

## COOPERATIVE VOCATIONAL EDUCATION TRAINING AGREEMENT

The purpose of this program is to assist \_\_\_\_\_, a Regional Occupational Program student enrolled in \_\_\_\_\_ in expanding the occupational competencies listed on their training plan through a combination of related classroom instruction and paid on-the-job training experiences. The \_\_\_\_\_ School District, cooperating with Mission Trails Regional Occupational Program (ROP) and \_\_\_\_\_ located at \_\_\_\_\_ mutually agree to the following responsibilities:

**The Student Shall:**

1. Be at least 16 years of age, except a student with exceptional needs.
2. Have parent/guardian approval if under 18 years of age.
3. Be a full-time student.
4. Be concurrently enrolled in and attending the related classroom portion of the program.
5. Obey rules and regulations of the program.

**The Training Station Employer Shall:**

1. Have a clear understanding of program objectives and willingness to participate.
2. Provide adequately supervised paid on-the-job training experiences that (a) are regularly scheduled from a minimum of 8 hours to a maximum of 15 hours per week, (b) are in an occupation for which the programs approved, (c) will not endanger the health, safety, welfare, or morals of the student, (d) have adequate equipment, materials, and other resources, that provide an appropriate learning opportunity, (e) are in compliance with Federal and State Labor laws.
3. Assist in developing a training agreement and training plans.
4. Consult with cooperative vocational education teacher regarding the student's progress.
5. Maintain training records (including a copy of the training plan) at the training site.
6. Provide insurance coverage for employees in accordance with existing law.  
Name of Worker's Compensation Insurance Company \_\_\_\_\_.
7. Compensate cooperative vocational education students at least at the minimum wage as stipulated by current California State Industrial Welfare Commission orders. (A work permit is required for all employees under 18 years of age).
8. Defend, indemnify, protect, and hold harmless the school districts, its officers, agents, and other employees against any losses, injuries, claims, actions, judgments, and liens, which arise from or are connected with the acts or omissions of the training station employer, its officers, agents, and employees.
9. Have the right to terminate student at management station with or without cause if student fails/refuses to conform to safe working practices or comply with reasonable directions of training management station.

**The School District Shall:**

1. Provide a related classroom instruction program for cooperative vocational education students that is: (a) scheduled an average of three instructional periods per week for the length of the program with a minimum of one instructional period per week, (b) organized to ensure that students will have sufficient hours of directly related classroom instruction and on-the-job training experiences necessary for employment and advancement in the occupation for which training is conducted, (c) limited to cooperative vocational education students.
2. Release the cooperative vocational education teacher an average of one hour per week for every five students for supervision. A minimum of one hour per week shall be provided. (Only the teacher of the classroom will supervise the student's on-the-job training experiences).
3. Make supervision visits to training stations at least once every four weeks, (No less than every second visit shall include an observation of the student engaged in on-the-job training experiences).
4. Select and approve students who qualify for enrollment and educational objectives.
5. Assist students with career planning and identifying employment and educational objectives.
4. Limit the number of students enrolled in a cooperative vocational education section to 30 students with maximum of 75 students per full-time cooperative vocational education teacher.
5. Prepare individualized training plans.
7. Monitor student's progress by completing the individualized training plan, provide ongoing and final student evaluation, grant graduation credit for acquisition of occupational competencies.
8. Develop and keep file records, including: evidence of work permits issued, training agreements, training plans, on-the-job supervision observations, and on-the-job training site locations with students' training hours.
9. Defend, indemnify, protect, and hold harmless the training station management, its officers, agents, and employees against any losses, injuries, claims, actions, judgments, and liens which arise from or are connected with the acts or omissions of the training station employer, its officers, agents, and employees.
10. Inform students of program rules and responsibilities.

Neither the School District nor the training station management shall discriminate against any student or employee on the basis of race, color, national origin, sex, marital status, parental status, or handicap in employment practices or on-the-job training experiences.

All Cooperative Vocation Education Training Agreements are contingent upon the student attending the related classroom portion of the program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if student is under 18)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Training Station Employer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vocational Education Director's Signature (or designee)

\_\_\_\_\_  
Date