FORMS in Adobe PDF Format

One of the requirements for the various types of work-based learning is that each student must have a Work-Based Learning Plan/Agreement on file at the school.

This appendix contains ***SAMPLE*** forms that may be printed and then completed by the appropriate parties as necessary to meet the needs of your work-based learning program(s).

Each chapter of the *Work-Based Learning Manual 2008* contains SAMPLE forms (in WORD format) specific to that type of work-based learning (e.g., Cooperative Education, Internship, Mentoring, Shadowing, etc.) which may also be used or modified to meet the needs of your work-based learning program(s).

1. Work-Based Learning Plan Agreement A.2.2
2. Addendum for Student Learner in Hazardous Occupations A.2.5
3. Log of Work-Based Learning Contacts A.2.7
4. Work-Based Learning Evaluation by Student A.2.8
5. Work-Based Learning Employer Evaluation Report A.2.9

Education Cabinet **Date:_____**
Division of Career and Technical Education
Office of Career and Technical Education

☐ Coop ☐ Internship ☐ Mentoring ☐ Shadowing
☐ School-Based Enterprise ☐ House Project ☐ Service Learning ☐ Entrepreneurship

WORK-BASED LEARNING/PLAN AGREEMENT

Student's Last Name:		First Name:		MI:	
SID Number:		Date of Birth:			
Address:		City:			
Phone Number:		State:		Zip:	
Cell Number:		E-Mail			

School					
Address:		City:			
Phone Number:		State:		Zip:	

Program Area:		ILP Career Goal:	
Teacher's Name			
Coordinator's Name:			

Company/Business Name:			Phone:		
Address:			E-Mail:		
City:		State:		Zip:	
Work-Site Mentor:		Hours/Week:			
Title:		Start and End Dates:			
Work Schedule (Days & Hours):		Hourly Wage: (if applicable)			
Optional: Background Check Completed: Work-Site Mentor Yes_____ No _____					

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Equal Education and Employment Opportunities M/F/D

Based on Work-Based Learning type, complete the following:

General Workplace Competencies

☐	Attendance/Punctuality	☐	Adaptability/Flexibility
☐	Appearance	☐	Relations with Co-Workers
☐	Attitude	☐	Time Management
☐	Dependability	☐	Quality of Work
☐	Initiative	☐	Quantity of Work
☐	Following Directions	☐	Company Rules/Regulations
☐	Job Knowledge	☐	Safety
☐	Cooperation	☐	Use of Equipment

Occupational Skills/Competencies (Hazardous Occupations*)
1.
2.
3.
4.
5.
6.
7.

***The addendum for Hazardous Occupations is to be completed if a co-op placement is associated with an exemption for hazardous occupations.**

Occupation/Safety Competencies	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
Student:	School Year:

THE STUDENT AGREES TO:

- Be courteous and considerate of the employer, co-workers, and others.
- Keep the employer's interest in mind and to be punctual, dependable, and loyal.
- Notify the employer and the coordinator as soon as possible if unable to go to work and/or school.
- Keep such records of work experience and wages (if applicable) earned as required by the school and to submit them on or before specified deadlines.
- Conform to the policies and regulations of the employer and the school.
- Maintain a satisfactory performance level on-the-job.
- Abide by the Work-Based Learning Plan/Agreement developed by the teacher, coordinator, and employer.

THE TEACHER/COORDINATOR, ON BEHALF OF THE SCHOOL, AGREES TO:

- Prepare, with the assistance of the training sponsor, a WBL Agreement/Plan.
- Revise the Agreement/Plain as needed to improve the student's work experience.
- Visit the student on the job as often as appropriate to the WBL experience to determine instructional needs and to ensure that the student receives job training and supervision as well as variety of job experiences.
- Recognize that much of the information gathered at the company is confidential.
- Prior to the WBL experience, prepare the student to be successful.

