

FCPS Work-Based Learning Plan and Agreement

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

Date	
Student Name	
Student Contact Information	
Parent Names	
Parent Phone Numbers	
Parent Emails	
Date of Birth	
Address	
Cell	
Email	
School	
CTE Program Area	
Career Pathway	
ILP Career Goal(s)	
WBL Teacher	
Email	
WBL Coordinator	
Email	
Placement Business	
Phone	
Address	
Placement/Work-site mentor name and Title	
email	
number	
Workmen's Compensation Coverage	
Student start & end dates	
Student work schedule	
If paid - hourly wage	

Based on the Work-Based Learning Experience General Workplace Competencies/Criteria

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

Technical Skills / Competencies (Hazardous Occupations*)

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

*The addendum for “hazardous occupations” shall be completed if the co-op placement is associated with an exemption for hazardous occupations.

Occupational Safety Competencies

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

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/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).

	Signatures	Date
Employer/Mentor:		
Principal:		
Student:		
WBL Coordinator:		
Parent/Guardian:		

STUDENT-Parent Consent Form

1. I understand that by enrolling in the COOP program that:
2. I am to receive on-the job training in an area in which I have an interest and ability.
3. If I am less under 18 years of age, I will secure the necessary working papers from Mrs. Kahly
4. I will follow all rules and policies of the company, especially those governing safety and dress.
5. To be released from school, I must work at least 10 hours during the week.
6. If I am unable to report for work, I will notify the employer or Mrs. Kahly.
7. I will keep Co-Op teachers informed of any changes in schedule or problems that may arise on the job or in school.
8. It is my responsibility to ensure that I have adequate transportation to and from work.
9. I may be released from the program for violating any of these terms at any time.

Absenteeism:

1. If the student cannot go to work, he/she is required to notify the employer immediately. The student and/or parent or guardian must also notify the coordinator as soon as possible.
2. Excessive absences from work may result in removal from the Work Experience portion of the program, thus forfeiting any credit.
3. If a student is too ill to attend school in the morning, the student is too ill to go to work.
4. Attendance at the Work Based Learning Preparation class is of vital importance.
 - (a) If you are absent from the related instructional class, it is your responsibility to see one of the teachers to arrange made-up work.
 - (b) In the case of an unexcused absence, no work can be made up.

Transfers:

1. No student is to change jobs without first notifying the CO-OP Instructor.
2. An appropriate reason(s) for the transfer may be:
 - (a) Layoff from job site for an extended duration (one month or more),
 - (b) Physical ailments, illnesses, or disability,
 - (c) Severe personality conflict with supervisor or fellow employee,
 - (d) Better job offer.
3. For the transfer to be completed, the student must:
 - (a) Notify the Work Based Learning Coordinator in advance,
 - (b) Give the employer at least one to two weeks' notice (student should follow company policy),
 - (c) Complete a new training agreement and working papers.
4. A new training station site should be secured before leaving one's present job.
5. Failure to notify the CO-OP Coordinator of termination from a job will result in the student's return to a full-day schedule.

Probable Termination Factors

Any student employed through the Work Based Learning Program may be released from their job under the following conditions:

1. Anytime that an evaluation indicates that the student is not representative of the school's best interest, such as failure to follow the rules and regulations of the program.
2. Failure to stay in good academic standing.
3. Failure to notify the employer before absence from the job.
4. Failure to notify the CO-OP instructor of any changes, including layoffs and/or terminations, in the job situation.
5. Employer does not have adequate work to keep the student employed.
6. Anytime an evaluation is made and it is determined that the student is not receiving organized and progressive work experience.
7. Anytime that a student has been excessively absent from school and work.

The CO-OP Instructor and Guidance Department, in conjunction with the Principal, has the authority to administer and amend the above causes of termination as individual cases warrant

TRANSPORTATION (PLEASE CHECK THE BOX THAT APPLIES)

- ☐ My scholar will use their own vehicle to drive to their Co-Op site every day.
- ☐ My scholar will have a responsible adult drive him to their Co-Op site every day.
- ☐ My scholar will walk to their Co-Op site every day.

I agree by signing this form that I have read this syllabus and will support the rules, policies, regulations and requirements for my student to participate in the Cooperative Education.

	Signatures	Date
Student:		
Parent/Guardian:		

