

VOCATIONAL TRAINING AGREEMENT
Humboldt County Office of Education
Transition Partnership Program (TPP)

Trainee _____ Phone _____

Business _____ Phone _____

Start Date: _____ to Completion of DOR Approved Hours & Dates of Service

TPP is an "on the job" training program designed to provide qualifying trainees with "real" work experience to develop and refine occupational competencies (attitude, skills and knowledge) needed to acquire, adjust and advance in an occupation.

TPP RESPONSIBILITIES:

1. Inform the trainee of program rules, regulations and necessary forms.
2. Supervise the trainee on the site as necessary and assist in improving the job performance of the trainee.
3. Assist in modifying work tasks and adapt equipment as needed to meet individual training needs.
4. Maintain accurate and complete records on each trainee.
5. Correlate related learning activities in the classroom and assist with problems relating to learning experiences at the community training site.
6. Evaluate the quality of the work done by the trainee and counsel and coach the trainee to maintain the integrity of the work site.
7. Provide Worker's Compensation coverage.
8. Provide minimum wage salary.
9. Provide training site with evaluation forms, necessary emergency information, and work permit copy (under 18 years old).
10. Other _____

TPP Staff Signature _____ *Date*

TRAINEE'S RESPONSIBILITIES:

1. Follow the program and training site rules and regulations.
2. Notify the caseworker and the site of job related problems that are affecting job performance.
3. Maintain regular attendance and punctuality in school and at the training site.
4. Will not go to work if absent from school for other than excused reasons.
5. Notify the site supervisor before due at work if an emergency prevents you from working.
6. Maintain a monthly time card at the worksite, signed by work contact person. Verify hours worked by signing time card.
7. Contact caseworker if a change in work schedule is necessary.

Trainee Signature _____ *Date*

THE TRAINING SITE'S RESPONSIBILITIES:

1. Inform the trainee and supervisor of rules, regulations and duties expected of the trainee on the job.
2. Provide a work station and necessary equipment and supplies.
3. Abide by State and Federal laws pertaining to employment training. (A trainee may not replace a paid employee.)
4. Designate a person in the work area as a contact person for work related questions.
5. Confer with the staff regarding the trainee's performance.
6. Inform the caseworker when planning to terminate a trainee's program.
7. Provide a variety of job tasks and responsibilities to help trainee become more aware of the many aspects related to the career area. Skills and tasks to be provided:

Site Representative Signature _____ *Date*

PARENT/GUARDIAN RESPONSIBILITIES:

1. Approve of my son's/daughter's work placement.
2. Encourage the trainee to effectively carry out the duties and responsibilities of the school and job.
3. I understand that her/his work schedule may not coincide with regular school hours. I accept full responsibility for my son/daughter during those hours that he/she is not in class, not under the direction or supervision of a caseworker, or not at the jobsite.
4. Arrange transportation for the trainee and accept liability if incurred. The school will not authorize or be held responsible for the mode of transportation.
5. If trainee will drive a vehicle, he/she will have ample personal insurance coverage while driving to and from school and to and from the training site. If trainee will not drive please write **"WILL NOT DRIVE"** in the space provided for insurance information.

Auto Insurance Company (if trainee will drive):

Policy No. _____

Print Name _____

Home Phone _____ Work Phone _____

Parent/Guardian Signature _____ *Date*

Trainee Signature (if 18 or older & not under conservatorship) _____ *Date*