

Unpaid Work Experience Training Agreement and Plan



Saginaw Career Complex

2102 Weiss Street
Saginaw MI 48602



Student/Learner Information

John Smith
12345 Washington Ave.
Saginaw MI 48601

Home Phone
989-777-7777
Student E-Mail

Student Cell

Date of Birth
08/30/91
Grade
11
Age
16

Emergency Phone
989-992-7778

Emergency Contact
Smith, Jane

Home School
BRIDGEPORT HIGH SCHOOL

Session
AM

Training Site Information

Mike Young Pontiac-Collision
312 N. Main
Frankenmuth MI 48734

Contact
Brian Behnke

Contact E-Mail

Contact Phone
989-652-3271

Contact Fax
989-652-0103

Contact Cell

Mentor
Randy Dahl

Mentor E-Mail

Mentor Phone
652-3271

Mentor Fax
652-3192

Mentor Cell

Workers Compensation
Frankenmuth Mutual Insurance

General Liability
Frankenmuth Mutual Insurance

School Information

Coordinator
Penny Miller-Nelson

Coordinator Phone
989-399-6216

Coordinator Fax
989-399-6166

Coordinator Cell

Coordinator E-Mail
pnelson@spsd.net

Teacher
Kurt Chrysler

Teacher Phone
989-399-6225

Teacher Fax

Teacher Cell

Teacher E-Mail

CTE Program
AUTO COLLISION

Program Serial Number

Placement Information

Training Title
Technician Assistant

Begin Date
11/12/07

End Date
11/21/07

Wages
no pay

Duties
see attached list

Safety Training
11/16/07

Comments
*** Take safety glasses. * Portfolio review and practice interview on Friday**

Hours
8:00 - 10:00 am

The Agreement

Unpaid Work Experience Agreement

All involved parties agree that the unpaid work experience will conform to the following criteria:

The training, even though it includes actual operation of the business, is similar to that which would be given in school where curriculum is followed and student learner/trainee is under continued and direct supervision of representative of the school or business/training site.

The training is for the benefit of the student learner/trainee.

The student learner/trainee does not displace a regular employee, but works under close observation.

The business/training site that provides the training derives no immediate advantage from the activities of the student learner/trainee; and on occasion, operations may actually be impeded.

The student learner/trainee is not entitled to wages for the experience, nor is the student entitled to a job at the conclusion of the training.

Safety instruction shall be given by the school and correlated by the training site with on-site training.

Comply with all federal, state and local laws and regulations involving minors and student learners/ trainees in the workplace in order to safeguard their well-being, health and safety, and progress in school including but not limited to the Fair Labor Standards Act and Youth Employment Standards Act.

Further, the Student Learner/Trainee agrees to:

Complete assigned tasks as detailed in the training plan in a safe and proficient manner.

Abide by both school and training site policies including those pertaining to safety and health.

Maintain regular attendance at school and the training site and notify both the coordinator and training site contact if tardy or absent.

Obtain permission from the coordinator before leaving the training site prior to the set time.

Complete the training site attendance record, journal and other appropriate assignments.

Arrange transportation to and from the training site.

Notify the coordinator and training site mentor immediately should any problems arise.

Further the Training Site agrees to:

Provide the student learner/trainee with the broadest occupational experience in keeping with the tasks listed in the training plan.

Provide safety training appropriate to the training experience including specific instruction on the use of equipment and materials related to the tasks in the training plan.

Assist the school in developing the training plan and complete a written evaluation of the student learner/trainee's performance based on the training plan.

Provide a training site that is free of obvious hazards that could cause potential injury or harm.

Ensure that a qualified and experienced mentor supervises the student learner/trainee.

Verify student learner/trainee attendance for the duration of the experience.

Provide verification of workers' compensation and general liability coverage.

Further the School agrees to:

Ensure the placement is related to the student's career/education goals and school program.

Monitor the progress of the student learner/trainee and maintain student attendance record.

Serve as the contact/liason for all parties named in this agreement and assist as needed.

Provide initial school-based safety training.

The signature of the business/training site below certifies that the placement of the student will conform to all federal, state, and local laws and regulations, including those that prohibit discrimination against any application or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status or disability.

