



UNPAID WORK-BASED LEARNING TRAINING AGREEMENT

Coordinator Email

Coordinator Phone

Cell

STUDENT/LEARNER INFORMATION

			Home School	
Name			School Coordinator	Home Phone
Address			Grade	Emergency Phone
City	State	Zip	Age	Date of Birth

TRAINING SPONSOR INFORMATION

Name of Firm			Trainer	Title
Address			Phone	Cell Phone
City	State	Zip	Email	

TRAINING SCHEDULE

Trainee's Occupational Title			Type of Work-Based Learning	
			Date Training Begins	Expected Date of Completion
Hours of Training			Maximum Hours per Week	
	<u>Earliest</u>	<u>Latest</u>	School General Liability: Carrier	
Mon	to		Policy #	
Tues	to		Sponsor Workers Compensation: Carrier	
Wed	to		Policy #	
Thur	to		Sponsor General Liability: Carrier	
Fri	to		Policy #	
Sat	to			
Sun	to		Training Duties (See Training Plan)	

SCHOOL'S RESPONSIBILITIES

1. provide student with high school credit toward graduation for successful completion of the work-based learning program.
2. assign a certificated coordinator as the liaison for all parties of the agreement.

SPONSOR'S RESPONSIBILITIES:

1. provide a work schedule which meets minimum requirements for credit.
2. complete an evaluation for each marking period.
3. verify and sign student time sheets.
4. not interrupt the training program without consultation with the coordinator
5. give the student the necessary safety instructions by a trainer before attempting any task.
6. provide direct supervision.
7. conform to all federal, state, and local laws and regulations.

STUDENT'S RESPONSIBILITIES:

1. follow the policies and procedures of the sponsor, the school and the work-based learning program.
2. complete assignments of the sponsor and the coordinator (including training agreement, time sheets, etc.).
3. not quit the training program without the approval of the coordinator.
4. perform all duties and tasks in a safe and orderly manner.
5. report injuries to trainer immediately and to coordinator as soon as possible.
6. report any training agreement change/s to the coordinator.
7. attend training site a minimum of _____ hours per week to become eligible for credit (if under 18, not exceeding a total of 24 hours of work per week when school is in session and 48 hours of work per week when school is not in session).
8. contact the coordinator with any placement-related concerns.
9. keep all business information of the organization confidential.

Training must comply with U.S. Department of Labor criteria for determination of a student as a trainee.

1. Training, including operation at an employer's facilities, is similar to a school based program.
2. Training is for the benefit of the student.
3. Student does not displace regular employees but works under their supervision.
4. Training site derives no immediate advantage from activities of the student; and on occasion, operations may actually be impeded.
5. Student is not entitled to a job at the conclusion of training.
6. Site and student understand no wages or other compensation, in lieu of wages, is paid during training.

The signature of the sponsor listed below certifies that the placement of the student 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.

We, the undersigned, agree to the conditions in this agreement and the attached training plan:

Student-Learner Signature

Date

Sponsor Signature

Date

Parent/Guardian Signature

Date

Teacher/Coordinator Signature

Date

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents - Tom Zahrt, Mindy Miller & Dr. Jennifer Sells. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.