



Example Use your information

School Year: 2017-2018

## Work-Based Learning Training Agreement/Non-CTE Program

### Student/Learner Information:

Last Name: Pioneer First Name: Sally Middle Initial: P Grade (9-12 Only):  
Home Address: 123 Outer Lane Telephone Number(s): 313-123-4567  
Birth Date: 10/10/95 Emergency Contact Information: 313-987-6543

### School District Information:

School District Name: Dearborn High School Address: 19501 Outer Drive  
Certificated Teacher/Coordinator: Harakas  
Telephone Number(s): 313-827-1600

### Employer Information: fill in completely

Name of Business: Supervisor:  
Address: Phone:  
City: Zip:

Worker's Disability Carrier: Company Name: expiration: Month/Year  
Liability Insurance Carrier: Company Name: expiration: Month/Year

### Placement Information:

Type of Placement (check one): ☒ Paid ☐ Unpaid [If this is an unpaid work-based learning experience, specific, unduplicated skills that the pupil will be learning need to be listed on the training plan for each 45 hours of placement.]

Job Title: Waitress Date Employment Begins: 2/1/2018  
Date Employment Ends: 6/14/2018 - everyone

Appropriate safety instruction has been provided by the school or employer: (initials of coordinator)

Date(s) of Safety Training: \* required (leave blank)

Hours to be worked: Your schedule

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Earliest			12			9	9
Latest			5			5	5

Avg. Hrs. Per Day\*: 6 hrs Max Hrs. Per Week\*\*: 23 - for 1 hr 28 - for 2 hrs Starting Wage: \$10.00

\*Cannot compute to more than 1/2 of the pupil's FTE.

\*\*Work and school hours cannot exceed 48 hours per week for students under age 18

Number of credit hours to be granted: 1/2 for 1 hr / 1 credit for 2 hrs  
Name of Related High School Academic Course: your business/math class

### Training Plan

IN ORDER FOR THIS TRAINING AGREEMENT TO BE VALID, A RELATED TRAINING PLAN FOR THE PUPIL BEING PLACED MUST BE ATTACHED OUTLINING THE SPECIFIC PERFORMANCE ELEMENTS/JOB SKILLS THAT THE STUDENT WILL BE LEARNING. ☐ Attached

CTE 12-01-09 YELLOW

Must be complete for credit



### Student Responsibilities:

1. Transportation to and from the training site, for the duration of the placement, is the student's responsibility.
2. The trainee must maintain a passing grade in the related course to pass the work experience and remain in the program.
3. Any student who will be tardy or absent from the scheduled work time must notify their employer.
4. Any student who skips school, will have the work based learning placement reviewed and may be removed from the program.
5. Should any problems arise at work or school that may affect the student's placement, the student should notify the coordinator immediately.
6. Students are required to obtain permission from the designated certified teacher/coordinator before quitting any work-based learning placement.
7. Students are required to complete weekly work hour reports to the coordinator. Failure to complete these required hour reports will result in the student failing the work experience.
8. Students will adhere to all safety requirements specific to this placement as identified by MI-OHSA and their supervisor.
9. Students who are absent from school are not permitted to work that day at their placement and must notify the employer.

### School Responsibilities:

1. The placement relates to the student's career/education goals as outlined in their education development plan (EDP).
2. The vocationally certificated teacher/coordinator makes at least one visit, every nine weeks, to the training site.
3. Student is regularly supervised by certified staff and provided instruction in areas of skill attainment and work safety.
4. High school completion credit is granted upon successful completion of the placement.
5. Daily attendance is recorded.
6. The program must not violate the Fair Labor Standards Act and the Youth Employment Standards Act.

### Employer Responsibilities:

1. The employer will provide the trainee with the broadest occupational experience in keeping with the job duties listed in the training plan and provide specific instruction on the use of any equipment or materials related to job duties. Documentation of this instruction should be maintained in the trainee's employment file.
2. The employer will ensure the student learner's employment activity is supervised by an experienced and qualified person (work-based mentor), and will complete trainee performance evaluations and verify attendance as required.
3. A written evaluation of student performance will be completed based on the performance elements and job skills listed in the training plan.
4. The employer will provide a training site that is free of obvious hazards that could cause potential injury or harm to the student.

The signature of the employer below certifies that the employment of the student learner will conform to all federal, state and local laws and regulations, including those that prohibit discrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

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

\* Parent's Signature \_\_\_\_\_ \* Date: \_\_\_\_\_

Vocationally Certificated Teacher leave blank Date: leave blank

Principal or Designee leave blank Date: leave blank

\* Employer Signature \_\_\_\_\_ \* Date: \_\_\_\_\_

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Dearborn School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status, be excluded from participation in, be denied benefits of, or be subject to discrimination during any activity or in employment.