

REGIONAL OCCUPATIONAL PROGRAM

Participant Responsibilities



COMMUNITY CLASSROOM (CC)
(unpaid training)

COOPERATIVE VOC ED (CVE)
(paid training)

NAME OF STUDENT
(last, first, middle initial): _____

NAME OF HOME SCHOOL : _____

Title of Course: _____

Responsibility of the STUDENT

1. Enters this program to learn as many occupational skills and attitudes as the EMPLOYER and TEACHER provide.
2. Keep regular attendance both in school (related instruction) and on the job.
3. Arrange in advance with the TEACHER and employer any job changes.
4. Be honest, punctual, cooperative, courteous, willing to learn and will remain with the employer during the entire period of training. For CVE, students must be at least sixteen (16) years of age by Dec. 1 of the current year.
5. Train after school and/or on Saturdays, Sundays and school holidays (within the limitation established by law) as arranged with teacher and EMPLOYER.
6. Arrange for own transportation to and from his/her training station.
7. Report weekly training hours as scheduled to teacher on official timesheet.

Responsibilities of the PARENT

1. The Parent or Guardian is responsible for the conduct of the STUDENT in this program.
2. The Parent or Guardian is responsible for the transportation and accepts liability if incurred for their student.

Responsibilities of the TEACHER

1. Coordinate supervision of the STUDENT with the training EMPLOYER. The TEACHER will make visits to the site minimally every 3 weeks to observe trainee. The TEACHER will consult with the EMPLOYER by phone on alternating weeks. The TEACHER will schedule related instruction classes as part of this program.
2. Evaluation of job performance will be a joint effort of the training EMPLOYER and the TEACHER. School credit is recommended for successful performance both on-the-job and in related instruction classes for the required number of hours.
3. The TEACHER shall have the authority to transfer or withdraw the trainee from the training at any time.
4. Maintain accurate and up-to-date training records (visitation logs, individual training plans, student timesheets, and contact information).

Responsibilities of the EMPLOYER

1. Clear understanding of program objectives and has a willingness to participate in the program.
2. Provide adequate supervision to ensure a planned program of on-the-job training to ensure that the student may receive maximum education benefit.
3. Consult with the TEACHER regarding the on-the-job progress of the student.
4. Participate with the TEACHER and STUDENT in preparing an individualized training plan and maintain a copy at the training station.
5. Assist the STUDENT in acquiring those competencies necessary for employment and advancement in the occupational area for which training is offered, per training plan
6. Assist in maintaining accurate daily records of the STUDENT'S training hours.
7. Provide a training station with adequate equipment, materials and other resources for an adequate learning environment.
8. Ensure that training station working conditions shall not endanger the health, safety, welfare, or morals of the student.

For CVE the Employer also:

COOPERATIVE VOCATIONAL EDUCATION (CVE ONLY)

1. Provides Employer worker's compensation insurance for STUDENTS.
2. Pays trainee at least the minimum wage as stipulated by current California State Industrial Welfare Commission order. A work permit is required for all trainees under the age of 18.
3. Provides a minimum of eight (8) hours of paid employment per week.

For Community Classroom Use Only

CC Training Schedule						
(indicate time student is scheduled at training site)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat

STUDENT (Print and Sign)

DATE

PHONE

PARENT (Print and Sign)

DATE

PHONE

TEACHER (Print and Sign)

DATE

PHONE

EMPLOYER (Print and Sign)

DATE

PHONE