SAMPLE | TRAINING AGREEMENT

TRAINING AGREEMENT
Charlotte-Mecklenburg Schools Apprenticeship Program

Student: ____________________________ School: ____________________________
Job Title: ____________________________ Training Site: ____________________________

Participation in the Charlotte-Mecklenburg Schools Apprenticeship Program requires all parties concerned to agree to the following responsibilities.

Employer Responsibilities
The employer, recognizing that a training plan is being followed and that consultation of the student will be needed, agrees:

- To place the student in a training position for the purpose of providing educational and employment experiences and tasks of instructional value.
- To provide on-the-job training as described in the Work Process and Standards of Apprenticeship filed with the North Carolina Department of Labor.
- To ensure the student’s employment will be supervised by an experienced and qualified person, with tasks to be performed under safe conditions.
- To ensure the student will receive the same consideration given other employees with regard to safety, health, Social Security, general employment conditions and other regulations of the firm.
- To notify the Apprenticeship Coordinator if difficulties arise, changes are necessary, or termination of employment seems likely to occur.
- To keep the Apprenticeship Coordinator informed of the student’s progress and to assist in the evaluation of the student.
- To avoid discrimination against the student on the basis of race, color, national origin, sex, religion, creed, handicapping condition, or limited English proficiency, in hiring, placement, assignment of work tasks, hours of employment, levels of responsibility, pay, and other employment procedures.
- To adhere to all federal and state laws governing employment, child labor, minimum wages, and other applicable regulations.

Apprenticeship Coordinator Responsibilities
The Apprenticeship Coordinator, representing the school, will monitor the progress of the student and agree:

- To maintain contact with the employer, and provide assistance with student training problems to assure a successful work experience.
- To assist in the evaluation of the student.
- To attempt to resolve complaints with all parties concerned, with the authority to withdraw a student when necessary.
- To accept student applications to qualify students for program and employer guidelines, and to inform students of job opportunities without regard to race, color, national origin, sex, religion, creed, disadvantaging or handicapping condition, or limited English proficiency.

Parent/Guardian Responsibilities
The parent or guardian, realizing the importance of the Apprenticeship Program in helping the student to achieve career objectives, agrees:

- To encourage the student to effectively carry out his/her duties and responsibilities as outlined in this agreement.
- To assume responsibility for the conduct, transportation, and necessary insurance of the student while in the training program, including the time in ass, on the job, and en route to school, the job, and home.
- To work cooperatively with the Apprenticeship Coordinator and the student in solving problems relating to school and work.

Student Responsibilities
The student promises to abide by all implied and stated terms included in this training agreement, namely:

- Students must work a minimum of 135 hours in a school term to receive an academic credit for the apprenticeship work experience. It is recommended that the student work between 15 and 20 hours per week, dependent on school performance.
- The student is expected to remain with the original job placement throughout the school term. He/she will not terminate their employment without prior written consent of the Apprenticeship Coordinator.
- The student is expected to conform to employer rules and regulations. Professional dress, conduct, grooming, attendance, punctuality, and adherence to the work schedule are expected.
- The student is not allowed to work on days absent from school without prior approval of the Apprenticeship Coordinator.
- The student must notify the employer and school each day he/she is unable to work due to company policy.
- School will be the first priority! If a student is told by a school administrator to remain after school, he/she must do so.
- The student is responsible for providing his/her own transportation to and from work site.
- The student is expected to maintain accurate and up-to-date wage and hour records and turn them in by established deadlines. Failure to submit records to the Apprenticeship Coordinator as requested will result in a failing grade and possible removal from the program.
- The student who loses his/her job because of dishonesty may be removed from the apprenticeship program, receive a failing grade, and lose all credit for the school term. Such an offense is serious and will become part of the permanent work record.
- The student who loses his/her job because of inefficiency, lack of interest, poor behavior, neglect of school or employer regulations, etc. will be disciplined on an individual basis, may receive a failing grade, no credit for the program, and/or may be dismissed from the Apprenticeship Program.

Signature of Student ____________________________ Date ____________
Signature of Parent/Guardian ____________________________ Date ____________
Signature of Employer ____________________________ Date ____________
Signature of Apprenticeship Coordinator ____________________________ Date ____________
Signature of Principal or Designee ____________________________ Date ____________