

## Work-Based Training Agreement

**Student's Name** \_\_\_\_\_ **Career Pathway** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_

**Employing Company** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Email** \_\_\_\_\_

**Mentor** \_\_\_\_\_ **Email** \_\_\_\_\_

**Work-Based Learning Coordinator** \_\_\_\_\_

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### Student's Responsibilities

- Meets all required academic standards for high school graduation
- Maintains appropriate appearance for the job
- Abides by all school and work attendance, conduct, and discipline policies
- Attends school in order to attend work. (Non-attendance at school or work, without reporting to both, will be counted as an unexcused class absence, and the appropriate disciplinary action(s) will apply).
- Adheres to all terms, regulations, and conditions of the work-based learning program of the work site, and at school
- Arranges for reliable transportation to and from the work site
- Work a minimum of 10 hours no more than 20 hours maximum per week to be counted toward class credit
- Exhibits positive work habits and attitudes on the job and in the classroom
- Submit to the Work-Based Learning Coordinator a weekly record indicating activities engaged in at the worksite and total hours and salary earned during the week
- Terminates employment only after consulting with the school system representative
- Maintains legal United States citizenship to participate in this work-based learning program

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Parent/Guardian Responsibilities

- Encourages the student to participate in the program and to carry out his/her duties effectively
- Encourages good work-based habits and ethics
- Supports all aspects of the work-based learning program and serves as a resource for the school and the student
- Cooperates with the school system representative, work-site supervisor, and the school in providing career training
- Understands that the student must maintain a good attendance record and must attend school in order to report to work
- Maintains regular communication with school system representative
- Assists in obtaining student's transportation to the worksite
- Students must be a legal citizen of the United States to participate in this work-based learning program

- Allows the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employer Responsibilities**

- Maintains a safe working environment for the student
- Provides consistent supervision of student
- Assists the student in acquiring the necessary skills and knowledge required on the job and that contributes to the attainment of his/her career pathway
- Employs the student for at least 10 hours minimum and 20 hours maximum per week during the academic school year
- Adheres to policies and practices which prohibit discrimination on the basis of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay
- Provides progressive wages to the student for work experience when appropriate
- Monitors, evaluates, reports student progress and provide time for consultation with the work-based learning coordinator and student to address work behavior a minimum of once per grading period
- Maintains regular communication with school system representative
- Adheres to labor mandated restrictions and obtains parent signature as required
- Verifies the identity and employment eligibility of those hired in this work-based learning program

**Company Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**School System Representative Responsibilities**

- Screens prospective students
- Recommends students for program
- Monitors, evaluates and reports progress and grades of students (minimum 2 visits per semester)
- Works with counselor to ensure that the student receives no more than two credits to apply toward graduation requirements and only one credit will count toward the student’s required courses for career pathway completion.
- Maintains communication with student, parent and employer
- Communicates progress and concerns to appropriate school personnel
- Recruits employment sites
- Arranges interviews
- Supervises and problem solves job related issues
- Initiates and supervises implementation of training agreement/business plan
- Visits employment sites at least twice per semester and documents each visit

**School System Representative Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please Note the Following:

- The student shall receive no more than two (2) credits to apply toward graduation requirements. Only one credit will count toward the student’s required courses for career pathway completion.
- The duration of this training period is for one full academic school year.
- The purpose of the training agreement is to establish a basis of understanding as to what is expected from everyone involved in the WBL placement and to outline the responsibilities of all participating parties.

## Work-Based Learning

### Safety Training Agreement

\_\_\_\_\_, a student in the work-based learning program at \_\_\_\_\_ High School and an employee at \_\_\_\_\_ has completed the necessary safety training for the current position of employment. The employer certifies that the proper procedures related to the job requirements have been shown to the student and that in the case of an emergency, the student has been given instructions on what to do to resolve the situation. The student understands that failure to comply with these safety procedures may result in personal injury or in injury to others. The student agrees to follow all the safety rules and regulations of the current employer.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WBL Coordinator's signature

\_\_\_\_\_  
Date

## Work-Based Learning Employer Information

**Student Name:**

\_\_\_\_\_

(Last)

(First)

(Middle)

**Employer:**

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(City, State, Zip)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Supervisor/Mentor: \_\_\_\_\_

Type of Business: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Business Hours							
Student Hours							

Average hours worked each week: \_\_\_\_\_

Pay per hour: \_\_\_\_\_

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Reasonable accommodations and modifications made for the disabled. 404-763-4585 TTY 1-800-255-0135