

SAMPLE TRAINING AGREEMENT

[Insert School Name, Address, Phone Number]

Student-Learner _____ Job Title _____
Business _____ Phone _____
Supervisor/Employer _____ Title _____
Training Period Begins _____ Ends _____ Pay Rate _____
Career Objective _____

Work-based Learning prepares students for employment. To participate, all parties must agree to:

Everyone

- The agreement will not be terminated without the knowledge of all parties concerned.
- The teacher-coordinator and the training sponsor will cooperatively develop and update the student's training plan.
- After providing appropriate notification, the student may withdraw or transfer from a training station when it would enhance the student's educational opportunities.
- The student will work at least _____ hours, but not more than _____ hours, each week.
- All complaints or problems should be addressed to and resolved by the teacher-coordinator.

Student

- The policies, rules, and regulations of the school and the business will be upheld.
- Actions, attitudes, and appearance will reflect positively on the school and the business.
- Advance notification of absence will be given to the employer and the teacher-coordinator.
- The student will attend an annual employer appreciation event.
- Other part-time employment will not be pursued while enrolled in the work experience course.
- Records of work experiences will be completed and submitted as required by the school.
- Work-based learning activities will be chosen and completed as designated by the teacher-coordinator.
- The teacher-coordinator must give approval before the student may quit or change jobs.

Parents

- To support both the business and school in the workplace learning effort and encourage my student to perform the duties and responsibilities of the training/exploration experience.
- To notify the teacher-coordinator of any physical/medical restrictions that might interfere with the student's performance.
- To give full consent to the school district to use any photographs, audio or video tapes taken of my son/daughter while participating I school or work activities for public relations with no claim for payment for any promotional activities of the program or school district. (All approvals based on opportunity for review before publication.)
- To provide transportation of my student to and from work if necessary.
- To assure insurance coverage for medical assistance if needed.

Employer

- The student will be trained/employed for a designated number of hours each week in order to receive credit.
- The student will be assigned a supervisor who will work with the teacher-coordinator in developing the student's training plan and evaluating the student.
- State and federal employment and compensation regulations apply to the student.
- State and federal safety and health regulations apply to the workplace and the student.
- If employed, the student will be paid the prevailing wage of other workers doing similar work.
- Safety orientations will be provided the student learners.
- Follow Section 96.19-7-g of the Code of Iowa regarding students' earnings being exempt from both state and federal unemployment.
- Assure insurance coverage of students for medial and liability.

Teacher-Coordinator

- The student's on-the-job performance will be observed and evaluated periodically throughout the year.
- The teacher coordinator will assist the student in securing employment at an approved training station.
- The teacher-coordinator will work with the training sponsor to develop a training plan for the student.
- The teacher-coordinator will counsel the student about her or his progress on the job.
- The teacher-coordinator will determine the student's final grade for the work experience course.
- The teacher-coordinator will provide activities for the student to complete on the job.
- The teacher-coordinator will reinforce on-the-job experiences with related classroom instruction.
- The teacher-coordinator will fairly enforce polices, rules, and regulations.

Employer _____ Date _____ Teacher-Coordinator _____ Date _____
Student _____ Date _____ Parent/Guardian _____ Date _____

It is the policy of the parties not to discriminate against employees, customers, or students and to provide an environment free of racial and sexual harassment. Students will be accepted for on-the-job training, clinical or work experiences, assigned to jobs, and otherwise treated without regard to race, color, national origin, gender, religion, age, marital status, or disability.