

Streamlining Work-Based Learning Through Data and Organization

ACTE Work-Based Learning Conference
April 2026

Session Outcomes

- ✓ Identify digital tools that streamline WBL management
- ✓ Learn how to optimize paid and free applications
- ✓ Understand how to standardize events and vendor workflows
- ✓ See how dashboards make WBL data actionable
- ✓ Leave with practical implementation strategies



WBL Team Introduction



Kristina Lee
Coordinator, WBL

- Oversees Work-Based Learning program



Christine Swartz
Resource Teacher, WBL

- Academies of Loudoun
- ACCESS Academy
- HAMSci Academy
- North Star School
- Stone Bridge HS



Derek Kaufman
Resource Teacher, WBL

- Broad Run HS
- Dominion HS / W.O. Robey
- Park View HS
- Potomac Falls HS



Angie Fraser
Resource Teacher, WBL

- Heritage HS
- Loudoun Valley HS
- Tuscarora HS
- Woodgrove HS



Kirsten O'Grady
Resource Teacher, WBL

- Briar Woods HS
- Independence HS
- Riverside HS
- Rock Ridge HS




Mary Duvall
Resource Teacher, WBL


- Freedom HS
- John Champe HS
- Lightridge HS
- Loudoun County HS




Loudoun County Public Schools

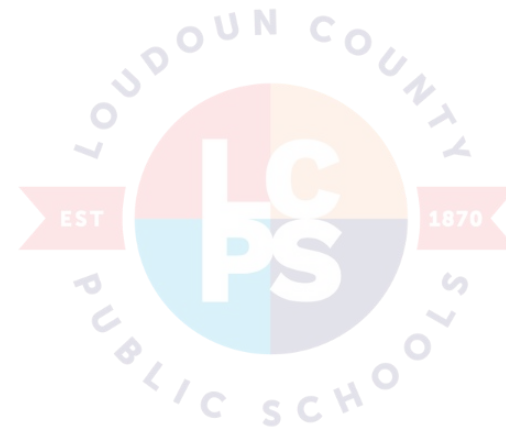


 **80,534**
students enrolled

 **17**
high schools

 **1**
magnet school

 **Data Center**
Alley

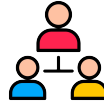


Laying the foundation: Lessons from our first year





Teacher WBL Schedule



Connect & Collaborate



Curriculum Alignment



WBL Partnership Engagement



AutoCrat (mail merge)

- JFAD Thank yous
- Event badges
- Certificates



- Track paperwork
- Post opportunities & events
- Track student attendance for events (school-based & county-wide)



The Problem

Fragmented Systems

- ✓ Where is everyone and who is who?
- ✓ Teachers make requests but which partners can do what?
- ✓ Paperwork, Paperwork, Paperwork!!
- ✓ They came to the conference, now what?
- ✓ Open Scenario



We don't know everyone-Who are the Stakeholders?

3 Google sheets

Who's Who_School Based Edition

School	Address	Principal	Assistant Principal / CTE
Brambleton MS	23070 Learning Cir Ashburn, VA 20148	Robert Maple	Corina Orr
Eagle Ridge MS	42901 Waxpool Rd Ashburn, VA 20148	Scott Phillips	Jennifer Del Borrello
Farmwell Station MS	44281 Gloucester Pkwy		
Gum Spring MS			
Harmony MS			

Cooperative Education Coordinators	First Name	Last Name	Email
Cooperative Education Coordinators	Wesley	Anderson	wes_anderson@lcps.org
Cooperative Education Coordinators	Rachael	Vesely	rachael.vesely@lcps.org
Cooperative Education Coordinators	Briana	Eifler	briana.eifler@lcps.org
Cooperative Education Coordinators	Cristin	Miller	cristin.miller@lcps.org
Cooperative Education Coordinators	Christopher	Kohlasch	christopher.kohlasch@lcps.org

