

Individual Training Agreement

Type of training agreement: _____ Cooperative Work Experience _____ Internship _____ Other _____

Educational Objective: _____

Student: _____ Age: _____ SS#: _____

School: _____ Telephone #: _____

School Coordinator: _____

Employer/Agency: _____ Telephone #: _____

Employer/Agency Contact Person: _____

The work-based learning for the above named student will begin on _____ and end _____

The hours of work will be from _____ to _____ on _____
Days of week

Starting wages for the student will be \$ _____ per hour. The employer will determine incremental increases. A probationary period of _____ days from the date of initial employment will exist. Continued employment will be based on a performance review.

All participating parties agree to enter into a work-based learning program authorized by the laws of Minnesota for the purpose of providing education, career exploration, and training. They also agree to the following responsibilities in the implementation of this agreement:

Student Agrees to:

- Meet the academic and attendance requirements established by the School District and Employer.
- Abide by the company's policies and procedures (e.g., attendance, confidentiality, accountability, safety, rules of conduct, etc.)
- Maintain acceptable performance at school and on the job.
- Participate in progress reviews scheduled with mentors, school personnel and/or parent/guardian; and share information of events or facts relevant to your progress in this program.
- The release of information (e.g., progress reports, grades, work-related evaluations, and attendance reports) between the school and business while this agreement is in effect.

Date: _____ **Student's Signature:** _____

Student's Parent/Guardian Agrees to:

- Support the student in meeting the requirements of the program.
- Ensure transportation to and from the work-site is provided.
- Participate in any progress reviews scheduled with mentors, school personnel, and student; and communicate information vital to the success and development of the student.
- The release of information (e.g., progress reports, grades, work-related evaluations, and attendance reports) between the school and employer/agency while this agreement is in effect.

Date: _____ **Parent/Guardian's Signature:** _____

Individual Training Agreement

School Agrees to:

- Not exclude students from participation in the program on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Support the student in meeting the requirements of the program.
- Participate in progress reviews scheduled with mentors, student and student's guardian.
- Comply with all federal, state, and local regulations.
- Place students in appropriate work-based learning experience based on tested interests, aptitudes and abilities and provide appropriate accommodations when required.
- Provide pre-employment training prior to placing students at a work-site and safety training.
- Follow the curriculum provided for the program for all occupationally related instruction.
- Assign a work-based learning coordinator to supervise the student and to monitor the academic progress of the student to ensure that high school graduation requirements are met (includes regularly scheduled telephone/on-site contact with the student and employer).
- Award credit for successful completion of the work-based experience.

Date: _____ School Coordinator's Signature: _____

Employer/Supervisor Agrees to:

- Provide a work-based learning experience and supportive supervision for the length of this agreement.
- Pay at least the state minimum wage for hours worked by the student.
- Provide evidence of workers' compensation and general liability coverage for the student for all paid hours worked.
- Instruct the student in the competencies identified in the training plan provided and document the student's progress
- Conduct progress reviews with the student (which may include the guardian and school personnel) and provide copies of those reviews to the school.
- Not exclude students from participation in the program on the basis of race, color, creed, religion, sex, national origin age, disability, marital status, status in regard to public assistance or any other protected groups under state, federal or local Equal Opportunity Laws.
- Protect students from sexual harassment.
- Provide students with safety training, safe equipment, and a safe and healthful workplace that conforms to all health and safety standards of Federal and State Law (including the Fair Labor Standards Act, OSHA, and MN Child Labor).
- Properly train students before they operate any equipment.

Date: _____ Employer's Signature: _____

Date: _____ Worksite Supervisor's Signature: _____

This agreement may be terminated for any reason during the probationary period by showing good cause by the student, the school district, or the employer. Copies of this agreement should be distributed to the student, the guardian, the employer and the original kept on file at the school.

(Attach a copy of the student's Individual Training Plan to this agreement.)