



WORK-BASED LEARNING (WBL) PLAN AND AGREEMENT

<input type="checkbox"/> Co-op	<input type="checkbox"/> Internship	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Shadowing
<input type="checkbox"/> Apprenticeship	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Entrepreneurship	<input type="checkbox"/> School Enterprise

Student's Last name:	Student's First Name:
SSID Number:	Date of Birth:
Address:	City:
State:	Postal code:
Cell Phone number:	E-mail Address:

School:	
Address:	
Phone Number:	

CTE Program Area:	Career Pathway or ILP Career Goal (s)
Teacher:	
Name of WBL Coordinator/Supervisor:	e-mail from WBL Coordinator/Supervisor:

Company/Business Name:	Phone Number:
Company Address:	
Work-Site Mentor:	Title:
Student Work Schedule (Days):	Start Date:
Student Work Schedule (Hours):	End Date:
Total Hours per Week:	Hourly Wage: (if applicable)
Copy of background Check for Work Based Learning site Supervisor if student is getting paid on file with company.	Yes _____ No _____

The Office of Career and Technical Education complies with all federal regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, mental status or age.
 Equal Education and Employment Opportunities
 M/F/D

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

General Workplace Competencies

	Attendance / Punctuality		Adaptability / Flexibility
	Appropriate Dress		Relationships with Co-Workers
	Attitude		Time Management
	Dependability		Quality of Work
	Initiative		Quantity of Work
	Ability to Follow Directions		Abides by Company Rules / Regulations
	Job Knowledge		Safety
	Cooperation		Use of Equipment

Technical Skills / Competencies (Hazardous Occupations*)

1.
2.
3.
4.
5.
6.
7.

*The addendum for “hazardous occupations” shall be completed if the co-op placement is associated with an exemption for hazardous occupations.

Check box to confirm that the student is not participating in hazardous occupations (see addendum for hazardous occupations)

Occupational Safety Competencies

1.
2.
3.
4.
5.
6.
7.

Student's Name		School Year	
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The student agrees to:

- be courteous and considerate of the employer, co-workers, and others
- keep the employer's best interest in mind and to be punctual, dependable and loyal
- notify the employer and the coordinator as soon as possible if they are not able to attend work and/or school
- keep such records of work experiences and wages (if applicable) earned as required by the school and to submit them on or before specified deadlines
- conform to the policies, procedures and regulations of the employer and the school
- maintain a satisfactory performance level while on the job
- abide by the WBL Plan/Agreement developed by the teacher, coordinator and employer.

The teacher/coordinator agrees to:

- prepare, with assistance of the training supervisor, a WBL Plan/Agreement
- revise the WBL Plan/Agreement 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 a variety of job experiences
- maintain confidentiality related to the information gathered from the company/business
- adequately train and prepare the student for success, prior to the WBL placement

The parent/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 the 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 Plan/Agreement
- provide safety training as required by OSHA
- assist the teacher/coordinator in the evaluation of the student's performance on the job by completing the necessary evaluation forms, when required
- provide close supervision by an experienced and qualified person to avoid subjecting the student to unnecessary or unusual hazards
- give the same consideration to the student as given to other employees in regard to safety, health, general employment conditions and other regulations of the business
- comply with all regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, marital status or age
- comply with all laws regarding wages and hours of minors and student learners
- **contact the teacher/coordinator prior to the student's dismissal from employment**
- pay the student/trainee when an employer/employee agreement is negotiated
- ensure that all supervising employees have completed a criminal background check
- maintain confidentiality of student information in accordance with state and federal law
- **notify school when student is absent for two or more consecutive dates.**

If this agreement is for a paid work-based learning placement, the employer certifies that this student is covered by Worker’s Compensation Insurance and that the policy is now in force and registered with the Kentucky Department of Workers Claims as prescribed by KRS 342.630 (or with the appropriate agency, if the place of employment is outside of the state of Kentucky).

Signatures		Date
Employer:		
Principal:		
Student:		
WBL Teacher:		
Parent/Guardian:		

Copies of this WBL Plan/Agreement have been sent to:

- Employer
- Student
- WBL Teacher
- Parent /Guardian

**Addendum for Student Learner in Hazardous Occupations
And
Cooperative Education Training Plan
(for minors under 18 years of age)**

To be Attached to the WBL Plan/Agreement
Non-Agricultural Hazardous Occupations Prohibited for Minors Ages 16-17

