



TRAINING AGREEMENT

COOPERATIVE EDUCATION

Student Name _____
Address _____
High School _____ Phone _____
E-mail Address _____
Career and Technology Program _____
Instructor _____
Work Site _____
Work Site Supervisor _____

This training agreement briefly outlines the responsibilities of the students, parents, employer and teacher.

PARENT/GUARDIAN

- Approves and agrees that the student may participate in work-based learning at the work site listed above
- Encourages the student to effectively carry out the work experience requirements both in the classroom and on the job
- Assumes responsibility for the conduct of the student
- Provides transportation for the students to and from the work site
- Holds SDPC and instructor listed above harmless for the risks associated with transportation

STUDENT

- Complies with the rules and regulations of the work site
- Observes the same regulations that apply to other employees
- Adheres to all policies and regulations as set forth by career & technology center administration and instructor
- Agrees to maintain good academic standing and disciplinary behavior at high school, career and technology center and work site
- Understands the agreement may be terminated by work site supervisor, instructor, or career and technology center administration for due cause or for unforeseen business conditions

INSTRUCTOR

- Works with student's work site supervisor in developing a training plan for the student
- Coordinates work site competencies report (job evaluation) to be used in determining student's grade
- Counsels the student about his/her job progress, behavior, attitude, academics and in other areas as needed
- In collaboration with the work site supervisor terminates the employment when it serves in the best interest of the student
- Reinforces work based experiences with related classroom instruction
- Signs Work Site Evaluation

WORK SITE SUPERVISOR

- Recognizes the student is enrolled in a work-based learning experience aligned to their program of study
- Evaluates and documents student progress
- Agrees to operate without discrimination on the basis of sex, religion, national origin, age, or disability in compliance with Title IV, Title VII, Title IX, Section 504, and all other applicable civil rights legislation
- Adheres to wage and hour; child labor; and all other federal, state, and local laws pertaining to student employment.
- Complete and return the work site competencies report
- Notify the student's instructor as soon as a problem arises with the student's employment

SCHOOL-TO-WORK FACILITATOR

- Complete Work Site Evaluation
- Confirms Workers Compensation is in effect for student

Student

Parent

Work Site Supervisor

Instructor

Career & Technology Center Administration

School-to-Work Facilitator

***The School District of Pickens County operates without discrimination
on the basis of sex, religion, national origin, age, or disability
in compliance with Title IV, Title VII, Title IX, Section 504, and all other applicable civil rights legislation.***

Revised February 2011 | **Return signed original to:** Career & Technology Center Administration.

Copies will be sent to (1) Supervisor (2) Student (3) Instructor (4) School-to-Work Facilitator

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