

Training Plan – Paid Employment

To be filled out by the teacher prior to the work experience.

Student Name: _____ School: _____

Work Site Employer (Company Name): _____

Work Site Employer Address: _____

Student's educational and career plan, as defined by student:

Employer On-Site Safety Orientation provided on this date: _____

Days/Hours to be worked: _____

Total number of hours: _____

Duties/Tasks: *List the specific duties/tasks to be observed or performed alone or with assistance, in point form.*

By their signatures, the parties signify their agreement with the terms of the Training Plan, above and the general conditions on the reverse.

Student Name: _____ Phone: _____

Student Signature: _____ Date Signed: _____

Parent or Guardian: _____ Phone: _____

Parent or Guardian Signature: _____ Date Signed: _____

Work Site Supervisor Name: _____ Phone: _____

Supervisor Signature: _____ Date Signed: _____

Teacher Name: _____ Phone: _____

Teacher Signature: _____ Date Signed: _____

This plan MUST be in place and returned to the teacher prior to the start of work experience

GENERAL CONDITIONS: PAID EMPLOYMENT

1. STUDENT DUTIES

The student agrees to perform those duties assigned to the student by the employer in consultation with Board representatives. The student agrees to comply with the employer's rules and regulations.

2. SUPERVISION

The student agrees to be under the direct supervision of the employer designate who agrees to supervise and maintain the safety of the student at the work site.

3. SITE SAFETY ORIENTATION

The employer will provide work specific safety training to the student and will not permit the student to perform any duties, unless the student has all safety equipment required for the tasks to be performed.

4. BOARD ACCESS

The employer agrees to allow School Board representatives to have access to the work site and to the student at any time during normal working hours.

5. TRANSPORTATION

The parties agree that the parent(s) or guardian(s) and the student are solely responsible for the student's transportation to and from the work site.

6. EVALUATION

When requested by the School Board, the employer will evaluate the student's performance of assigned duties, report that evaluation in the form required by the School Board, and consult with School Board representatives and the student about the evaluation.

7. INJURY COVERAGE

As a paid employee, the student's employer must have WorkSafe BC coverage.

8. BOARD OBLIGATION

The Board undertakes to maintain as much contact with the student and the employer as the Board considers to be appropriate.

9. LIMITED LIABILITY OF THE BOARD

The Board does not assume any responsibility for the actions of the student. The Board is not responsible for any loss, damage, injury, or expense suffered by the employer, co-worker, or other persons, caused by any act or omission of the student, and will not reimburse employer's or others of any such loss. This applies whether the loss is caused by the student's negligence or otherwise.

The Board does not assume any responsibility for the actions of the employer, co-workers, or other persons with whom the student might come into contact through the work experience program. The Board is not responsible for any loss suffered by the student or parent(s) / guardian(s) rising out of the work placement other than loss deliberately or negligently caused directly by the Board itself or by any of its employees acting within the scope of their employment.

10. TERMINATION OF THE AGREEMENT

Any party to this agreement may end it any time by giving notice in writing to all other parties at the address given in this agreement.

11. CONFIDENTIALITY

Subject to the *Freedom of Information and Protection of Privacy Act (British Columbia)* the Board reserves the right to disclose to the employer whatever information is necessary regarding the student who will be supervised by the employer. Also subject to the Act, the employer agrees to keep this information confidential and not to disclose it to others without consent of the student and/or Board.