

Career Technical Education Guidance During Simulated Workplace Blended/Virtual Environment



Protocol I: Student Led Companies

Blended Simulated Workplace: an essential measure of Simulated Workplace is that they are Student Led. Within the blended classroom setting students will still hold roles and responsibilities. An expectation of a hierarchy/chain of command will be instilled within each workplace.

Virtual Simulated Workplace: Students will lead from behind the screen. Measures of quality control might take on responsibilities associated with file naming and organization within shared cloud-based storage. Positions of leadership will assist in the organization and facilitation of digital projects. In short students will still take on leadership roles, but the descriptions of those roles might differ from an in-person arrangement.

Protocol II: Application/Interview Structure

Blended Simulated Workplace: Students will be issued a paper copy of application and will discuss with parents/guardian the position for which they are applying. Students will return and an interview will take place which hires them into leadership/team position within their classroom Simulated Workplace Company.

Virtual Simulated Workplace: Students will apply for jobs that will be posted to their virtual school environment and will have the ability to apply for said job through paper copies distributed through classroom packets. Interviews will be conducted through virtual means (Teams/Zoom/Duo/Facetime) or via phone call.

- » *Student Application* - Used by initial candidates when applying for programs of study.
- » *Student Application Rubric* - Used to score employee applications.

Protocol III: Formal Attendance System

Blended Simulated Workplace: In the classroom students will maintain protocols set within Simulated Workplace Policies and Procedures for clock-in clock-out procedures. On days that students are at home a virtual system will be utilized to clock in or a log sheet required via paper copy.

Virtual Simulated Workplace: A virtual system will be utilized to clock in or a log sheet maintained in order to keep record of attendance.

- » **Examples:** Microsoft Forms, Microsoft Teams Analytics, Time Station, Locally Developed Applications, Log Sheets, Phone/Text-In, Daily Reflection Posts (Time Stamped Submission), Journaling (Witnessed Signature Required), Shared Office Calendars/Agenda

Protocol IV: Drug Free Work Zones

Blended Simulated Workplace: Random Drug Testing will be conducted taking into consideration rotation of student schedules for days that they will be on campus.

Virtual Simulated Workplace: Drug Testing will remain in effect; however local guidelines will be followed regarding the process of drug testing. Additionally, the program should incorporate demand reduction efforts into the program, via use of online resources, upon review and approval from the Simulated Workplace Company.

Protocol V: 6S Environment

Blended Simulated Workplace: Simulated Workplace Companies will maintain 6S Protocols with diligence. When home students will be expected to maintain a business specific work area. Their home offices will become an extension of their companies and should embody those same ideals.

Virtual Simulated Workplace: Students will be required to keep a standard at home workspace. Their virtual offices will need to be as organized as their school shops and managed as such. Remember 6S is a workplace tool that the students should take with them.

Protocol VI: Safe Work Areas

Blended Simulated Workplace: Students will remain up to date with weekly safety meetings for even/odd day rotations. Students will complete course specific safety test with 100% proficiency.

Virtual Simulated Workplace: Students will virtually complete their CareerSafe OSHA10 to satisfy this protocol. OSHA10 Workbooks will be issued to students to help guide and build their safety proficiencies. The books come with built in assessment tools.

Protocol VII: Workplace Teams

Blended Simulated Workplace: Pending Management Role Selection, Company Hierarchies will be created which reflect Role Specific Teams. Companies will take into consideration students' presence when organizing the Hierarchy to be reflective of students' availability to manage and to afford students the ability to have in person interactions with those they manage digitally otherwise.

» **Example:** Separate Branches within Hierarchy Chart depicting rotations within the classroom.

Virtual Simulated Workplace: Students will maintain team dynamics through digital groups validated through audio and/or visual interactions between its members. Departments could be established within your companies in order to ease manageability while still abiding to Team oriented systems. This clustered approach should afford more leadership opportunities while helping to decrease the noise of managing larger groups.

Protocol VIII: Project-Based Learning/Student Engagement

Blended Simulated Workplace: Students will utilize non-class days in order to prepare and build understandings towards concepts through directed activities. Students will utilize initial in-class time to put those concepts to practice by applying them towards lessons meant to build confidence towards the skill within the classroom. Each lesson will culminate in an event which provides a platform for students to demonstrate understanding and ability to build newly learned concepts with personal understandings which will mesh both in and out of class time.

Virtual Simulated Workplace: Students will utilize non-class days in order to prepare and build understandings towards concepts through directed activities. Students will utilize initial in-class time to put those concepts to practice by applying them towards lessons meant to build confidence towards the skill within the classroom. Each lesson will culminate in an event which provides a platform for students to demonstrate understanding and ability to build newly learned concepts with personal understandings which will mesh both in and out of class time.

Protocol IX: Company Name and Handbook

Blended Simulated Workplace: Programs will create Company Handbooks to be maintained within their Simulated Workplace Companies. Company Names will be displayed in various locations about the room and through employee identification. This would be a good time to create a section to cover what your classrooms virtual expectations would look like.

Virtual Simulated Workplace: Instructor will synchronously instruct students to edit company handbook to fit their virtual business needs. Students will maintain version control of this document in order to ensure that it is a living piece meant to meet the current needs of the Simulated Workplace. Instructors should make printed versions of the manual available upon request.

Protocol X: Company Meetings

Blended Simulated Workplace: All company meetings going forward will be recorded and stored electronically, for future referral for students and instructors.

Virtual Simulated Workplace: Company Meetings will be conducted through a digital platform and/or audio phone call. Meeting minutes will be made available to Simulated Workplace Company Members upon request. Company handbooks will reflect protocols concerning digital meeting format.

» *Safety Manual* - The Safety Manual is a complete overview of the Simulated Workplace safety philosophy.

Protocol XI: Onsite Business Review

Blended Simulated workplace: The opportunity for more frequent B&I reviews would be necessary to ensure that all companies are performing regardless the rotation.

Virtual Simulated Workplace: Invite reviewing bodies, industry experts, and featured speakers as guests to your virtual company meetings. Have students interact with their reviewers. This will increase accessibility to outside speakers/business experts. Utilization of online means of interactions should also help to accommodate working professionals which is a challenge under normal circumstances. All parties will complete B&I reviews when necessary through the NOCTI platform.

Protocol XII: Accountability

Blended Simulated Workplace: Students will be assessed through our state's NOCTI platform. Students will take the content specific test that corresponds with their program of study.

Virtual Simulated Workplace: Student accountability will be measured through the acquisition of credentials and certifications. Platforms that track student progress can be utilized to help validate this measure. Meaningful stackable credentials!

