



# STUDENT TRAINING AGREEMENT

For: \_\_\_\_\_ Start Date: \_\_\_\_\_  
(Student's Name)

## The Work-Based Learning Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student.
2. To conduct supervisory visits to the student's place of employment.
3. To render assistance with the educational and training problems of the student.
4. To maintain records pertinent to the student, the employer, and the school.

## The Student Agrees:

1. To attend school and work regularly and not go to work without first going to school, or go to school without going to work unless previously discussed with the work-based coordinator. Failure to adhere to this part of the agreement may result in the student receiving appropriate academic and/or disciplinary action. If a student will be absent from school or work, the work-based learning coordinator should be notified as soon as possible.
2. To discuss all aspects of the employment with the work-based learning coordinator and the work-site supervisor—not with other students, coworkers, etc.
3. To represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment due to negligence or misconduct, proved by school investigation, the student will be dropped from the work-based learning program and not receive academic credit.
4. To make employment changes only with the approval of the work-based learning coordinator. The work-based learning coordinator reserves the right to change the student's employment situation if necessary.
5. To be aware that employment in the work-based learning program does not qualify a student to receive unemployment compensation.
6. To submit to the work-based learning coordinator all weekly and monthly reports (signed by employer) indicating the activities engaged in at the work-site and total hours and salary earned.
7. That the Work-Based Learning Program is an extension of the classroom and that all local school board policies are applicable while actively engaging in Work-Based Learning activities.
8. To complete an application for technical college or academic college before high school graduation. (Youth Apprenticeship Program Only)
9. To complete the hours of work as an apprentice (Youth Apprenticeship Only).

I have read the above agreement and will carry out the responsibilities to the best of my ability.

<b>Student's Signature</b>	<b>Date</b>
<b>YAP/WBLCoordinator's Signature</b>	<b>Date</b>