HO 1	Manufacturing and storing of explosives
HO 2	Motor-vehicle driving and outside helper on a motor vehicle
HO 3	Coal mining
HO 4	Occupations in forest fire fighting, forest fire prevention, timber tract operations, forestry service, logging and sawmilling
HO 5*	Power-driven woodworking machines
HO 6	Exposure to radioactive substances
HO 7	Power-driven hoisting apparatus, including forklifts
HO 8*	Power-driven metal-forming, punching and shearing machines
HO 9	Mining, other than coal mining
HO 10*	Operating power-driven meat processing equipment, including meat slicers and other food slicers , in retail establishments (such as grocery stores, restaurants kitchens and delis) and wholesale establishments, and most occupations in meat and poultry slaughtering, packing, processing or rendering
HO 11	Power-driven bakery machines including vertical dough or batter mixers
HO 12*	Power-driven balers, compactors and paper processing machines.
HO 13	Manufacturing bricks, tile and kindred products
HO 14*	Power-driven circular saws, band saws, chain saws, guillotine shears, wood chippers and abrasive cutting discs
HO 15	Wrecking, demolition and shipbreaking operations
HO 16*	Roofing operations and all work on or about a roof
HO 17*	Excavation operations

** These HOs provide limited exemptions for 16- and 17-year-olds who are bona fide student learners and apprentices.*

*** Please reference the Child Labor Bulletin #101 for HOs that pertain to students under the age of 16.*

Addendum for Student Learner in Hazardous Occupations

Agricultural Hazardous Occupations Prohibited for Minors Under the Age of 16

These prohibitions on employment in hazardous occupations in agriculture do not apply to youth employed on farms owned or operated by their parents.

HO 1*	Operating a tractor of over 20 power-take-off (PTO) horsepower or connecting or disconnecting an implement or any of its parts to or from such a tractor
HO 2*	Operating or assisting to operate (including starting, stopping, adjusting, feeding or any other activity involving physical contact associated with operation) any of the following machines: <ul style="list-style-type: none"> a) corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger or mobile pea viner; b) feed grinder, crop dryer, forage blower, auger conveyer or the unloading mechanism of a non-gravity type self-unloading wagon or trailer; or c) power post hole diggers, power post driver or non-walking type rotary tiller
HO 3*	Operating or assisting to operate (including starting, stopping, adjusting, feeding or any other activity involving physical contact associated with operation) any of the following machines: <ul style="list-style-type: none"> a) trencher or earthmoving equipment b) forklift c) potato combine d) power-driven circular, band, or chain saw
HO 4*	Working on a farm in a yard, pen or stall occupied by: <ul style="list-style-type: none"> a) bull, board, or stud horse maintained for breeding purposes; or b) a sow with suckling pigs, or a cow with a newborn calf (with umbilical cord present)
HO 5*	Felling, bucking, skidding, loading or unloading timber with butt diameter of more than 6 inches.
HO 6*	Working from a ladder or scaffold (painting, repairing or building structures, pruning trees, picking fruit, etc.) at a height over 20 feet
HO 7	Driving a bus, truck or automobile when transporting passengers or riding on a tractor as a passenger or helper
HO 8	Working inside: <ul style="list-style-type: none"> a) a fruit, forage or grain storage designed to retain an oxygen deficient or toxic atmosphere b) an upright silo within two weeks after silage has been added or when a top unloading device is in operating position c) a manure pit d) a horizontal silo while operating a tractor for packing purposes
HO 9	Handling or applying toxic agricultural chemicals (including cleaning or decontaminating equipment, disposal or return of empty containers or serving as a flagman for aircraft applying such chemicals). Such toxic chemicals are identified by the word “poison,” or “warning,” or are identified by a “skull and crossbones” on the label.
HO 10	Handling or using a blasting agent, including but not limited to, dynamite, black powder, sensitized ammonium nitrate, blasting caps, and primer cord.
HO 11	Transporting, transferring, or applying anhydrous ammonia.

** These HOs provide limited exemptions for minors under the age of 16 who are bona-fide student learners.*

Addendum for Student Learner in Hazardous Occupations

The conditions for an exemption include the following:

- 1) The student learner is enrolled in a course of study and training in a vocational education training program in agriculture under a recognized state or local educational authority or in a substantially similar program conducted by a private school,
- 2) Such student learner is employed under a written agreement which provides:
 - a) that the work of the student learner is incidental to the training
 - b) that such work shall be intermittent, for short periods of time, and under the direct and close supervision of a qualified and experienced person
 - c) that safety instruction shall be given by the school and correlated by the employer with on-the-job training
 - d) that a schedule of organized and progressive work processes to be performed on the job shall have been prepared
- 3) Each such written agreement shall contain the name of the student learner, and shall be signed by the employer and by a person authorized to represent the educational authority of school.
- 4) Copies of each agreement shall be kept on file by both the employer and either the educational authority or the school. 29 CFR 570.72(a).



WRITTEN AGREEMENT FOR EMPLOYMENT IN HAZARDOUS OCCUPATIONS

Job Title	
Hazardous Occupation Category and Exemption*	<p><u>Choose One:</u></p> <p>Non-Agricultural Occupation ____ Exemption Order # ____</p> <p>Agricultural Occupation ____ Exemption Order # ____</p>
Tasks to be performed at work-site:	
Specific hazardous tasks to be performed at the worksite:	

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 Number from the identified hazardous occupation list specified above. The exemption is effective when all parties abide by the terms of the agreement.

WBL Coordinator / Supervisor (School)

Date

Supervisor (Employer)

Date

Parent / Guardian

Date