Who's Who At LCPS CTE 2026

WBL RT School


School	Contact Info	Principal	Assistant Principal	Dir. of Counseling	Career Center	School Store	Dept. Chair
Academies of Loudoun	42075 Loudoun Academy Dr Leesburg, VA 20175 (571) 252-1980	Ryan Sackett	Matthew Wilburn	Amy Burgess	Dianne DeRoze		Deb Tripp & Nyla Dockery
Briar Woods	22525 Belmont Ridge Rd Ashburn, VA 20148 (703) 957-4400	Sheila Alzate	Emily Stevens	Jessie Green	Casey Wales		Heather VanDyke
	21670 Ashburn Rd Ashburn, VA 20147 (571) 252-2300	David Spage	Jennifer Hvozdic	Jennifer Zuckerman	Leona Days	Casey Sorenson, Amy Fulwiler	Casey Sorenson
	21326 Augusta Dr Sterling, VA 20164 (571) 434-4400	Dr. W. John Brewer	Jamie Braxton	Jessica Harris	Elisa Rivera	Briana Eifler	Terry Baker
	25450 Riding Center Dr Chantilly, VA 20152 (703) 957-4300	Tania Brown	Kathryn Koscinski	Kenneth Christopher	Lisa Wood		Heather Williamson



Data Studio-Who's Who at LCPS

Who's Who At LCPS CTE 2026 Reset Share ⋮ 

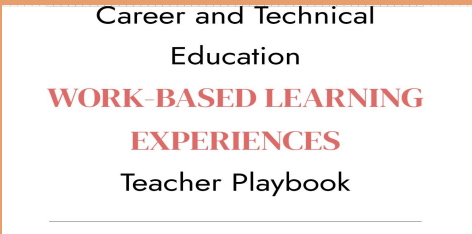
< [All Schools](#) [Broad Run](#) [Briar Woods](#) [Dominion](#) [Freedom](#) [Heritage](#) [Independence](#) [John Champe](#) [Lightridge](#) [Loudoun County](#) [Loudoun Valley](#) >

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We don't know everything-What is What?

Various Resources



APG - Courses, Credentials, Course Sequences, etc...



25-26 CTE Admin Planning Guide

Reset Share

Course Description

Virginia Teachers for Tomorrow (VTTT) I introduces students to the teaching profession, helping them explore education careers and develop foundational teaching skills. Through classroom and field experiences, students learn about the history and structure of education, apply teaching techniques, and reflect on their practice. Leadership development and real-world experience are supported through CTSO activities and work-based learning with local partners.

LCPS Course Code	VDOE Course Code	Grades Offered	Credits	Weighted
898902	DM8476	9, 10, 11, 12	2.00	yes

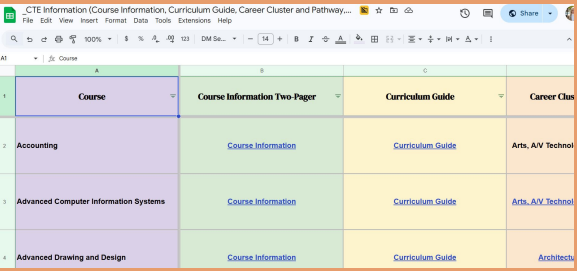
Course Length	LCPS Prerequisite(s)	Advanced Programs
9 weeks/ Quarter-Year	n/a	n/a

Course offered at: n/a

Class Size Requirements: Enrollment shall not exceed the number of individual computers or a maximum of 35 students (whichever is lower).

Credentials

Career and Technical Student Organization (CTSO): Technology Student Association (TSA) provides the application and integration of science, technology, engineering, and mathematics (STEM) concepts through co-curricular instruction, leadership development, competitive events and related programs.



Data Studio- APG Courses, Credentials, Course Sequences

25-26 CTE Admin Planning Guide

Reset

Share



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A Teacher Sends an Email



[Link](#)

Understand the Partner



Connect & Collaborate

BOLDED OPTIONS ARE HIGH-QUALITY WORK-BASED LEARNING TYPES, AS DEFINED BY THE VIRGINIA DEPARTMENT OF EDUCATION.

