

Preschool

Cooperative Education - Student Training Agreement

Training Agreement

The purpose of this program is to provide the student with selected occupational skills through employment-related instruction and concurrent, paid, supervised on-the-job training. Employment-related instruction is in-school instruction that includes competencies directly related to the occupation in which the student is employed. Supervised on-the-job training provides opportunities for selective placement on the student's occupational choice, competency development, and evaluation through planned instructional activities in a job setting.

The training agreement is a standard document used for cooperative education program purposes. This contract designates the general expectations of the student/employee and the responsibilities of the school, Team Transition's job developer and placement facilitator and the employer. However, it does not confer any rights, expressed or implied, for the student to remain as an employee. Employment is at will and is not for any specific time. Employment may be terminated at will, with or without prior notice by the employer or Team Transition staff. The student/employee may resign for any reason at any time, but is requested to provide a two week notice. This contract must be signed by the student, parent/guardian, employer, school administrator and Education & Careers Executive Director. A new training agreement must be completed each time a student/employee is hired, or each new school year.

Student Name: Angel Wheeler

Telephone: [REDACTED]

Date of Birth [REDACTED]

Address [REDACTED]

City: [REDACTED]

Name of Employer Preschool

Telephone:

Employer Address: 3834 S. 91st Ave.

Supervisor :

Training/Occupational Title: Preschool Teacher Assistant

Start Date 8/5/2014

School Year 2014-2015

Employer Responsibilities

_____ (Employer initials)

- Agrees to place the student trainee in the work specified for the purpose of providing occupational experience of instructional value.
- The work activity will be under the direction of a qualified supervisor.
- The work will be performed under safe and hazard free conditions.
- The student-trainee will receive the same consideration given to other employees with regard to safety, health, social security, general work conditions, and other policies/procedures of the business.
- Notify the coordinator if difficulties arise, changes are necessary, a lay-off, or termination of employment seems likely to happen.
- Will adhere to all state and federal regulations regarding employment, child labor laws, and minimum wage.
- Will not discriminate in employment policies, educational programs or activities for reasons of race, sex, religion, national origin, marital status, age or handicap.
- Will make all attempt to attend the appreciation event.

Education & Careers Transition Coach's Responsibilities

- Identifying tasks for which training can be provided at the training station using the training plan.
- Adding tasks to the training plan that are unique to the particular training station.
- Supervising the student-trainee's training for specific job tasks.
- Assessing the student-trainee's strengths and weaknesses in completing tasks at training stations.

Education & Careers Job Development & Placement Facilitator's Responsibilities

- Visit each student-trainee weekly at the training station for 30 minutes and will continue a close working relationship with the designated supervisor whom the trainee is responsible while on the job.
- Attempt to resolve any complaints through the cooperative efforts of all parties concerned.
- The local education office will keep each trainee's training agreement on file for five years.
- With the assistance of the employment specialist, prepare a training plan or outline of processes to be learned at the training station and related topics to be taught in school and home.

School Contact

- Agrees to make provision for the student to receive regularly scheduled employment-related instruction in a classroom setting, which includes competencies directly related to the occupation in which the student is employed.
- Agrees to work closely with the student and the coordinator and assist with the training plan or outline of processes to ensure success.

Parent/Guardian Responsibilities

_____ (Parent initials)

- Agrees to allow the student to participate in the program as provided by the public school.
- Agrees to transport the child on days transportation is not available.
- Agrees to the child working evenings and weekends.
- Agrees to resolve any complaints by contacting the coordinator immediately.
- Agrees to work closely with all parties in assisting with the training plan or outline of processes to ensure success.

General Tasks/Employability Skills Needed for Success for On-The-Job Training

(Student must initial each)

- Maintain neat, attractive personal appearance with good posture. _____
- Maintain clean, well-pressed clothes and specific clothes (if required). _____
- Exhibit a cheerful, positive attitude and professional manner. _____
- Demonstrate an understanding of the company’s vision and goals. _____
- Demonstrate an understanding of the company’s products and services. _____
- Demonstrate interpersonal skills, which enhance team productivity. _____
- Demonstrate the ability to resolve customer, employee/employer issues. _____
- Demonstrate legal and ethical behavior within the scope of job responsibilities. _____
- Exhibit behavior supporting and promoting cultural and ethnic diversity. _____
- Follow policies affecting health, safety, and well being of all workplace members. _____
- Display acceptable level of productions and quality control. _____
- Demonstrate acceptable work habits and conduct as defined by company policy. _____
- Exhibit effective workplace safety practices, including use of protective devices. _____

Student Responsibilities

(Student must initial each)

- Agrees to follow rules and guidelines established by the school, employer, and coordinator with regard to hours of work, school attendance, and reporting procedures. _____
- Will call the Education & Careers office, as well as the worksite when absent. _____
- Will call the Education & Careers office, with the following week’s schedule. _____
- Will address all concerns to the Education & Careers coordinator. _____
- Will obtain approval of the Education & Careers job development & placement facilitator before changing or quitting an employment placement. _____
- Agrees to provide two weeks’ notice to the Education & Careers job development and placement facilitator and employer before quitting employment. _____
- Agrees to follow Education & Careers policy regarding absences, attendance, punctuality, dress, and safety. _____
- Agrees to maintain regular attendance as per district attendance policy. _____
- Agrees to enroll in and maintain a passing grade in classroom related instruction. _____
- Agrees to complete requirements and activities as defined by the program; including presenting copies of transcripts and resume and attending appreciation event. _____

We agree that the tasks, duties, and/or competencies identified below are to be included in the student's on-the-job training, while enrolled in this program.

Tasks

All signatures agree to comply with the responsibilities specified in the training agreement.

	Signatures	Date
Student		
Parent/Guardian		
Training Site Supervisor (Employer)		
Job Development & Placement Facilitator		
Education & Careers Director		