** Venango Technology Center**

1 Vo-Tech Drive, Oil City, PA 16301

814-677-3097, Fax: 814-676-0075

**TRAINING AGREEMENT FOR COOPERATIVE EDUCATION**

*Pennsylvania Career and Technical Education Regulations and Standards and Pennsylvania and Federal Child Labor Laws Require a Written Training Agreement and Training Plan for Each Student Learner in a Cooperative Education Program.*

|  |  |
| --- | --- |
| Student Learner Name Click here to enter text. | PASecureID Click here to enter text. |
| Address Click here to enter text. | Home Telephone Click here to enter text. |
| Birth Date/Age Click here to enter text. | Work Permit No. Click here to enter text. |
| Student Learner Career Objective Click here to enter text. | Job Title Click here to enter text. |
| Date of Employment: Beginning Click here to enter text. | Ending Click here to enter text. |
| High School or CTC/AVTS Venango Technology Center | Address/Telephone 1 Vo-Tech Dr, Oil City, PA 16301/677-3097 |
| Training Agency Click here to enter text. | Telephone Click here to enter text. |
| Training Supervisor Click here to enter text. | Telephone Click here to enter text. |
| Weekly Hours Click here to enter text. | Beginning Rate of Pay Click here to enter text. |

**EMPLOYER/TRAINING SITE RESPONSIBILITIES:**

The employer/training site will adhere to all State and Federal regulations regarding safe working environment and conditions, employment, child

labor laws, minimum wages and workers’ compensation.

1. The student learner will be given a variety of work assignments and be supervised by an experienced person.

2. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school.

3. The training supervisor will arrange a conference with the coordinator when a trainee problem arises.

4. The training sponsor will provide necessary safety instruction throughout student learner training period.

5. Employer/training site will not employ a student learner to displace a regular worker.

6. Exposure to the hazardous work will be incidental to the student’s training and that any such work will be intermittent and under the direct supervision of an experienced, qualified person.

7. The employer is not liable to the unemployment compensation fund for wages paid to the student learner while under the training program.

This is provided in Section 4(l)(4)(10)(C) of the Pennsylvania Unemployment Compensation Law.

**STUDENT LEARNER RESPONSIBILITIES:**

1. The student learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.

2. The student learner agrees to report job problems to the training supervisor and cooperative education coordinator.

3. The student learner will adhere to company policy; employment may be terminated for the same reasons as regular employees.

4. The student learner must be regular in attendance at school and on the job. If unable to report to work, the student learner will notify the employer and coordinator before the start of the normal workday.

5. The student learner’s employment will be terminated upon withdrawal from school.

6. The student learner will report to school for designated meetings and related instruction.

7. The student learner will follow school rules at the work and school sites. Violation of school rules will lead to disciplinary action, which may include termination from employment.

**SCHOOL RESPONSIBLITIES:**

1. The program is under the direct supervision of a certified cooperative education coordinator.

2. The student learner will receive related instruction and safety instruction from the occupational instructor or the cooperative education coordinator prior to job placement.

3. The cooperative education coordinator will visit the student learner and training supervisor on a regular basis at the training site.

4. The cooperative education coordinator will investigate compatibility of job circumstances with requirements for student learner attainment of advanced standing in an apprenticeship program upon graduation from high school.

5. The school will maintain signed copies of the written training agreement and plan for each student learner participating in the program for three years from the date of enrollment in the program.

6. Student learner transportation, insurance and attendance at school and work will be covered by school policy.

*This memorandum is for the purpose of outlining the agreement between the school and employer on the conditions of training to be given a student learner while on the job. We, the undersigned, agree to the conditions and statements in this agreement.*

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Student Learner Date Parent or Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Employer Date CTC/AVTS Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Cooperative Education Coordinator Date

Employer/Training sites and schools of cooperative education students shall not discriminate in educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of1973, and the Americans with Disabilities Act of 1990.

PDE-4555 (8/2017)

 Venango Technology Center

 1 Vo-Tech Drive **Training Plan for Cooperative Education** Oil City, PA 16301

 814-677-3097

 FAX: 814-676-0075

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| --- | --- |
| Student Learner Click here to enter text. | Phone/Email Click here to enter text. |
| Training Agency Click here to enter text. | Phone Click here to enter text. |
| Training Supervisor Click here to enter text. | Phone/Email Click here to enter text. |
| Parent/Guardian Click here to enter text. | Phone/Email Click here to enter text. |
| Signatures:  |  |
| Cooperative Ed Coordinator  | Date  |
| Training Supervisor  | Date  |
| Student | Date  |
| Parent/Guardian  | Date |

**Educational Program:** Click here to enter text.

Program Title: Click here to enter text.

Program (CIP): Click here to enter text.

Objective: Click here to enter text.

**Competencies to be Developed**

(List the competencies the student is to learn on-the job)

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.
5. Click here to enter text.
6. Click here to enter text.
7. Click here to enter text.
8. Click here to enter text.
9. Click here to enter text.
10. Click here to enter text.
11. Click here to enter text.