- Advise on specific workplace skills to be taught in classrooms
- Assist students/offer feedback with competitive events preparation (meeting 1:1 with a student to review business plans and other project submissions).
- Be a guest speaker
- Career Pathways Awareness Webinars
- Employability Skills Workshops; resume writing, mock interviews, and work-based learning experience preparation
- EXTERNSHIPS** for School Staff to visit, observe, and engage in your workplace
- Feedback on Curriculum

INTERNSHIPS - Internships include student performance of substantive work for an employer at an authentic worksite. Internship placements often align with students' career plans, providing opportunities for them to gain real-world experience within their chosen field. A high-quality internship includes on-the-job practice of career-related knowledge and skills.

- Job Shadowing and Externships
- Judge competitive events
- Participate in school Career Day/Fairs

Making SchoolLinks Work for Us

Platform Updates

We improved our SchoolLinks industry partner profiles so we can search partners quickly.



**2 Career Cluster
Fields**



**Engagement
Preferences**



**Past Engagement
Tracking**



SchoolLinks

Standardizing Business Partner Profiles



- ✓ Unified vendor profile structure
- ✓ Required fields (career cluster, contact info, etc.)
- ✓ Categorization for easy filtering
- ✓ Aligning employers with program pathways

The screenshot shows a 'Manage affiliations' form with the following fields and values:

Field	Value
First name	
Last name	
Email	...@... .com
Phone	(703) 793- ...
Partner Website	
Relationship Manager	
School partnerships	
Secondary Email	
Primary Career Cluster	Supply Chain and Transportation
Secondary Career Cluster	
Other Relationship	Industry Partner
In which of the below would you be interested?	

Program workflow

Candidate access				Sponsor access	
-	-	-	402	-	14
Draft	Applied	Synced	Added	Applied	Added

Experience Tracking

Internship	
1,663.1	8
Total hours	Entries

Placement stages

17
Placed

Internship Training Agreement

Candidate	12	5	1 days after placed
Program Manager	12	5	1 days after placed
Guardian	12	5	1 days after placed
Sponsor			

Internship Training Agreement

Candidate	12	5	1 days after placed
Program Manager	12	5	1 days after placed
Guardian	12	5	1 days after placed
Sponsor	12	5	1 days after placed

Workflow

Training Agreements & Student Evaluations



Workflow

Training Agreements & Student Evaluations



Overview Candidates 402 Opportunities 14 Placements 17 Placement progress

Form progress Experience tracking Form analytics

Filters 17 Search students or organizations Export Responses

Page guide ⓘ

Placement ▾

	INTERNSHIP TRAINING AGREEMENT			
	→	→	→	→
Services - Top Golf				
Warrior Coach - Dominique Daw...				
... - Cinnabon				
... - Y-Tea - Y-Tea				
... - Starbucks - Pipe...				
... - Bunny Tea				
... - Raising Canes ...				
Center - Sterling ...				
is Teeter - Sterling - ...				
... - Kohls - Sterling				
... shby Ponds by Ericks...				
... Michelle Radley C...				
TextP2P				

COMPLETE - Each person has signed

Workflow not started

Streamlining Paperwork

SchoolLinks: Managing the Workflow

Centralizes and streamlines training workflows




- Digitizes training agreements with e-signatures
- Connects students, teachers, and business partners
- Tracks submissions and approvals in one system
- Enables staff review before employer sharing

AutoCrat: Document Automation

Automates document creation and communication

- Generates custom documents from form responses
- Sends personalized thank-you messages
- Creates event materials (name tags, certificates, letters)
- Standardizes communication with partners

Impact

-  Reduces manual paperwork and follow-up time
-  Improves communication with partners
-  Frees staff to focus on student experiences & partnerships

They came to the Summit ...



Now What?



- Shift from one-time events → **long-term partnerships**
- Define success as **progression of engagement**
- Prioritize outcomes:
 - Expand **student career exposure**
 - Build **sustained partner relationships**
 - Convert experiences to **HQWBL opportunities**



Connect & Collaborate



- Created a **“Connect & Collaborate” Form** as an entry point
- Met partners where they are
- Enabled partners to:
 - Choose **how to engage** (speaker, host, mentor, internships, etc.)
 - Share **capacity and preferences**
- Captured interest **immediately after events**





Built a [Partner Engagement Dashboard](#) to track progress
Visualizes:

- Partner touchpoints over time
- Types of engagement
- Movement along the WBL continuum

Enables the team to:

