



Work-Based Learning Plan and Agreement

- Co-op Shadowing Mentoring Entrepreneurship
 Apprenticeship Service-Learning Internship School Enterprise

Student's Name:

Date:

SSID Number:

Date of Birth:

Student's Street Address:

City:

State:

Zip:

Cell Phone Number:

E-mail Address:

School: Spencer County High School

District: Spencer

School's Street Address: 520 Taylorsville Road

City: Taylorsville

State: KY

Zip: 40071

Phone Number: (502)477-3255

Please choose one: Pathway Aligned Co-op/Internship Experience-Based Work

If pathway aligned, please indicate the CTE program area:

Certified Program Area Teacher:

Business Name:

Street Address:

City:

State:

Zip:

Phone Number:

Work-Site Supervisor's Name:

Work-Site Supervisor's Title:

Work-Site Supervisor's Email:

Work-Site Supervisor's Background Check(s)

Student's Work Schedule (Days and Hours):

Start Date:

End Date:

Total Hours per Week:

Hourly Wage:

Frequency of Pay (weekly, bi-weekly, etc.):

Based on the type of work-based learning, complete each of the following that are applicable:

Students will be evaluated on the following workplace competencies:

- | | |
|--------------------------------|---------------------------------------|
| ● Attendance/Punctuality | ● Adaptability/Flexibility |
| ● Appropriate Dress | ● Relationships with Co-Workers |
| ● Positive Attitude | ● Time Management |
| ● Dependability | ● Quality of Work |
| ● Initiative | ● Quantity of Work |
| ● Ability to Follow Directions | ● Abides by Company Rules/Regulations |
| ● Job Knowledge | ● Safety/Equipment |
| ● Cooperation | ● Other as Determined by Placement |

List any technical skills/competencies required for the placement:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

*Additionally, the [addendum](#) for "hazardous occupations" shall be completed if the placement is associated with an exemption for hazardous occupations.

List any occupational safety competencies required for the placement:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Student's Name:

School Year:

The student agrees to:

- be courteous and considerate of the employer, co-workers, and others;
- keep the employer's best interest in mind and to be punctual, dependable and loyal;
- notify the employer and the coordinator as soon as possible if they are not able to attend work and/or school;
- keep such records of work experiences and wages (if applicable) earned as required by the school and to submit them on or before specified deadlines;
- conform to the policies, procedures and regulations of the employer and the school;
- maintain a satisfactory performance level while on the job;
- abide by the WBL Plan/Agreement developed by the teacher, coordinator and employer.

The teacher and/or coordinator agrees to:

- prepare, with assistance of the training supervisor, a WBL Plan/Agreement;
- revise the WBL Plan/Agreement as needed to improve the student's work experience;
- visit the student on the job as often as appropriate to the WBL experience to determine instructional needs and to ensure that the student receives job training and supervision, as well as a variety of job experiences;
- maintain confidentiality related to the information gathered from the company/business;
- adequately train and prepare the student for success, prior to the WBL placement.

The parent/guardian agrees to:

- accept responsibility for the student's safety and conduct while traveling to and from school, place of employment and/or home;
- support the concepts of work-based learning experiences;
- abide by the WBL Plan/Agreement for hazardous occupations, when applicable.

The employer agrees to:

- take an active part in the training and supervision of the student while providing instruction in accordance with the WBL Plan/Agreement;
- provide safety training as required by OSHA;
- assist the teacher/coordinator in the evaluation of the student's performance on the job by completing the necessary evaluation forms, when required;
- provide close supervision by an experienced and qualified person to avoid subjecting the student to unnecessary or unusual hazards;
- give the same consideration to the student as given to other employees in regard to safety, health, general employment conditions and other regulations of the business;
- comply with all regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, marital status or age;
- comply with all laws regarding wages and hours of minors and student learners;
- contact the teacher/coordinator prior to the student's dismissal from employment;
- pay the student/trainee when an employer/employee agreement is negotiated;
- ensure that all supervising employees have completed a criminal background check;
- maintain confidentiality of student information in accordance with state and federal law.

If this agreement is for a paid work-based learning placement, the employer certifies that this student is covered by **Worker's Compensation Insurance** and that the policy is now in force and registered with the Kentucky Department of Workers Claims as prescribed by KRS 342.630 (or with the appropriate agency, if the place of employment is outside of the state of Kentucky).

Student:	Date:
Work Site Supervisor:	Date:
Certified Program Area Teacher:	Date:
Work-Based Learning Coordinator:	Date:
Principal:	Date:
Parent/Guardian:	Date:

Once fully completed by the employer and student, a copy of this paperwork may be emailed to WBL.paperwork@spencer.kyschools.us for review and final approval by Spencer County High School. Once approved, all parties will receive notice and copy of the final executed agreement.

For questions, please contact Leslie Slaughter, Director of Transition, Workforce and Innovation at leslie.slaughter@spencer.kyschools.us or (502) 477-3255, ext. 10028.

