

Training Plan Agreement

Student _____ Grade _____ Age _____

School District _____ Campus Name _____

Career Cluster _____ Business Name _____

Program of Study _____ CTE Course Title _____

Time Class Meets _____ Course Code _____

The student agrees to diligently perform the work-based training experiences and conscientiously pursue the coordinated classroom course of study as outlined in this training plan. Work-based training experiences will be assigned by the training sponsor and performed according to the same company policies and regulations applicable to regular employees. The student agrees to take advantage of every opportunity to improve his or her efficiency, knowledge, and personal traits in order to pursue further education and enter the chosen occupation as a desirable employee.

The company and school are responsible for providing students with opportunities for training in the basic skills of an occupation and knowledge of related technical information. In order to provide a systematic plan for well-rounded training, a schedule of work-based training experiences and a parallel classroom course of study have been coordinated and agreed upon by the training sponsor and CTE teacher.

In addition to providing practical instruction, the work-based learning instruction the student receives can be paid or unpaid.

Please check one:

Unpaid work-based instruction

OR

Paid work-based instruction. The training sponsor agrees to pay the student for the useful work done while undergoing training according to the following plan:

1. The beginning wage will be \$_____ per _____ for _____ hours per school week.
2. Periodically, the training sponsor and CTE teacher will jointly review the wages paid the student to determine a fair and equitable wage consistent with the student's increased ability, prevailing economic conditions, and company policy.

The training period begins the _____ day of _____, 20____, and extends through _____, _____.

There will be a probationary period of _____ days during which the interested parties may determine if the student has made a wise choice of an occupational training area, and if the training should be continued. This plan may be terminated for just cause by either party without recourse.

Is the training objective listed considered to be a hazardous occupation by the U. S. Department of Labor, Employment Standards Administration and the Wage and Hour Division: Yes _____ No _____

If yes, any exemption(s) for student-learners or apprentices will apply as described in the *Youth Employment Provisions for Nonagricultural Occupations Under the Fair Labor Standards Act - Child Labor Bulletin 101* or *Child Labor Requirements in Agricultural Occupations - Child Labor Bulletin 102*. Current information for exemptions is available from the U. S. Department of Labor in the Wage and Hour Division or its website at www.dol.gov/whd.

It is the policy of **NORTH EAST INDEPENDENT SCHOOL DISTRICT** and _____ (business name) not to discriminate on the basis of race, color, national origin, sex or disability in its career and technical education programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma de **NORTH EAST INDEPENDENT DISTRITO ESCOLAR** y _____ (Nombre del Negocio) no discriminar por base de raza, color, origen nacional, sexo o impedimento, en sus programas de Educación y Carreras Técnicas servicios o actividades vocacionales, tal como lo requiere el Título VI de la enmienda de la Ley de Derechos Civiles de 1964, el Título IX de las enmiendas de Educación, de 1972; y las enmiendas de la Sección 504 del Acta de Rehabilitación de 1973.

Signature Approvals

(Student)

Date

(Training Sponsor)

Date

(Parent or Guardian)

Date

(CTE Teacher)

Date

Note: Each party to this agreement should receive a signed copy. Keep the original or a copy with the student's permanent record.

Description of Specific and Related Occupational Training

In the section below labeled *Texas Essential Knowledge and Skills (TEKS) for Training Objective*, insert the knowledge and skill statements from the related CTE course.¹ The *Advanced Occupationally Specific Essential Knowledge and Skills* section is available to add specific training opportunities otherwise not identified in the TEKS. **NOTE:** Add rows as needed.

Texas Essential Knowledge and Skills (TEKS) for CTE Course	Work-Based Instruction	Individualized Class Study	Specific Related Study Assignments
The student demonstrates professional employability skills to gain an entry-level position.	<input type="checkbox"/>	<input type="checkbox"/>	Finding Employment Lessons – Creation of job search documents, interviewing skills, e-portfolio <i>Reinforcement Lesson – e-portfolio project</i>
The student develops skills for success in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	Employability Skills Lessons– Grooming and Personal Appearance, Time Management, Professional Communication, Customer Service, Employee Handbook <i>Reinforcement Lesson – Developing an Employee Handbook Project</i>
The student discusses work ethics, employer expectations, interactions with diverse populations, and communication skills in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	Workplace Diversity Lessons – Culture, Race, and Gender Diversity <i>Reinforcement Lesson – My Culture Project and Presentation</i>
The student applies academic skills to the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	Academic Skills – Using Math in the Workplace, Using English/LA in the workplace <i>Reinforcement Lesson – Cash Register Reports – A Manager’s Perspective</i>
The student applies the ethical code of conduct and legal responsibilities within the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	Ethical Behavior Lessons – What is Ethics Legal Responsibilities Lessons –Child Labor Laws, EEOC, Wage and Hour Laws <i>Reinforcement Lesson – Legal Responsibilities Research Paper</i>
The student applies the use of self-development techniques and interpersonal skills.	<input type="checkbox"/>	<input type="checkbox"/>	Career Exploration and Planning Lessons – Careers, Kuder, My Future Career <i>Reinforcement Lesson – Career Project</i>
The student applies concepts and skills related to safety in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	Safety Lessons – OSHA <i>Reinforcement Lesson – On the Job Safety, OSHA</i>
The student evaluates personal attitudes and work habits that support career retention and advancement.	<input type="checkbox"/>	<input type="checkbox"/>	Career Exploration and Planning Lessons – Careers, Kuder, My Future Career <i>Reinforcement Lesson – Career Project</i>
The student identifies skills and attributes necessary for professional advancement.	<input type="checkbox"/>	<input type="checkbox"/>	Career Exploration and Planning Lessons – Careers, Kuder, My Future Career <i>Reinforcement Lesson – Career Project</i>
Advanced Occupationally Specific Knowledge and Skills	Work-Based Instruction	Individualized Class Study	Specific Related Study Assignments
The student recognizes legal responsibilities of the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	
The student acquires the academic and technical skills for future education and employment in high-skill, high-wage, or high-demand occupations.	<input type="checkbox"/>	<input type="checkbox"/>	
The student identifies skills and characteristics necessary for professional advancement.	<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: This form is intended as a template; the user may modify as needed