- Identify who is **active, growing, or stalled**
- Target opportunities to **deepen engagement**

Work-Based Learning Partner Engagement

County & school-based events | Multi-year view



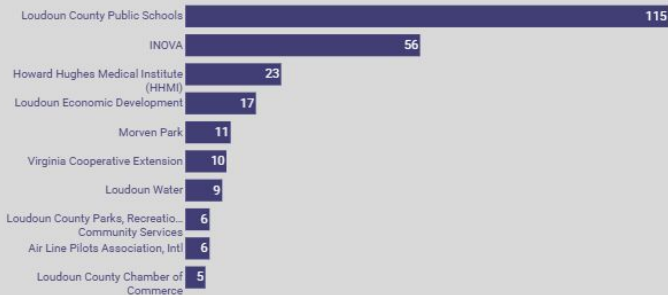
Use filters to narrow by year, region, cluster or event.

-
 -
 -
 -

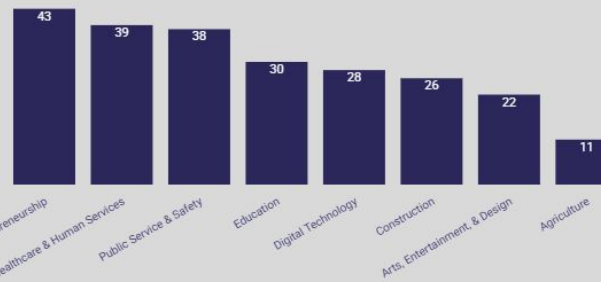
Partner Outcomes



Top Partners by Total Engagement



Engagement by Career Cluster



Partner Engagement by Event Type



[Link](#)



Partner Progressions (Year-over-Year)

Year-over-Year Activation and Retention Trends



Partner Growth and Retention Trends

Year: 2 (1) -

New Partner Entry (First-Year Outcomes)

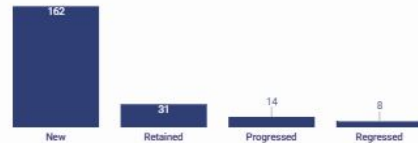
Note: Prior years primarily reflect new partner acquisition



Partner Movement (Existing Partners Only)

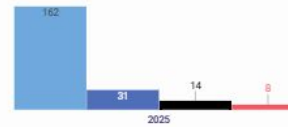


Partner Movement Summary (Selected Year)



Partner Movement (Selected Year)

Legend: New (light blue), Retained (dark blue), Progressed (black), Regressed (red)



Partner Engagement & Movement (Selected Year)

Partner Name	Career Clusters	Region	Prior Year Engagement Level	YoY Movement	Engagement Change Type	Total Engagements	HQWBL Experiences
Loudoun County Public Schools	Education	Central	3 Core	Retained	Retained	99	3
Inova	Healthcare & Human Servi...	Central	3 Core	Retained	Retained	35	0
Howard Hughes Medical Institute (H...	Healthcare & Human Servi...	Eastern	3 Core	-	-	12	0
Virginia Cooperative Extension	Healthcare & Human Servi...	Outside Loud...	3 Core	Retained	Retained	7	0
Loudoun Economic Development	Education	Central	3 Core	Retained	Retained	7	0
Loudoun Water	Energy & Natural Resources	Central	3 Core	Retained	Retained	6	0
Air Line Pilots Association, Intl	Supply Chain & Transport...	Outside Loud...	New	-	-	6	0
Morgan State	Healthcare & Human Servi...	Western	3 Core	Retained	Retained	6	11



Reflection & Discussion



Streamline

What is one system you need to streamline?



Data Usage

What data are you collecting but not using?



Next Steps

What is your next step when you return to your district?

How Are You Communicating with Business Partners?

Our Challenge

Needs:

- Efficient ways to share events, opportunities, updates, & reminders

Limitations:

- Cannot post in Facebook groups or as a team on LinkedIn

Goal: Better ways to communicate at scale and stay organized.

Discussion Points

- How do you communicate with partners en masse?
- How do you share events and opportunities?
- What tools help you track contacts and communication?
- How do you keep messaging consistent across your team?



**Thank you for your engagement!
Questions & Discussions**

