

**NEW JERSEY MODEL STUDENT TRAINING PLAN  
FOR COOPERATIVE EDUCATION EXPERIENCES, NON-HAZARDOUS OCCUPATIONS**

*(N.J.A.C. 12:56-18, School-to-Work Program, N.J.A.C. 6A:19-4 Structured Learning Experience)*

<b>Student Name:</b>	<b>Student Coop Job Title:</b>	
<b>District/School:</b>	<b>Coop Start Date:</b>	
<b>Coop Employer:</b>	<b>Coop End Date:</b>	
<b>Name and CIP Code of the career and technical education program in which the cooperative education student is enrolled:</b>		
<b>The student must participate in the employer/agency's new employee orientation training.</b> Identify the CPIs from Standard 9.4 that will be addressed by orientation training and include them in the SLE activities, below.		
<b>The student must participate in the employer/agency's new employee safety and health training.</b> Identify the CPIs from Standard 9.4 that will be addressed by orientation training and include them in the SLE activities, below.		
<b>Summary description of the cooperative education experience:</b>		
<i>Repeat the following sections as necessary.</i>		
<b>Learning Objective 1:</b> Identify an occupationally-specific skill set that the student will practice, including academic skills and any tools, equipment, and materials that the student will use or operate as part of the learning activity:		
<b>1.A: Industry skill to be addressed by the student learning activity.</b>	<b>Industry Skill Standard Number, if available.</b>	<b>Documentation used to record attainment of Industry Skill Standard.</b>
<b>1.B: Academic skills to be addressed by the student learning activity.</b>	<b>NJ Core Curriculum Content Standard Cumulative Progress Indicator(s) (CPI) addressed by the activity.</b>	<b>Documentation used to record the attainment of the CPI.</b>
<b>2. Learning Objective 2:</b> Identify an occupationally-specific skill set that the student will practice, including academic skills and any tools, equipment, and materials that the student will use or operate as part of the learning activity:		
<b>2. A: Industry skill to be addressed by the student learning activity.</b>	<b>Industry Skill Standard Number, if available.</b>	<b>Documentation used to record attainment of Industry Skill Standard.</b>
<b>2.B: Academic skills to be addressed by the student learning activity.</b>	<b>NJ Core Curriculum Content Standard Cumulative Progress Indicator(s) (CPI) addressed by the activity.</b>	<b>Documentation used to record the attainment of the CPI.</b>

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Describe the formative assessments to be used by the cooperative education coordinator and worksite mentor to assess the student's progress towards the attainment of the cooperative education experience goal/objective(s):

Describe the summative assessments to be used by the cooperative education teacher and the worksite mentor to assess the student's successful completion of the SLE activities and the attainment of the cooperative education experience goal/objective(s):

Describe how the cooperative education experience will be documented in the student's portfolio and how it will be graded and/or credit will be awarded:

**NOTES:**

**We understand that this school-sponsored, paid cooperative education experience is a learning experience, that any productive work is incidental to the student's learning activities, and that the student is not entitled to a promise of employment at the completion of the cooperative education experience, as per the New Jersey Child Labor Regulations, N.J.A.C 12:56-18.2.**

We have reviewed and are in agreement with the paid cooperative education experience description, learning objectives, activities, and assignment of grades and credits. We agree to complete all required paperwork and maintain all required documentation for this paid cooperative education experience. The district cooperative education coordinator and the employer mentor agree to conduct regular 30-minute monitoring of this cooperative education experience to occur no less than every once every 10<sup>th</sup> day that the student reports to the cooperative education experience site as per the New Jersey Child Labor Regulations, N.J.A.C. 12:58-1.2(d)5, Apprentices and student learner in cooperative education program. The student agrees to uphold the student's responsibilities in compliance with this student training plan.

Signature of Cooperative Ed Coord: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employer Mentor: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Cooperative Ed Student: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

***Attach this completed form to the Employer Agreement for Cooperative Education Experiences, Non-Hazardous Occupations and the Employment Certificate (Working Papers)***

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**IMPORTANT SUPPLEMENTAL INFORMATION**

- **\*NOTICE:** The New Jersey Core Curriculum Content Standards have been revised and the new standards were adopted by the New Jersey State Board of Education. Please be sure to use the new standards when developing SLE student training plans. <http://www.nj.gov/education/aps/>
- This school-sponsored, paid cooperative education experience – hazardous occupations, must comply with New Jersey Child Labor Regulations, *N.J.A.C. 12:56-18*, School-to-Work Program. The following conditions shall be met:
  1. The student must be at least 16 years of age;
  2. The student must be enrolled in a NJDOE-approved career and technical education program in the occupation for which the student will be trained;
  3. The student may not be placed into a hazardous occupation;
  4. The cooperative education experience must be related to a formal training plan for the student;
  5. There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the activities that will be contained in the student training plan;
  6. Any productive work is incidental to the student achieving the planned learning objectives;
  7. The student is expected to achieve the learning objectives and will receive a grade and credit for time spent at the worksite;
  8. The student is supervised by an appropriately licensed school official and a workplace mentor;
  9. The cooperative education experience is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment at the conclusion of the cooperative education experience; *and*
  10. The student does not replace an employee.
- Cooperative education experiences may take place at either for-profit or not-for-profit organization or business worksites, but they must be paid experiences.
- Cooperative Education (*N.J.A.C. 6A:19-1.2, New Jersey Department of Education*) is a component of a career and technical education program by which individuals receive work-based instruction through written cooperative arrangements between a district and employers. This instruction may include required academic courses and related vocational and technical education instruction, by alternation of study in school with paid employment in an occupational field. Such alternation shall be planned and supervised by the district and employer so that each contributes to the education and employability of the individual.
- Employment Certificate (*N.J.S.A. 34:2-21.1, New Jersey Department of Labor and Workforce Development*), means a certificate granted by the issuing officer authorizing the employment of a child as permitted under this act.
- Use the “New Jersey Model Student Training Plan for Cooperative Education Experience” form for the following paid structured learning experiences:
  - Cooperative education experience - hazardous occupations

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**IMPORTANT URLS**

- New Jersey Department of Education/Core Curriculum Content Standards: <http://www.nj.gov/education/aps/>
- Department of Education/Structured Learning Experiences: <http://www.nj.gov/njded/voc/sle/>
- Department of Labor/Child Labor Laws: <http://www.state.nj.us/labor/lse/childlabor.html>
- Link to “Child Labor Laws for Kids”: <http://www.nj.gov/labor/lse/forms/MW-36.pdf>
- Link to definitions of structured learning experiences: [http://www.nj.gov/njded/voc/sle/sle\\_man.htm](http://www.nj.gov/njded/voc/sle/sle_man.htm)
- Youth 2 Work: Teen Worker Worksite Safety: <http://www.osha.gov/SLTC/teenworkers>