**Learning Activities**

(Briefly describe what the student will do to master the competencies listed above)

Click here to enter text.

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PDE-4617A (1/2007)



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**COOPERATIVE VOCATIONAL EDUCATION**

**FEDERAL UNEMPLOYMENT TAX AGREEMENT**

**COOPERATIVE VOCATIONAL EDUCATION**

**FEDERAL UNEMPLOYMENT TAX AGREEMENT**

|  |
| --- |
|  Name Click here to enter text. |
| Address Click here to enter text. |
| City, State, Zip Click here to enter text. |
| Employer’s Name Click here to enter text. |
| Address Click here to enter text. |

Cooperative Education Instructor/Coordinator Robert S. Moore, Sr.

Training beginning date Click here to enter text. Ending date Click here to enter text.

Average hours worked per week Click here to enter text. Wage per hour Click here to enter text.

 The Federal Unemployment Tax Act Reg. 31.3306© (10)-3 provides for unemployment tax exemption of students engaged in work-study programs.

 [The term “employment” shall not include . . . Service performed by an individual under the age of 22 who is enrolled at a non-profit or public educational institution which normally maintains a regular faculty and curriculum and normally has a regularly organized body of students in attendance at the place where its activities are carried on, as a student in a full-time program taken for credit at such institutions, which combines academic instruction with work experience, if such service is an integral part of such program, and such institution has so certified to the employer that is subparagraph shall not apply to service performed in a program established for on behalf of an employer or group of employers.]

This provision has been adopted in this state’s Unemployment Tax Law also.

This will certify that no State or Federal deductions or contributions for Unemployment Compensation should be made for the above student.

**NOTE TO EMPLOYERS:** Retain this agreement for four (4) years from the ending date above.

 Do not place the above student’s name nor wages on your quarterly

 unemployment tax report form.

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Teacher/Coordinator Date Employer Date 17/18 RM

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Oil City, PA 16301

Cooperative Education

The general aims of the Cooperative Career and Technical Education program are to develop technical skills and positive work attitudes which will enhance the overall employability of the students upon graduation from high school. The program also emphasizes basic consumer skills to assist students as they become productive members of the community.

Through approved “work experience”, the students will learn basic technical skills in an occupation of interest to them, and be better able to make sound career decisions upon graduation. Yet, we here at Venango Technology Center realize that a vast majority of problems which arise in the employment world result not only from little or improper technical training, but from a lack of general employment information and exposure to positive work habits and attitudes.

Through participation in the Cooperative Career and Technical Education program, students will be better prepared to meet the expectations of their employers and more aware of their responsibilities as productive employees.

The success of the program is its usefulness to the student, the school and the community. While assisting the students to “bridge the gap” from school to the real world of work, the program expands the school curriculum through the use of the community, assists employers in selecting prospective full-time employees and promotes a closer cooperation between the community and the school while providing an incentive for our youth to remain in the community.

“Cooperation” is the keynote, not only to the Cooperative Education program in particular, but to employment and life in general. The attempt must be made to help students to see their obligation and ability to contribute to the community, while being aware of and respecting the contributions of others.

Rules and regulations for Student-Trainees in the Cooperative Education Program

In this type of effort where the employer, the school district, and the students are all concerned and cooperating together it is absolutely essential that certain rules and regulations be strictly observed. The employer has certain rules and regulations be strictly observed. The employer has certain work which must be done and is employing you with pay to complete that work.

The Venango Technology Center staff has a definite responsibility in the scheduling arrangements and the school is awarding academic credit for approved work experience in the program. The student is preparing for the world of work and establishing a reputation and record which will follow after graduation. Therefore, it should be understood from the start that any student who does not take their work and responsibility seriously and fails to abide by any of these rules and regulations, or those of the employer, will be immediately terminated from the Cooperative Education program and returned back to a full-time Tech and sending school schedule.

SCHOOL RELEASE POLICY

* No student-trainee under 18 years of age will be excused from school to go to work without a complete set of working papers.
* Any change in employment must be accompanied with a new Training Agreement.
* To obtain a full credit for approved work experience, the student-trainee must have at least 15 Hours of work per week.
* Student must be approved by Parents/guardians, Tech instructor, Co-op Coordinator, Tech administration and Sending School Administration.
* Any student who wishes to work for a parent must obtain working papers, be paid a legal wage and be covered by workman’s compensation.