THE PARENT OR 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 WBL 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 WBL Agreement/Plan.
- Provide safety training as regulated by OSHA.
- Assist the coordinator in evaluation the student's performance on the job by completing the evaluation form when required.
- Provide close supervision by an experienced and qualified person to avoid subjecting the student to unnecessary or unusual hazards.
- Notify the parent and the school immediately in case of accident, sickness or any other serious problems.
- Permit and expect the coordinator to visit periodically to discuss the progress of the student and to observe him/her on the job.
- Give the same consideration to the student as given to other employees in regard to safety, health, general employment conditions and other regulations to the business.
- Comply with all regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, marital status or age.
- Contact coordinator prior to student's dismissal from employment.
- Pay student-trainee when an employer/employee agreement is negotiated.

If this agreement is for a paid work-based learning placement, the employer certified that this student is covered by Workers' Compensation Insurance and that the policy is now in force and registered with the Department of Workers Claims in Frankfort, KY as prescribed by law (KRS 342.630) (or with the appropriate agency if outside of Kentucky.)

	Signatures	Date		Signatures	Date
Employer:			WBL Coordinator: (when applicable)		
Principal:			Teacher:		
Student:			Parent/Guardian:		

Copies sent to:

_____Employer _____ Principal _____ Student _____ WBL Coordinator _____ Teacher _____ Parent/Guardian

Addendum for Student Learner in Hazardous Occupations And Cooperative Education Training Plan

(minors under 18 years of age)
To Be Attached To Work-Based Learning Plan/Agreement

HAZARDOUS OCCUPATIONS PROHIBITED FOR MINORS:

1. Occupations in or about Plants or Establishments Manufacturing or Storing Explosives or Articles Containing Explosive Components.
2. Motor Vehicle Driver and Outside Helper
3. Coal Mine Occupations
4. Logging or Sawmill Operations
*5. Operation of Power-Driven Woodworking Machines
6. Exposure to Radioactive Substances
7. Operation of Power-Driven Hoisting
*8. Apparatus
9. Operation of Power-Driven Metal Forming, Punching, and Shearing Machines
Mining, other than coal
*10. Slaughtering, Meat Packing or Processing, or Rendering
11. Operation of Bakery Machines
*12. Operation of Paper Products Machines
13. Manufacture of Brick, Tile and Kindred Products
*14. Operation of Circular Saws, Band Saws, and Guillotine Shears
15. Wrecking, Demolition and Shipwrecking Operations
*16. Roofing Operations
*17. Excavating Operations
18. In, about or in connection with any establishment where alcoholic liquors are distilled, rectified, compounded, brewed, manufactured, bottled, sold for consumption, or dispensed unless permitted by the rules and regulations of the Alcoholic Beverage Control Board (except they may be employed in places where the sale of alcoholic beverages by the package is merely incidental to the main business actually conducted).
19. Pool or Billiard room

EXEMPTIONS

Exemptions may be made for Hazardous Occupations identified by an asterisk (*) in the above list for student learners who are enrolled in Cooperative education program through a **written agreement** with the recognized local educational authority.

DEFINITION OF STUDENT LEARNERS

A student learner is an individual who is enrolled in a course of study and training in a cooperative vocational program under a recognized state or local educational authority.

GUIDELINES FOR WRITTEN AGREEMENT

The addendum to the Work-Based Learning Plan/Agreement must:

- Be attached to the official Work-Based Learning Plan/Agreement
- Identify the hazardous occupations in which the student is participating
- Specify tasks to be performed in the Co-op placement and identify those tasks which are identified as hazardous
- Identify types of supervision required at the work site (i.e. general and direct). Direct on-site supervision ***is required*** when using hazardous equipment
- Ensure that student has completed appropriate skill and safety training to be able to perform specified task at entry-level employment status

Written Agreement for Hazardous Occupations

Job Title	Hazardous Occupation and Exemption*
Identify tasks to be performed at work-site	Identify hazardous tasks to be performed at work site

Supervision

Identify areas of general supervision to be provided for the student learner at the work site:

_____

_____

_____

Identify areas where direct supervision is to be provided for the student learner performing hazardous tasks at the work site:

_____

_____

_____

This agreement is an exemption from Child Labor Order # _____* from the identified hazardous occupation list. This exemption is effective when all parties abide by the terms of this agreement.

