

SAMPLE TRAINING AGREEMENT FOR COOPERATIVE EDUCATION

Pennsylvania Career and Technical Education Regulations and Standards and Pennsylvania and Federal Child Labor Laws Require a Written Training Agreement and Training Plan for Each Student-Learner in a Cooperative Education Program.

Student- Learner Name _____	Social Security No. _____
Address _____	Telephone _____
Birth Date _____ Age _____	Work Permit No. _____
Student- Learner Career Objective _____	Job Title _____
Date of Employment: Beginning _____	Ending _____
High School or CTC/AVTS _____	
Address _____	Telephone _____
Training Agency _____	
Address _____	Telephone _____
Training Supervisor _____	Telephone _____
Weekly Hours _____	Beginning Rate of Pay _____

EMPLOYER/TRAINING SITE RESPONSIBILITIES:

The employer/training site will adhere to all State and Federal regulations regarding safe working environment and conditions, employment, child labor laws, minimum wages and workers' compensation.

1. The student-learner will be given a variety of work assignments and be supervised by an experienced person.
2. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school.
3. The training supervisor will arrange a conference with the coordinator when a trainee problem arises.
4. The training sponsor will provide necessary safety instruction throughout student-learner training period.
5. Employer/training site will not employ a student-learner to displace a regular worker.
6. Exposure to hazardous work will be incidental to the student-learner's training and not be a part of the student-learner's training program.
7. The employer is not liable to the unemployment compensation fund for wages paid to the student-learner while under the training program. This is provided in Section 4(1)(4)(10)(C) of the Pennsylvania Unemployment Compensation Law.

STUDENT-LEARNER RESPONSIBILITIES:

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. The student-learner agrees to report job problems to the training supervisor and cooperative education coordinator.
3. The student-learner will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The student-learner must be regular in attendance at school and on the job. If unable to report to work, the student-learner will notify the employer and coordinator before the start of the normal workday.
5. The student-learner's employment will be terminated upon withdrawal from school.
6. The student-learner will report to school for designated meetings and related instruction.
7. The student-learner will follow school rules at the work and school sites. Violation of school rules will lead to disciplinary action, which may include termination from employment.

SCHOOL RESPONSIBILITIES:

1. The program is under the direct supervision of a certified cooperative education coordinator.
2. The student-learner will receive related instruction and safety instruction from the occupational instructor or the cooperative education coordinator prior to job placement.
3. The cooperative education coordinator will visit the student-learner and training supervisor on a regular basis at the training site.
4. The cooperative education coordinator will investigate compatibility of job circumstances with requirements for student-learner attainment of advanced standing in an apprenticeship program upon graduation from high school.
5. The school will maintain signed copies of the written training agreement and plan for each student-learner participating in the program for three years from the date of enrollment in the program.
6. Student-learner transportation, insurance and attendance at school and work will be covered by school policy.

This memorandum is for the purpose of outlining the agreement between the school and employer on the conditions of training to be given a student-learner while on the job. We, the undersigned, agree to the conditions and statements in this agreement.

Student-Learner	Date	Parent or Guardian	Date
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Employer	Date	Principal, CTC/AVTS Director or Designee	Date
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Cooperative Education Coordinator	Date
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Employers/Training Sites of Cooperative Education student-learners and the school will not discriminate in its educational programs, activities or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification.