

## Essential Components of Work-Based Learning Programs

The work-based learning component moves students outside the confines and safety net of the school district building and grounds. With this in mind comes additional legal concerns and responsibilities.

It is essential that educators and employers become knowledgeable about laws governing students between the years of 16 and 17 in the workplace. The regulations under the Federal Register Part IV Dept. of Labor Wage and Hour Division 29 CFR Parts 570 and 579 can be found within the Labor Standards Act at [www.wagehour.dol.gov](http://www.wagehour.dol.gov).

Documents mandatory for a successful program shall consist of, but not limited to, (Work with your district attorneys as they would have knowledge of your own school/district policies regarding student safety, security, your legal obligations and responsibilities.)

- **Training Agreements.** This consists of employer responsibilities, teacher/coordinator responsibilities, parent/guardian responsibilities, and student responsibilities. *This document shall be signed by all listed above*
- **Training Plans.** A list of specific and general tasks associated specifically to the individual that is affiliated in the internship or COOP. *This document shall be signed by school/district officials, parent/guardians and student employer.*
- **Daily Journals.** A daily log of accurate, detailed tasks completed during the work hours describing the specific job duties and time frames of those job duties for each individual task. *This log shall be signed weekly by the employer.*
- **Record Keeping.** Accurate and up-to-date filings of documentation of signed, required forms, copies of journals, quarterly evaluations and any other items specific to the work experience of the student.

Every contract/agreement used for work-based learning student participation should state that the employer has an obligation to maintain a safe working environment including protection from discrimination and sexual harassment. The contract/agreement should also contain a statement that the school has the right to immediately terminate the student in work-based learning if there is a breach of stipulated obligations.

Philosophically, student learners are not production workers but are experiences tied to the classroom by curriculum which coordinates and integrates school-based instruction with work-site experiences.