

## HIGH-QUALITY WORK-BASED LEARNING TRAINING AGREEMENT

Choose a HQWBL experience type:

<input type="checkbox"/> Cooperative Education	<input type="checkbox"/> Internship	<input type="checkbox"/> Mentorship (+140 hours)
<input type="checkbox"/> Entrepreneurship	<input type="checkbox"/> Job Shadowing	<input type="checkbox"/> School-Based Enterprise
<input type="checkbox"/> Externship	<input type="checkbox"/> Mentorship (<140 hours)	<input type="checkbox"/> Service Learning

Student's Name:	Grade & Age:
School Division:	School:
Employer:	Employer Address:
On-the-job Supervisor Name:	Supervisor Phone Number:
Supervisor Email:	WBL Coordinator/Teacher/Point of Contact Phone & Email:

**PURPOSE OF AGREEMENT:** To provide the terms of the student's HQWBL experience and to outline the expectations and responsibilities of all parties involved with the HQWBL experience and to ensure compliance with the applicable legal requirements.

*\*Italicized items below meet the requirements of the Work Training Student-Learner Agreement of the Virginia Department of Labor.*

**STUDENT (ENTREPRENEUR, if applicable) AGREES TO:**

- Attend school regularly, and the work-based learning experience as scheduled. The student will notify the school and employer by a designated time regarding an absence. When a student is absent he/she is not permitted to participate in the HQWBL experience that day unless advance permission has been granted by the HQWBL coordinator/teacher/point of contact.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn while at the workplace.
- *\*Conform to all rules and regulations, including all safety requirements and acceptable use policies, of the place of employment and home school/division.*
- Adhere to all workplace screenings, background checks, and policies. Obey laws and follow all pandemic/infection disease safety mitigations outlined by the school division and employer.
- Recognize that there is potential exposure to sensitive information regarding clients, customers, students, or other parties while participating in the HQWBL experience. Students should refrain from sharing any and all sensitive information regarding personnel, customers, clients, or other stakeholders.
- Consult the HQWBL coordinator/teacher/point of contact about any difficulties arising at the workplace or related to the HQWBL experience.

- Complete all required assignments related to the HQWBL experience and make up any school work missed due to participation in the HQWBL experience.
- Perform workplace responsibilities efficiently.
- Furnish the HQWBL coordinator/teacher/point of contact with necessary information about the HQWBL experience and complete promptly all necessary reports.
- Participate in the CTSO and other school activities required in connection with the HQWBL experience as applies to a CTE course.

#### **EMPLOYER/MENTOR AGREES TO:**

- Communicate, as needed, with the HQWBL coordinator/teacher/point of contact regarding student concerns; on-site visits; and completion of all required HQWBL forms.
- *\*Give the student an orientation of the facility, introduction to relevant staff, and any pertinent safety guidelines at the beginning of the HQWBL experience.*
- *\*Provide organized and progressive occupational experiences (as outlined in the training plan) to expose students to as many aspects of the operation as possible (if applicable).*
- *\*Assist students in completing job-related projects and to provide available instructional materials and occupational guidance.*
- *\*Ensure that the work of the student learner in any occupations declared particularly hazardous shall be closely supervised and incidental to the training.*
- *\*Correlate the safety instructions given by the school with the on-the-job training.*
- *\*Notify the HQWBL coordinator/teacher/point of contact regarding any change affecting the student, including compensation, job responsibilities, supervision, work schedule, termination or leave.*
- Deny students the privilege of working on days they are absent from school unless the HQWBL coordinator/teacher/point of contact has given advanced permission.
- Provide students the opportunity to work the minimum number of hours established by the home school/division per experience throughout the school year, provided their job and school performance remain satisfactory. Employers are encouraged to allow students to leave work at a reasonable time on school nights.
- Adhere to nondiscrimination on the *\*basis of race color, religion, national origin, sex, sexual orientation, gender identify, non-disqualifying disability, age, or any other characteristic protected by law*, avoiding at all times any denial of the benefits of the WBL experience for discriminatory reasons.
- As required by [Section 22.1-296.1 of the Code of Virginia](#), certify that the student will not have direct contact with known registered sex offenders. It is a Class 1 misdemeanor to make a materially false statement regarding any offense pertaining to this code and a new certification must be completed regarding any person permitted to provide services.
- Provide the HQWBL coordinator/teacher/point of contact with all information related to safety guidelines for the employer's infectious disease mitigation strategies, including the required PPE.
- Assist the student in exploring the related career, including providing information daily and long-term job responsibilities; knowledge and skills necessary for job performance; required education and training needed; expected salary range; job outlook; and personal characteristics needed for success.

**PARENT/GUARDIAN AGREES TO:**

- Support the HQWBL experience and encourage competent student participation, including attending scheduled meetings/conferences with the HQWBL coordinator/teacher/point of contact, being aware of program policies, and reviewing course evaluation procedures.
- *\*Assume responsibility for transportation and the student's safety from the time the student leaves home and/or school until the student reports to the HQWBL site and from the time the student leaves the HQWBL site until arrival at home.*
- Be aware that students are not allowed to report to the HQWBL site on days they are absent from school unless permission from the HQWBL coordinator/teacher/point of contact is received in advance.
- *\*Cooperate with all rules and policies of the school, workplace, and project site.*
- *\*Ensure the student complies with any employer requirements regarding safety and PPE at the workplace as necessary (e.g. steel-toed shoes, prohibited jewelry, infectious disease safety mitigations).*
- Communicate with the HQWBL coordinator/teacher/point of contact regarding any special student needs, concerns that might affect the experience, and/or questions related to the work site.

**HQWBL COORDINATOR/TEACHER/POINT OF CONTACT AGREES TO:**

- *\*Ensure related classroom instruction, including safety procedures, is provided to prepare the students for the HQWBL experience, if required.*
- *\*Assume responsibility for initiating and developing individual training plans and ensuring that each plan is followed until it is mutually agreed to modify the plan (if applicable).*
- *\*Cooperate with employers in developing appropriate training activities related to the students' career interests.*
- *\*Cooperate with the employer to coordinate all details for the HQWBL experience, ensure the experience is organized, it relates to the student's career interests, and provide related classroom instruction.*
- Document and address any workplace incidents or injuries via the student incident form.
- *\*Make periodic visits to training sites to observe students, consult with employers, and assist students with any problems.*
- Promptly address all issues and concerns with the student, parent, and site supervisor.
- Conduct a site visit to view the student's workspace to ensure that all appropriate safety measures are being taken before the experience and will be maintained during the experience.
- Evaluate the student's progress and performance throughout the HQWBL experience.
- Ensure that all federal and state guidelines regarding child labor and for unpaid WBL experiences are being observed and utilized.

---

**SIGNATURES ON NEXT PAGE**

**HIGH-QUALITY WBL TRAINING AGREEMENT AUTHORIZATION**

*All parties have thoroughly read, understand, and agree to all information provided in this training agreement.*

---

**Student's Signature**

---

**Date**

---

**Parent/Guardian Signature**

---

**Date**

---

**HQWBL Coordinator/Teacher/Point of Contact Signature**

---

**Date**

---

**Employer/Supervisor Signature**

---

**Date**

---

**School Administrator/Designee**

---

**Date**