

**(SAMPLE)**  
**TRAINING AGREEMENT FOR WORK-BASED LEARNING**

Student's Name \_\_\_\_\_ Birth Date \_\_\_\_\_ Age \_\_\_\_\_  
Student's Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Current Career Objective/Pathway \_\_\_\_\_ Job Title \_\_\_\_\_  
School Name \_\_\_\_\_ System \_\_\_\_\_  
Work-Based Learning Site \_\_\_\_\_ Telephone \_\_\_\_\_  
WBL Site Address \_\_\_\_\_  
WBL Supervisor \_\_\_\_\_ Mentor \_\_\_\_\_  
Date Training Period Begins \_\_\_\_\_ Ends \_\_\_\_\_

This training agreement briefly outlines the responsibilities of the student, parents, employer, and the Workplace Experience Coordinator. The second part of this document is entitled "Training Plan" and consists of tasks and competencies for the specific student's career objective/pathway.

**Parent/Guardian**

1. Approves and agrees that the student may participate in Work-Based Learning.
2. Encourages the student to effectively carry out the work experience requirements in all components of the program.
3. Assumes responsibility for the conduct of the student.
4. Provides transportation for the student to and from the Work-Based Learning site.
5. Holds school and Cooperative Education Teacher-Coordinator harmless for risks associated with transportation and indirectly monitored activities (e.g., work-based experience).

**Student**

1. Complies with the rules and regulations of the Work-Based Learning site.
2. Observes the same regulations that apply to other employees.
3. Adheres to all policies and regulations as set forth by school administration and the Cooperative Education Teacher-Coordinator.
4. Will not displace adult workers who can perform such work as assigned in the work-based experience.
5. Attends an annual employer appreciation if required by the Cooperative Education Teacher-Coordinator or instructor of the career pathway course.

**Cooperative Education Teacher-Coordinator**

1. Assists in securing an appropriate work-based experience based on the student's career objective/pathway.
2. Works with the supervisor/mentor in developing a training plan for the student.
3. Visits the Work-Based Learning site at least once per month to confer with the employer and student; verify that student's duties correlate with job description; observe working conditions; help develop progressive skill-building activities; observe and evaluate student progress; and resolve questions, issues, or concerns.
4. Counsels the student about his/her job progress, behavior, attitude, academics, etc.

5. Terminates employment/participation when it serves the best interest of the student as determined in collaboration with the employer.
6. Determines the student's final grade for the Work-Based Learning experience.
7. Reinforces work-based learning experiences with related classroom instruction.

**Employer/Training Mentor**

1. Recognizes that the student is enrolled in a Work-Based Learning experience designed to prepare for a career in \_\_\_\_\_.
2. Provides supervision and instruction in each of the applicable tasks listed on the Training Plan to assist the student in acquiring those competencies necessary for success in the career objective.
3. Evaluates and documents student progress.
4. Employs a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
5. Adheres to wage and hour, child labor, and all other federal, state, and local laws pertaining to student employment.
6. Completes the Work-Based Experience Evaluation and returns it to the Cooperative Education Teacher-Coordinator by the required date.

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Employer/Training Mentor)

\_\_\_\_\_  
(Student)

\_\_\_\_\_  
(Workplace Experience  
Coordinator)

\_\_\_\_\_  
(School Administrator)

\_\_\_\_\_  
(Date)