

RPS-Project PEACE Work Based Learning Business Overview

This guide outlines the Richmond City Public Schools and Project PEACE Work-Based Training (WBT) process. It is designed to support students with intellectual and developmental disabilities by connecting them to industry-relevant work experiences that can lead to future employment.

Participating businesses benefit from early access to a diverse talent pipeline, demonstrate corporate social responsibility, and help shape the workforce of tomorrow.

01

TOUR & INTERVIEW

Goal: Assess mutual fit between the student and the business.

Business Role & Benefits:

- Host an inclusive, strengths-based interview and workplace tour across departments.
- Welcome students while learning their strengths, interests, and communication style.
- Understand how to better support diverse candidates and accessibility.
- Identify and evaluate potential long-term talent early through interns.

SHADOWING & MENTORING

02

Goal: Offer guided exposure to 2–4 job roles or departments.

Business Role & Benefits:

- Provide structured job shadowing with mentors.
- Build team leadership through inclusion.
- Promote interdepartmental engagement via diverse student placements
- Adapt job functions for accessibility and efficiency.
- Assess internship fit across departments.

INTERNSHIP

03

Goal: Create a customized internship aligned with the student's career goals.

Business Role & Benefits:

- Provide on-the-job training and supervision.
- Co-create an internship plan with educators and job coaches.
- Conduct midpoint checks and give ongoing feedback
- Partner with coaches and schools to build inclusive onboarding and a culture of belonging.

SUPPORTED EMPLOYMENT

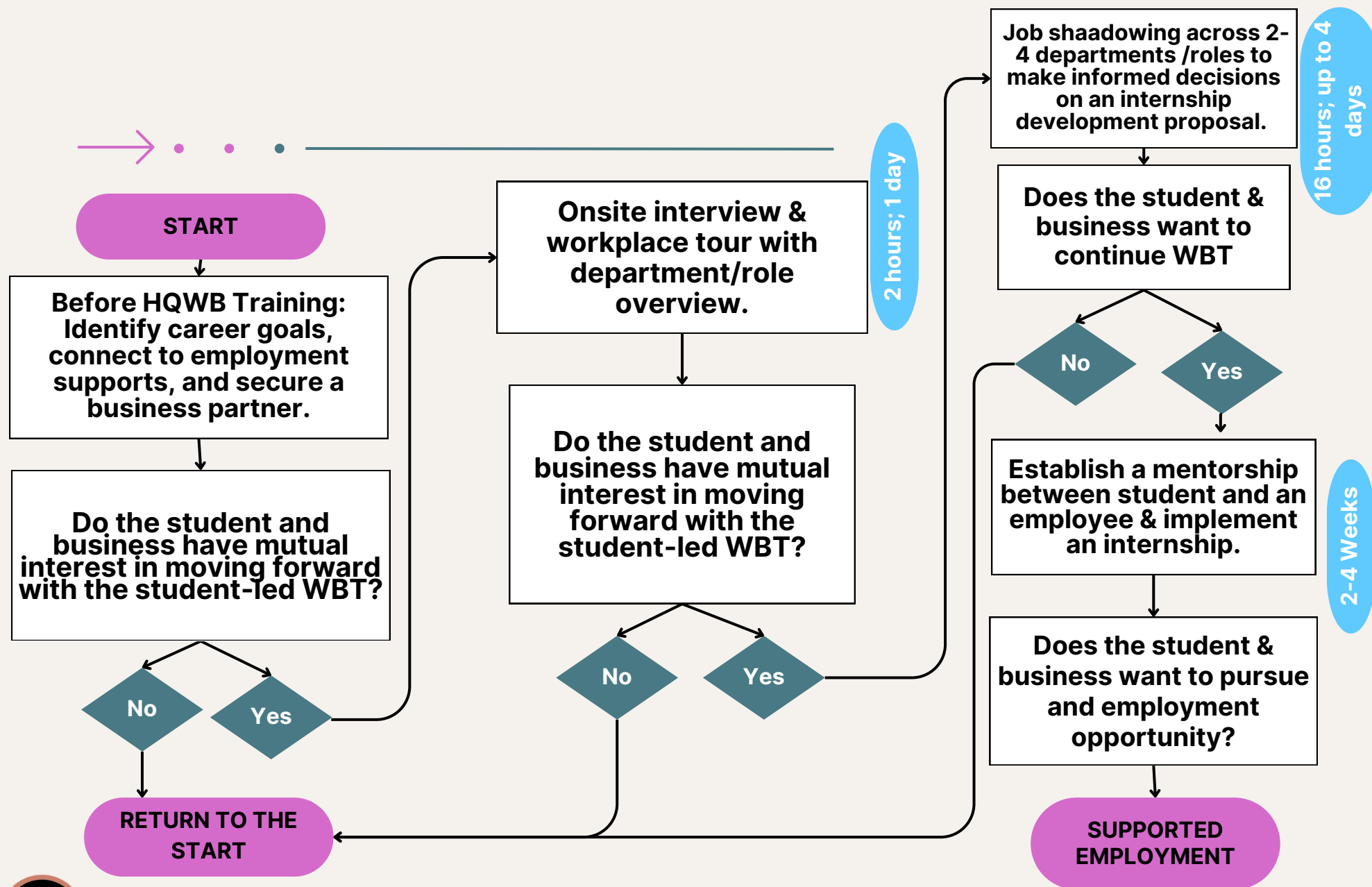
04

Goal: Transition to employment if both parties agree.

Business Role & Benefits:

- Finalize employment details and welcome new hires if there's mutual interest.
- Support alternative employment planning if it's not a match.
- Lead inclusive hiring practices and set a sector example for employers.

RPS-PROJECT PEACE WORK BASED TRAINING PROCESS



RPS- PROJECT PEACE WORK-BASED TRAINING

ROLES & RESPONSIBILITIES



YOUTH /STUDENT ROLE

- Practice job and soft skills.
- Explore career interests and advocate for needs.
- Communicate needs and ask questions
- Reflect on growth and improvement areas.
- Be punctual, committed, and take initiative.



FAMILY ROLE

- Support workplace readiness and advocacy
- Communicate with educators and job coaches.
- Ensure reliable transportation and scheduling
- Assist with reflections and career exploration
- Cheer the student on throughout the process!



EMPLOYER ROLE

- Provide meaningful tasks and schedule
- Assign mentors and foster inclusion
- Give constructive feedback and
- Increase responsibility over time
- Foster inclusion, mentorship, and career growth.



JOB COACH ROLE

- Support training and goal setting.
- Promote student independence
- Track progress and adjust strategies.
- Educate employers on inclusion.
- Coach workplace and career readiness skills



TEACHER/STAFF ROLE

- Coordinate with employers and job coaches.
- Teach job, soft, and self-determination skills.
- Connect classroom lessons to work experiences
- Track progress, adjust goals, and teach professionalism
- Align training with long term goals