ATTENDANCE

* If a student-trainee is absent from school, the student WILL NOT ATTEND WORK experience ANYTIME that day.
* Student-trainees WILL NOT ATTEND work experience ANYTIME on days of inside or outside suspension.
* If an illness prevents a student-trainee from reporting to work, the STUDENT MUST CALL the employer, and the Cooperative Education office at 682-6928, by 8:45 a.m. that morning.
* If the student misses school/work due to an appointment, arrangements **must be made prior to** **that day** by discussing this with the employer and with the Cooperative Education office.
* Student trainees will be prompt in their attendance on the job and will sign out at the time of their release/return to the sending school each day.
* Students are required to work during school vacations unless there is a prior arrangement made between the Co-op Coordinator and the employer.
* In case of bad roads or school cancellations due to inclement weather, the student and their parents must make a judgment call. If the decision is reached to not attempt the drive to work, the student must phone the employer and the co-op office to let them know of the situation
* Students must abide by all Co-op. Venango Tech Center, sending high school and employer policies. Failure to do so can result in removal from the Co-op placement and return to full day school schedule.
* **ABSOLUTELY NO CELL PHONES AT WORK**

JOB COMMUNICATION/INFORMATION

* Students will be expected to keep their Cooperative Education “Work Experience Log” up to date on a DAILY basis. Failure to do so will result in an INCOMLETE grade for work experience for the marking period until it becomes completed.
* If a student is terminated form their job, or temporarily laid-off, the student must notify the Co-op Coordinator immediately.
* Any information regarding a change in wages or hours must be relayed to the Co-op coordinator by the student.
* Students must consult with the Co-op Coordinator and obtain his/her approval BEFORE leaving a job. Any such termination should involve “prior notice” to the employer. Failure to do this may result in a failing grade for the marking period.
* Student-trainees may learn things at their training station that are confidential and should not be discussed outside of work. Student-trainees are expected to be loyal and keep that information to themselves.
* Student-trainees must report any accidents on the job to the designated supervisor and to the Co-op Coordinator immediately.
* Cooperative Education is a school-based program. While on the job, you are not permitted to smoke.
* Discipline issues will be handled as per VTC policy guide.

**CO-OP CLASS/BANQUET INFORMATION**

* Student-trainees will return to Venango Tech Center for Co-op class on the first and third Wednesday of every month.

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| --- | --- |
| August 29,2023 | August 30,2023 |
| October 4, 2023 | October 18,2023 |
| November 1, 2023 | November 15, 2023 |
| December 6, 2023 | December 20, 2023 |
| January 3, 2024 | January 17, 2024 |
| February 7, 2024 | February 21, 2024 |
| March 6, 2024 | March 20, 2024 |
| April 3, 2024 | April 17, 2024 |
| April 30, 2024 Co-op Banquet @6 PM | May 15, 2024 |
| May 22, 2024 Co-op Signing Day @4 PM |  |

**The final Co-op classes will be determined by the dates of your NOCTI review, written test and skill test.**

**If you will not be at work because of a field trip or other school related activity, Mr. Moore must be notified at least one day prior to the event.**

**Date for the Employer Appreciation Banquet is**

**TUESDAY, April 30, 2024.**

* Any student, who misses a co-op class, may be required to return to Venango Tech Center for 2 days to make up for it unless prior arrangements have been made for extenuating circumstances and then the student will return for 1 day. The make-up within one week of the missed class.
* Students must send pay stubs and weekly journal by text or email every Monday. Failure to do so will result in an **incomplete** for the grading period.
* Students are required to attend the Cooperative Education Employer Appreciation Banquet on the above announced date.
* Any student who does not attend the Banquet will be pulled from their Cooperative Education work experience position for a period of one week. (7 days).

TRANSPORTATION RESPONSIBILITIES

* Student-trainee and their parents are responsible for transportation to and from the training station. They will provide sufficient insurance.
* When driving between school and the training station, the student-trainee will go in the most direct route and will not transport other students unless they are officially on the driving pass.

UNEMPLOYMENT COMPENSATION

* If a student-trainee is laid-off, the student WILL NOT APPLY FOR UNEMPLOYMENT COMPENSATION BENEFITS. The Unemployment Compensation Law of PA, as amended in 1971, clearly states that “Students in approved full-time Cooperative Education Programs” cannot receive unemployment compensation. This is also stated in the state approved training plan.

I have read and understand the Rules and Responsibilities. I agree to follow all policies.

Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

( ) I have read and understand the rules and responsibilities and would like my son/daughter to be placed in a cooperative education training program if possible.

( ) I have read and understand the rules and responsibilities and DO NOT wish my son/daughter to be place in a cooperative education training program.

Parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cooperative Education

Rules Quiz

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. A student under 18 does not need a work permit. True or False
2. To change employment, a student must have a new training agreement. True or False
3. What five people/groups must approve your participation in the Cooperative Education Program
4. What 2 people must you call if you are absent from school?
5. If you are absent from school, can you go to work? Yes or No
6. Are there any exceptions to this rule?
7. In case of bad roads or inclement weather, who makes the decision about your travel to work?
8. Do you work on days when your school is off for any reason?
9. How often do you record hours in your logbook?
10. What days must you return to the Tech Center for Co-op class?
11. Are you eligible for Unemployment Compensation while you are under the training agreement?
12. You owe your employer loyalty and should be positive towards your job.