



UNPAID WORK-BASED LEARNING TRAINING AGREEMENT

		Coordinator Phone	Fax
STUDENT/LEARNER INFORMATION			
Name	Home School	School Coordinator	Home Phone
Address	Grade	Age	Emergency Phone
			Date of Birth

TRAINING SPONSOR INFORMATION		
Name of Firm	Trainer	Title
Address	Phone	Fax
	Email	

TRAINING SCHEDULE		Type of Work-Based Learning
Trainee's Occupational Title	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.

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| <p>SPONSOR'S RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 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. | <p>STUDENT'S RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 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 (not exceeding a total of 48 hours of school and training combined). 8. contact the coordinator with any placement-related concerns. 9. keep all business information of the organization confidential. |
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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: The Kalamazoo County Consortium/Education for Employment does not discriminate on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, or disability in any of its programs or activities. Inquiries related to the non-discrimination policy should be directed to: Executive Director of Education for Employment, Kalamazoo Regional Educational Service Agency, 1819 East Milham Avenue, Portage, MI 49002, Phone Number 269-385-1519.