

TRAINING AGREEMENT
Newton County Schools
Career Related Education Program

_____ will permit
(Company or Business Name)

_____ from AHS/EHS/NHS to enter their
(Student Name)
establishment as an employee under the supervision of _____ for the
(Supervisor/Mentor)

purpose of gaining knowledge and experience in the occupational area of _____.

The Work-Based Learning/Youth Apprenticeship student agrees to:

- Be at least 16 years of age and have a Social Security number.
- Secure a work-permit and file a copy with the school office, state Department of Labor, and the employer.
- Make a commitment to the Work-Based Learning/Youth Apprenticeship Program, business, high school, and *post-secondary education*.
- Arrange for reliable transportation to and from field/work experience.
- Follow all company policies and procedures.
- Adhere to Newton County Schools Work-based Learning & YAP rules, policies and procedures.
- Represent the school and employer by demonstrating honesty, punctuality, courtesy, and a willingness to learn.
- Maintain an “80” average in coursework.
- Meet skill requirements in Training Plan and complete course assignments to earn credit.
- Communicate any concerns associated with program to the Work-based Learning or Youth Apprenticeship Coordinator, *directly*.
- Participate in events and opportunities sponsored by the Career Related Education Program.
- Submit to the WBL coordinator a monthly record (production report/work-log) indicating activities engaged in at the worksite, total hours worked and salary earned per week.
- Be aware that employment in the Work-Based Learning or Youth Apprenticeship programs does not necessarily qualify a student to receive unemployment compensation or benefits.

The parent(s)/guardian agrees to:

- Support the WBL/YAP student in meeting the requirements of the program.
- Assume responsibility for the conduct and safety of the student from the time he/she leaves school until he/she reports to work; likewise, from the time he/she leaves his/her job until he/she arrives home.
- *Make inquiries concerning the student’s training, wages, or working conditions through the school WBL coordinator or Youth Apprenticeship Coordinator rather than directly to the employer.*
- Communicate regularly with WBL/YAP coordinator.
- Provide 24-hour insurance for the student.
- Grant permission for pictures, videos, and/or audios displaying work or school activities to be used in the promotion of the program.
- Encourage the WBL/YAP student in the pursuit of post-secondary education.

The employer/mentor agrees to:

- Designate an employee to serve as mentor and supervisor to the student.
- Provide a variety of work experiences for the student that contributes to the attainment of his/her career objectives.
- Provide adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of federal and state law.
- Provide appropriate safety training.
- Instruct the Work-based Learning/Youth Apprenticeship student in competencies identified in a job specific training plan.
- Assess progress of the Work-based Learning/Youth Apprenticeship student twice a semester (copy to coordinator) and communicate concerns directly to the Coordinator.
- Support the Career Related Education program's attendance policy* and academic probation policy.*
- Encourage the Work-based Learning/Youth Apprenticeship student in the pursuit of post-secondary education.
- Inform the Work-based Learning/Youth Apprenticeship Coordinator before any disciplinary action is taken in regard to the employment of the student.

The coordinator agrees to:

- Participate in progress reviews.
- Work with mentor and student in the development of a training plan.
- Meet twice a semester with employer/mentor.
- Monitor progress and establish remediation when necessary.
- Communicate regularly with parents of Work-based Learning/Youth Apprenticeship students.
- Encourage the Work-based Learning or youth apprentice in the pursuit of post-secondary education.
- Maintain records pertinent to the student, the employer, and the school.

The employer and the Work-based Learning/Youth Apprenticeship coordinator will develop a training plan describing the components of the field experience.

The Work-based Learning/Youth Apprenticeship student may be terminated from the field experience at any time that the employer/mentor feels that the company or clients have been jeopardized. Loss of field experience site will result in loss of course credit.

The undersigned parties have read and agree to these responsibilities in the implementation of this agreement.

Student: _____ Date: _____

Parent: _____ Date: _____

Employer/Mentor: _____ Date: _____

Coordinator: _____ Date: _____

**Academic Probation Policy: If a student has a 75 or below in any subject, he/she is placed on academic probation. Early release privileges will be revoked until his/her grade has improved to a passing grade.*

**Attendance Policy: Students are not allowed to work if absent from school without prior approval from coordinator.*