Signatures:

Student Learner/Trainee

Date

Teacher

Date

Training Site Representative

Date

Parent/Guardian

Date

Coordinator

Date

It is the policy of the Board of Education and the School District not to unlawfully discriminate on the basis of handicap, race, religion, national origin, sex, age, marital status, height or weight. The District reaffirms its policy to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, the Michigan Handicappers' Civil Rights Act, the Americans With Disabilities Act of 1990, and all other applicable Federal and State Laws and Regulations prohibiting discrimination. In addition, arrangements may be made to ensure that the lack of English language skills is not a barrier to admission or participation. Questions or information regarding discrimination should be directed to the Assistant Superintendent for Human Resources/Labor Relations at (989) 399-6601.

CTESTAR™ Training Plan

Engineering/Manufacturing and Industrial Technology

Smith, John

09000346

Program
AUTO COLLISION

Instructor
KURT CHRYSLER

School
Saginaw Career Complex

Organization/Agency
Mike Young Pontiac-Collision

Training Start Date
11/12/07

Training End Date
11/21/07

Please evaluate the student in regards to the skills shown below. Put a check-mark in the column corresponding to the student/learner's proficiency. Shaded boxes are not to be evaluated. Use the following criteria:

- 4 - Can Demonstrate to Others
- 3 - Completes without Help
- 2 - Completes with Help
- 1 - Aware of Task/Skill
- - Not Covered

4	3	2	1	-	
					01 PERSONAL MANAGEMENT AND EMPLOYABILITY STANDARDS
					01.01 Demonstrate appropriate work habits and attitudes
					01.01.01 Practice ethical, responsible, and professional behavior
					01.01.02 Demonstrate regular and punctual attendance.
					01.01.03 Complete assignments with minimum supervision and meet school/work deadlines
					01.01.05 Maintain consistent effort
					01.01.06 Demonstrate respect for self, others, and the organization
					01.03 Participate in work-based learning experiences
					01.03.01 Use technology appropriate for the job
					01.03.02 Demonstrate positive work behaviors
					01.03.03 Demonstrate positive interpersonal behaviors
					01.03.04 Demonstrate safe and healthy work behaviors
					01.03.05 Adapt to changes in the workplace
					01.04 Demonstrate oral and written communication skills
					01.06 Demonstrate teamwork and leadership skills
					01.06.05 Demonstrate team work
					01.06.07 Practice decision-making process

1-Aware of Task, 2-Completes with Help, 3-Completes without Help, 4-Can Demonstrate to Others, Dash-Not Covered

00000632
8/23/2008

CTESTAR™ Training Plan

Smith, John

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09000346

					01.08 Apply critical thinking skills to make decisions and solve workplace problems
					01.08.01 Develop a plan to solve complex problems by gathering, selecting, and analyzing data
					01.08.03 Demonstrate the ability to adapt new information to changing situations and requirements
					01.10 Maintain safe and healthful working conditions and environment
					01.10.03 Follow procedures for hazards in the workplace/school
					01.10.05 Adhere to policies and regulations for health and safety
					01.10.06 Identify proper customer relations, procedures, and professionalism
					09 Technical Skills for Unpaid Work Experience
					09.01 Structural analysis and damage repair
					09.01.01 Inspect & repair frames
					09.01.02 Inspect, measure, and repair unibody
					09.01.03 Remove and replace fixed glass
					09.02 Non-Structural analysis and damage repair
					09.02.01 Prepare vehicle
					09.02.02 Repair, replace and/or adjust outer body panels
					09.02.03 Finish metal and apply body filling
					09.02.04 Inspect, adjust, repair and/or replace moveable glass and hardware
					09.02.05 Identify, replace or repair plastics and adhesives
					09.03 Painting and refinishing
					09.03.01 Identify and follow safety precautions.
					09.03.02 Prepare vehicle surface
					09.03.03 Operate spray gun and related equipment
					09.03.04 Match, mix and apply paint
					09.03.05 Identify and correct paint defects
					09.03.06 Complete final details
					09.04 Metal cutting and welding
					09.04.01 Weld and cut metal using appropriate and safe procedures.
					09.05 Estimating
					09.05.01 Analyze damage
					09.05.02 Complete estimate for repairs

Comments:

Mentor Signature

Date