



**INDIANA COUNTY TECHNOLOGY CENTER
TRAINING AGREEMENT FOR WORK-BASED LEARNING OPPORTUNITIES**

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Pennsylvania Bureau of Career and Technical Education Regulations and Standards/Pennsylvania and Federal Child Labor Laws require a written training agreement and training plan for each student in a vocational cooperative education program.

Student Name:	Social Security #:	Date Processed:
Address:	Telephone #:	
Birth Date: Age:	Home School:	Work Permit #:
Career Objective:	Job Title:	
Training Agency:	Telephone #:	
Job Site Street Address:	City/Zip:	
Training Supervisor:	Title:	
Beginning Date:	Ending Date:	
Average Weekly Hours:	Beginning Rate of Pay: \$	

TRAINING AGENCY RESPONSIBILITIES:

- The training agency will adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages and workmen's compensation.
- The student will be given a variety of work assignments and be supervised by an experienced person.
- The periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school which will be once each nine-week period.
- The training supervisor will arrange a conference with the coordinator when a trainee problem arises.
- The training sponsor will provide necessary safety instruction throughout student training period.
- Training agency will not employ a student-learner to displace a regular worker.
- Exposure to hazardous work will be incidental to the student-learner's training not a part of the student-learner's training program.
- The employer is not liable to the unemployment compensation fund for wages paid to the student while under the training program. This is provided in section 4L410C in Pennsylvania Unemployment Compensation Law.
- The employer will make the final selection in the employment process.

STUDENT-LEARNER RESPONSIBILITIES:

- The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
- Student agrees to report job problems to training supervisor and coordinator.
- The student will adhere to company policy; employment may be terminated for the same reasons as regular employees.
- The student-learner must be regular in attendance at school and on the job. If unable to report to work, the employer and coordinator will be notified before the start of the normal work day.
- The student-learner's employment will be terminated upon withdrawal from school.
- The student working under this agreement is not eligible for unemployment compensation, nor are they eligible to use wages received under the program as credit for unemployment benefits.

SCHOOL RESPONSIBILITIES:

- The program is under the direct supervision of a certified cooperative education coordinator/instructor.
- The cooperative education coordinator/instructor will visit the student and/or training supervisor once per month during the agreement period.
- The student-learner will receive related instruction and safety instruction from the occupational instructor or the cooperative education coordinator/instructor during employment.

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 while on the job. It, therefore, should not interpreted by either agency as a legal document or any form of binding contract.

We the undersign agree to the conditions and statements contained in this agreement (signatures required):

Student-Learner:	Date:
Parent or Guardian:	Date:
Employer:	Date:
Cooperative Education Coordinator:	Date:
Home School Administrator:	Date:

The Indiana County Technology Center is an equal opportunity education institution and employers of vocational cooperative education students will not be discriminated on the basis of race, color, national origin, sex, handicap or age in its activities, programs or employment practices in accordance with federal and state statutes and regulations. For more information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact Jim Thimons, Title IX and Section 504 Coordinator at ICTC, 441 Hamill Road, Indiana, PA 15701, 724-349-6700 between the hours of 7:45 a.m. and 3:45 p.m.