Instructor (School)	Date
Supervisor (Work)	Date
Parent / Guardian	Date

*Refer to the number identified with an asterisk on previous page.

SAMPLE

Log of Work-Based Learning Contacts

Division of Career and Technical Education
Office of Career and Technical Education

☐ Coop ☐ Internship ☐ Mentoring ☐ Shadowing
☐ School-Based Enterprise ☐ House Project ☐ Service Learning ☐ Entrepreneurship

Student Name: _____ Grade Level: _____
School: _____ Program: _____
Business/Company Name: _____
Work-Site Mentor: _____
WBL Starting Date: _____ WBL Ending Date: _____

Purpose of Visit: ☐ Observation of Student ☐ Visit with worksite mentor ☐ Evaluation
☐ Problem situation ☐ Other: _____

1. Each site should be visited at least one time before the student is placed to ensure the safety and proper training of the student.
2. Each student should be visited periodically at the work-site to check progress, attendance, appropriate work assignments, safety, etc. Additional minimum visitation requirements:
   - Coop, Internship and Mentoring
   - 1 time per 9 weeks
   - No additional requirements
3. Please document visitation below.

Date of Visitation	Person Making Visit	Observation/Suggestions/Recommendations

SAMPLE

Work-Based Learning Evaluation by Student

Division of Career and Technical Education
Office of Career and Technical Education

☐ Coop ☐ Internship ☐ Mentoring ☐ Shadowing
☐ School-Based Enterprise ☐ House Project ☐ Service Learning ☐ Entrepreneurship

Date:_____

Student Responsibility: Turn in this form to the Teacher/WBL Coordinator at the end of the WBL experience.					
Student's Last Name:		**First Name:**		**MI:**	
Employer:		**Contact Person:**			
Date WBL began:		**Date WBL ended:**			

Evaluation of Work-Based Learning Experience

Scale: 1 – Poor 2 – Needs Improvement 3 – Average 4 – Good 5 – Excellent

Work-Based Learning Experience	**Rating**				
Related to my career goal	**1**	**2**	**3**	**4**	**5**
Helped in planning my career					
Still interested in this career					
Received guidance and direction from the WBL supervisor on site					
Used time wisely					
Assigned appropriate amount of work					
Expected appropriate quality of work					
Emphasized work ethics					
Provided Work-Based Learning experience as outlined in agreement					
Was of sufficient length					
Was a positive experience overall					
Remarks:					

Sample

Work-Based Learning (WBL) Employer Evaluation Report

Division of Career and Technical Education
Office of Career and Technical Education

□ **Coop** □ **Internship** □ **Mentoring** □ **Shadowing** □ **School Enterprise/Bank/Store** □ **House Project**

School:		Program:	
Student Name:		WBL Start Date:	
Company Name:		WBL End Date:	
Contact Person:		Telephone:	

Student Responsibility: Turn in this form to the Teacher/WBL Coordinator at the end of the WBL experience or at least every two weeks of employment.

Employer Responsibilities: Please complete the two tables below; share your ratings with the student; give this form to the student to return to the Teacher/WBL Coordinator. Thank you.

Evaluation

Scale: 1 – Poor 2 – Needs Improvement 3 – Average 4 – Good 5 - Excellent

Trait	Rating					Trait	Rating				
Attendance/Punctuality	1	2	3	4	5	Cooperation	1	2	3	4	5
Appearance	1	2	3	4	5	Adaptability/Flexibility	1	2	3	4	5
Attitude	1	2	3	4	5	Relations with Co-Workers	1	2	3	4	5
Dependability	1	2	3	4	5	Time Management	1	2	3	4	5
Initiative	1	2	3	4	5	Quality of Work	1	2	3	4	5
Following Directions	1	2	3	4	5	Quantity of Work	1	2	3	4	5

Remarks:

Attendance

Day	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	Total Hours
Date											-------
Hours Worked											

Earnings (If Applicable)

Total Hours: _____ Hourly wage: _____ = Total Gross Earnings: $ _____

Signature of Supervisor: _____ Date: _____

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