classroom instructor at least five (5) working days in advance of the virtual/video review to adequately schedule necessary personnel for the review. In the instance where students do not have access to the facility, the review may be narrated and filmed by the instructor or administrator.

WVDE Contact: *If you have questions or need additional information on B&I Reviews, please contact Dr. David Lemmon at david.lemmon@k12.wv.us.*