



Work-Based Learning (WBL) Plan and Agreement

Student Information

Student Name:

Last

First

M.I.

Date of Birth:	Location of Birth:	Gender:
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Address:

Street Address

City, State

Zip

Phone Number:

Email:

Parent/Guardian Name(s):

Parent/Guardian Address:

Program Area Information

CTE Program Area:
 Automotive Technology
 Agriculture Education
 Business/Marketing
 Construction
 Health Science
 Welding

Credit:
 ½ credit (75 hrs.)
 1 Credit (150 hrs.)

Career Cluster: <input type="checkbox"/> Agriculture, Food, and Natural Resources <input type="checkbox"/> Architecture and Construction <input type="checkbox"/> Arts, Audio-Video Technology, and Communication <input type="checkbox"/> Business Management and Administration <input type="checkbox"/> Education and Training <input type="checkbox"/> Finance <input type="checkbox"/> Government and Public Administration <input type="checkbox"/> Health Science <input type="checkbox"/> Hospitality and Tourism	<input type="checkbox"/> Human Services <input type="checkbox"/> Information Technology <input type="checkbox"/> Law, Public Safety, Corrections, and Security <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marketing <input type="checkbox"/> Science, Technology, Engineering, and Math <input type="checkbox"/> Transportation, Distribution, and Logistics
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Company/Business Information

Company/Business Name:

Company/Business Address:

Street Address

City, State

Zip

Work-site Mentor Name and Title:

Copy of Federal Background Check Provided (Work-site Mentor)*:
 Yes
 No

Work-site Mentor Phone Number:	Work-site Mentor E-mail:
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Student Work Schedule (Days and Hours):	Total Hours Per Week:	Rate of Pay (if applicable):
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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 and 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
- maintain confidentiality of student information in accordance with state and federal law

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 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 and Agreement developed by the teacher, coordinator, and employer

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 WBL
- abide by the WBL Plan and Agreement for hazardous occupations, when applicable

The school/coordinator agrees to:

- revise the WBL Plan and Agreement as needed to improve the student’s work experience
- visit the student on the job as often as appropriate 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

Signatures	Date
Employer:	
Student:	
Parent/Guardian:	
North Valley CTC Director:	
Career Pathways Coordinator:	

*Background check not required; however, parent/guardian will be informed. Parent/Guardian signature serves as approval.