

**NEW JERSEY MODEL AGREEMENT
FOR SCHOOL-SPONSORED, PAID, CAREER ORIENTATION
STRUCTURED LEARNING EXPERIENCES**

(N.J.A.C. Title 6A, Chapter 8, Standards and Assessment for Student Achievement, 6A:8-3.2 Career Awareness and Exploration and Chapter 19 Vocational-Technical Education Programs and Standards, 6A:19-6:4 Structured Learning Experiences)

PART I: STUDENT INFORMATION

Student#: _____ Student Name: _____

SS#: _____ Date of Birth: _____ Career Cluster: _____

Student Address: _____ City: _____

State: _____ Zip: _____ Home Phone: _____ Job Title: _____

Business/Agency Name: _____ Employer ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Work Site Mentor Name: _____

Start Date: _____ End Date: _____ Credits: _____ Wages: _____

Hours of Daily Work: From _____ to _____ Weekend: From _____ to _____

EMERGENCY CONTACT INFO: Name: _____ **Day Phone:** _____

PART 2: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES

As per *New Jersey Administrative Code, Title 6A, Chapter 19, Vocational-Technical Education Programs and Standards*, the school district agrees to ensure that

- (1) All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor, (*N.J.A.C. 6A:19-6.4(a)*).
- (2) The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute, (*N.J.A.C. 6A:19-6.4(b)*).
- (3) The student will be placed in training sites deemed non-hazardous, (*N.J.A.C. 6A:19-6.4(c)*).
- (4) The student will be supervised by the appropriately licensed teacher or other designated district employee holding the appropriate license, (*N.J.A.C. 6A:19-6.4(c)1*).
- (5) The district will maintain the student's records reflecting the paid career orientation structured learning experience, (*N.J.A.C. 6A:19-6.4(d)*).

Consistent with the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program* requirements, the school district and business/agency understand that a paid career orientation structured learning experience taking place at a work site must include all of the following elements to be consistent with a "learning experience." We agree to ensure that the structured learning experience meets the following regulations:

- (1) The student shall be at least 16 years of age;
- (2) The activity must be related to a formal training plan (attached to this form) for the student;
- (3) There is collaboration and planning between worksite staff and school staff resulting in clearly identified career orientation learning objectives related to the paid activities that will be contained in the student training plan;
- (4) Any productive work is incidental to the student achieving the planned learning objectives;

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- (5) The student is expected to achieve the learning objectives and will receive credit for time spent at the worksite;
- (6) The student is supervised by an appropriately licensed school official and a workplace mentor;
- (7) The paid activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; *and*
- (8) The student does not replace an employee.

In compliance with the **NJ Department of Labor Child Labor Laws**, the **school district and business/agency** will ensure that the student and parent or guardian understand that the student is not entitled an offer of employment at the conclusion of the paid career orientation structured learning experience.

Name/Title of School Administrator _____

Signature: _____

Date: _____ District/School Code _____ Name of

District: _____

Mailing

Address: _____ Phone _____ Fax _____

Name/Title of Business/Agency Officer _____

Signature: _____

Date: _____ Employer ID# _____ Name of Business/Agency _____

Mailing Address _____ Phone _____ Fax _____

INSURANCE STATEMENT: The school district and the employer/agency agree to provide copies of their respective insurance certificates prior to the start of the paid career orientation structured learning experience. It is also agreed that the employer/agency will cover the student with all applicable insurances and workers compensation for paid employees as is required by the State of New Jersey.

PART 3: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the paid career orientation structured learning experience listed below:

- (1) I will maintain regular attendance both in school and on the structured learning experience site, complete and file assessment reports, and notify the school and workplace mentor if I am unable to report to the structured learning experience site.
- (2) I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and willingness to learn.
- (3) I will talk to the appropriate school personnel or workplace mentor about any difficulties arising during the structured learning experience.
- (4) I will obey the rules and regulations of the workplace and comply with the business/agency's business practices and procedures.
- (5) I will furnish the district staff person with all necessary information, complete all reports, and keep a daily record of time and educational/training activities. If school credit is to be awarded, I understand that I will receive credit only if assignments, time sheets and evaluations are satisfactorily completed.
- (6) I will work to acquire the knowledge and skills as outlined in my student training plan.

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I understand that I am not entitled to a promise of employment at the completion of the paid career orientation structured learning experience, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

SIGNATURE OF STUDENT: _____ Date: _____

~~PART 4: PARENT/GUARDIAN RESPONSIBILITIES~~

I agree to the following conditions of the paid career orientation structured learning experience:

- (1) I will encourage my child or ward to effectively carry out the structured learning experience assignments and responsibilities as outlined in the student training plan.
- (2) I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.
- (3) I will report any concerns raised by my child or ward regarding the structured learning experience to the supervising teacher.

I understand that the student is not entitled a promise of employment at the completion of the paid career orientation structured learning experience, as per the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program*.

I hereby give my consent for _____ to participate in paid career orientation structured learning experience activities during the current school year.

PARENT/GUARDIAN SIGNATURE: _____ Date: _____

PART 5: COMPLETION OF PAID CAREER ORIENTATION STRUCTURED LEARNING EXPERIENCE

Upon completion of the paid career orientation structured learning experience I certify that the student has received training in the areas indicated on the attached student training plan:

Student Signature: _____ Date: _____

Employer/Agency Signature: _____ Date: _____

District SLE Supervisor: _____ Date: _____

School Administrator Signature: _____ Date: _____

School Credit Awarded (if applicable): _____

ATTACHMENTS: Student Training Plan and Employment Certificate

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NOTE: Attach a copy of the student training plan (N.J.A.C. 6A:19) and a copy of the student's signed employment certificate (N.J.S.A. 34:2-21.1) to this document before signatures are gathered for this form.

Employment Certificate (N.J.S.A. 34:2-21.1, NJDOL), [also known as working papers], means a certificate granted by the issuing officer authorizing the employment of a child [student under the age of 18] as permitted under this act.

Training Plan (N.J.A.C. 6A:19, NJDOE) means a plan that identifies training site experiences, program objectives, individual responsibilities and measurable outcomes. The training of all students shall be developed with a training plan. **NOTE:** All structured learning experiences must be accompanied by a training plan.

This form may be used for the following school-sponsored, paid, career orientation structured learning experience placements as defined in Section II of the "Guidelines for Structured Learning Experiences":

- 12th grade options
- Career exploration experiences
- Community-based instruction
- Community-based placements
- Career orientation education
- Community-based service
- Community rehabilitation programs
- In-school work experiences
- Project-based learning
- School-based enterprise
- School-to-work activities
- Service learning
- Sheltered workshops
- Social Security work incentives
- Supported employment
- Vocational assessment
- Vocational exploration
- Vocational-technical education for life skills and paid employment
- Vocational training
- Work experience career exploration programs

Link to "Guidelines for Structured Learning Experiences": http://www.nj.gov/njded/voc/sle_man.htm