



TOOLS

Youth/Pre-Apprenticeship Plan and Agreement

Student's Last Name:		Student's First Name:	
SSID Number:		Date of Birth:	
Address:			
City:		State:	ZIP:
Cell Phone Number:		Email:	

School:			
Address:			
City:		State:	ZIP:
Phone Number:			

	Attendance/Punctuality		Adaptability/Flexibility
	Appropriate Dress		Relationships with Co-Workers
	Attitude		Time Management
	Dependability		Quality of Work
	Initiative		Quantity of Work
	Ability to Follow Directions		Abides by Company Rules/Regulations
	Job Knowledge		Safety
	Cooperation		Use of Equipment

CTE Program Area:	
Career Pathway/ICAP Career Goal(s):	
Teacher:	
Name of WBL Coordinator/Supervisor:	

Company/ Business Name:		Phone:	
Address:			
City:		State:	ZIP:
Worksite Mentor:		Title:	
Student Work Schedule (Days and Hours):		Start and End Date:	
Copy of Background Check: Worksite Mentor <input type="checkbox"/> Yes <input type="checkbox"/> No			



TOOLS *(continued)*

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Based on the work-based learning type, complete the following:

Technical Skills/Competencies (Hazardous Occupations*)

1.
2.
3.
4.
5.
6.
7.

* The addendum for hazardous occupations shall be completed if the co-op placement is associated with an exemption for hazardous occupations.

Occupational Safety Competencies

1.
2.
3.
4.
5.
6.
7.

Student's Name:	School Year:
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TOOLS *(continued)*

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The student agrees to:

- Be courteous and considerate of the employer, co-workers and others.
- Keep the employer's best interest in mind and be punctual, dependable and loyal.
- Notify the employer and the coordinator as soon as possible if he or she is 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 to 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 youth/pre-apprenticeship plan/agreement developed by the teacher, coordinator and employer.

The teacher/coordinator agrees to:

- Prepare, with assistance of the training supervisor, a youth/pre-apprenticeship plan/agreement.
- Revise the youth/pre-apprenticeship plan/agreement as needed to improve the student's work experience.
- Visit the student on the job as often as appropriate to the youth/pre-apprenticeship experience 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 youth/pre-apprenticeship placement.

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 work-based learning experiences.
- Abide by the youth/pre-apprenticeship plan/agreement for hazardous occupations, when applicable.

The employer agrees to:

- Take an active part in the training and supervision of the student while providing instruction in accordance with the youth pre-apprenticeship plan/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.

TOOLS *(continued)*

Youth/Pre-Apprenticeship Plan and Agreement

The employer agrees to (continued):

- 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 (if applicable) employment 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.
- Ensure that all supervising employees have completed criminal background checks.
- Maintain confidentiality of student information in accordance with state and federal law.

If this agreement is for a paid Youth/Pre-Apprenticeship Learning Placement, the employer certifies that this student is covered by workers’ compensation insurance; otherwise the student and school assume insurance coverage.

Signatures	Date
Employer:	
Principal:	
Student:	
Youth/Pre-Apprenticeship Coordinator (if applicable):	
Teacher:	
Parent/Guardian:	

Copies of this Youth/Pre-Apprenticeship Plan/Agreement have been sent to:

- Employer
- Youth/Pre-Apprenticeship Coordinator
- Principal
- Teacher(s)
- Student
- Parent/Guardian