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*Transition Coordinator* Seaholm High School 2436 W. Lincoln Birmingham, MI 48009

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**Work Based Learning - WBL**

# Training Agreement/ Plan (Non-CTE Program)

## Student:       Work Study (paid) [ ]  CBVI Experience (unpaid) [ ]

Address:       School ID#       Birth Date:

City:       Home School:

State: MI Zip:       Phone:

Student’s Job Title:       Employer/Training Sponsor:

Work Site location/Address:

*This training agreement exempts the unpaid student learner from receiving unemployment insurance benefits for the period of time covered by the training agreement.* For those students who have paid employment, verification of workman’s compensation will be verified from Bureau of Workers’ Disability and Compensation **1-888-396-5041** or from web site at [www.michigan.gov/wca](http://www.michigan.gov/wca) under "insurance coverage look up."

Workman’s Compensation Disability (please check): [x] yes [ ]  no Liability Insurance: [x]  yes [ ]  no

Workman’s Compensation Carrier: \_      General Liability Insurance Carrier:

Work Site Supervisor:       BPS Certified Teacher:

Beginning Date:       Ending Date:       Primary Job Activities: *To be reviewed every 30 days.*

Work Hours:       to       Su M T W Th F Sa 1.      4.

Work Hours:       to       Su M T W Th F Sa 2.      5.

Work Hours:       to       Su M T W Th F Sa 3.      6.

*Cannot compute more than ½ of student’s FTE. Work and school hours not to exceed 48 hours per week if student less than 18 years of age.*

 Expectations and Standards of Attainment:

1. The student will meet the employer’s expectations of standards and excellence.
2. The student will follow directions and take appropriate steps when directions are not clear or a complication exists.
3. The student will know the importance of following a routine and establish a personal routine for unfamiliar tasks.
4. The student will apply strategies to organize and schedule work tasks.
5. The student will ask for clarification if he/she does not understand the instructions.
6. The student will persist through task completion and assess job quality and efficiency of performance.
7. Additional relevant objectives as prescribed in student’s IEP.
8. Work based learning aligns with student’s IEP/EDP.

 Related Subjects:

 Pre-Vocational, Consumers (English, Math)

 Community Mobility

 Task Related Adjustment

 Social/Emotional Adjustment/Self Advocacy

* Educational Development Plan (if applicable)

1. Exploring the World of Self

2. Career Awareness and Exploration

3. Career Direction

4. Career Concentration

 Rights and Responsibilities

 Communication/Self Determination

 Resume/Portfolio Development

**Safety:** The school/employer provides safety instruction appropriate to the student’s placement. This was completed on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_ initials of Job Coach / Employment Training Specialist(ETS)/or Employer as applicable

Emergency Contact Name & Phone Number:

Health Insurance Carrier:       Policy #:

*The parents acknowledge that neither the school nor employment training site provides medical/health protection unless provided by employer for paid employees. It is the responsibility of the parent/guardian to provide such coverage (coverage as listed above).*

* For nonpaid work experience, the employer, Transition Coordinator and parent/guardian sign a training agreement. BPS has liability insurance covering school activities not conducted on school grounds. Parents are responsible for medical and accident insurance for community-based, vocational, and other school activities.
* Students who are paid on the job are covered by the employer’s worker’s compensation insurance.
* CE OF NON-DISCRIMINATION: It is the policy of the Birmingham Public School District not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight, sexual orientation, or marital status in its programs, services or activities. All inquiries regarding BPS nondiscrimination policies should be addressed to: Birmingham Public Schools Administration Office, 31301 Evergreen Rd., Beverly Hills, MI 48025 (248) 203-3000.

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Student’s Name:

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The Employer/Training Sponsor Agrees To:

* Assure compliance with all federal, state and local laws and regulations, including non-discrimination

**Evaluation Criteria:**

As part of a Work-Based Education Program, this student will be evaluated in the following areas and graded by BPS teacher with input from Employer:

* Verification of hours worked
* Necessary paperwork turned in on time
* Dependability/Responsibility

 (attendance, punctuality)

* Job knowledge (follows instruction, understands procedures)
* Teamwork (works well with others)
* Quality of Work (works neatly, accurately, completes assigned tasks)
* Personal Management Skills (self-directed, works to potential, positive work attitude)
* Communication (asks for help, uses appropriate voice tone, uses proper language and grammar)
* Provide and require any safety equipment and abide by all federal, state, and local safety regulations
* Schedule student who is under 18 in compliance with Labor Laws that school and work combined

 cannot total more than 48 hours per week

* Develop a training plan with the BPS Transition Coordinator

• Work with BPS staff to ensure the best possible training

* Provide time for consultation with the BPS Transition Coordinator to discuss the student’s progress

• Help to evaluate the student’s performance

• Consult with the BPS Transition Coordinator if dismissal is anticipated; conferences should be to avoid

 dismissal if possible

• Verify student attendance and hours at Training Site

The Student Agrees To:

• Abide by the regulations and policies of his/her employer and school

* Be in regular attendance on the job

• Inform the employer and/or the BPS staff in the event of illness or absence

• Perform work responsibilities in an efficient and willing manner

• Demonstrate appropriate dress and grooming habits

• Conform to the rules and regulations of the work site

• Be subject to discharge at any time because of poor work habits or dishonesty

The Parent/Guardian Agrees to:

• Share responsibility for school and job attendance, including calling the school and/or employer

 in case of illness or absence

• Encourage the student to succeed in school and work experience

• Allow Birmingham Public Schools to release confidential information regarding my son or daughter’s

 disability/medical condition as it relates to his/her job performance and needed accommodations. I

 understand this information will be shared with the site supervisor(s) at each of my child’s job placements

 throughout the school year as necessary

* Allow Birmingham Public Schools to use pictures of my son or daughter for information or publicity
* Parents will not intercede on behalf of their student or BPS with our community partner employers, site

managers, or employees.  Violation of this will be cause for student to be removed from work-based learning site.

The BPS Transition Coordinator Agrees To:

• Develop a training plan with the employer

• Provide necessary related classroom instruction

• Help to evaluate the student’s performance

• Supervise and provide training needed by the student on a regular basis as agreed upon with the employer

• Evaluate the student’s performance on a regular basis with the input from the employer

• Inform parents/guardians and student of progress made at the work site

• Provide a certificate of insurance upon request by the employer

* Grant credit based on the student’s performance of duties as directed by employer’s reports, regular and

 prompt attendance at school and work, and upon completion of related classes and objectives

* Visit the work site at least once every 30 school days

The BPS Transition Coordinator and/or Employer Reserve the Right to Withdraw

the Student from the Work Site Under the Following Conditions:

• The student is no longer enrolled in school

• The student’s attendance or performance is unsatisfactory

• The policies or rules of the employer are abused by the student

• The student/parent decides to terminate the training

• The activities no longer need to be performed at the work site

• The student is performing the job at a competitive rate

# General Conditions:

If the experience is deemed **non-paid status**, the student is not considered an employee within the meaning of the Fair Labor Standards Act because the following conditions apply: the training is similar to that which would be given in a vocational school, the training is for the benefit of the student, the student does not displace regular employees but works under their close supervision, no immediate advantage is derived from the activities of the student, the student is not necessarily entitled to a job at the conclusion of the training period, and the employer and student understand that the student is not entitled to wages for the time spent in the training.

**Agreement & Approval Signatures:**

**Student: Date:**

**Parent/Guardian: Date:**

**Employer: Date:**

**BPS Transition Coordinator: Date:**

**School Principal or Designee: Date:**

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