

CTHSS

Connecticut Technical High School System

**POLICY AND PROCEDURES
FOR
WORK BASED LEARNING PROGRAM
IN THE
CONNECTICUT TECHNICAL HIGH SCHOOLS**

**July 2012
Reviewed 9/23/2014**

Connecticut State Department of Education
Connecticut Technical High School System
Middletown

WORK BASED LEARNING PROGRAM

POLICY

MISSION

The mission of the Connecticut Technical High School System is to provide a unique and rigorous high school learning environment that:

- ensures both student academic success, and trade/technology mastery and instills a zest for lifelong learning;
- prepares students for post-secondary education, including apprenticeships, and immediate productive employment; and
- responds to employers' and industries' current and emerging and changing global workforce needs and expectations through business/school partnerships.

PERTINENT LAW AND INFORMATION

Section 10-95 of the Connecticut General Statutes, states that the State Board of Education may establish and maintain technical high schools and make rules for the management of such schools.

Section 10-15d states that provisions of the general statutes concerning education are applicable to the technical high schools.

Sections 10-20a - 10-20f describes the Connecticut Career Certificate Program.

Section 31-23 sets forth the requirements for the employment of minors and the exceptions to the requirements.

POLICY

A Work Based Learning Program will be provided in the Connecticut Technical High Schools in order to expand and enhance the student's learning with actual job site experiences, and to facilitate the transition from school to work. The program will be available to qualified students who have demonstrated readiness to benefit from a Work Based Learning Program. A prerequisite will be compliance with all stated requirements and a signed Work Based Learning Agreement between the student, parent/legal guardians, school, and the employer.

DESIGNATION OF AUTHORITY

The Superintendent of the Connecticut Technical High School System is authorized to develop administrative procedures regarding all School-to-Career programs, including the Work Based Learning Program.

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WORK BASED LEARNING PROGRAM

PROCEDURES

OBJECTIVES

The objectives of the Work Based Learning Program are as follows:

- To expand and enhance the student's learning through planned career experiences in an actual work setting.
- To help the student make the transition from school to work and career.
- To teach the environment of work.
- To increase the student's awareness and appreciation of the relevance of academic subjects as they apply to their occupational choice.
- To provide the student with opportunities for potential career placement in their occupational choice.
- To project a positive image for students through involvement in business and industry.

STUDENT ELIGIBILITY

Work Based Learning (WBL) may be provided to any student of not less than sixteen (16) years of age who meets the criteria of the Work Based Learning Program.

A student may be admitted any time after the completion of the sophomore year.

The student must have and maintain an overall marking period grade average of 70 or above, with no failures, and a minimum grade of 70 or above in their trade area.

The student must demonstrate trade proficiency by having grades of acceptable or better in learning areas in which he/she has been instructed based on performance criteria established in the curriculum.

The student must be in compliance with the school attendance and discipline policies.

Placement in a business owned by a parent or relative is not permitted

Minor students enrolled in a Work Based Learning Program are permitted to work in most age restricted and hazardous occupational areas. Specific reference should be made to Connecticut General Statutes, Section 31-23.

STUDENT ELIGIBILITY (Continued)

Any post-secondary student who has and maintains an average of 70 or above in their trade area and would benefit by a WBL placement as determined by the Department Head and approved by the school Principal may be eligible.

Post-secondary student participation is limited to 21 school release hours per week until the mid-point of the second semester after which there is no restriction on hours, with WBL providing training in enhanced skills.

The student may be withdrawn from the program by request of the student's parent/legal guardian, the school, the employer, or the student.

Final decision of eligibility rests with the school Principal in consultation with the Trade Department Head, Guidance Department, and WBL Coordinator.

HOURS OF EMPLOYMENT

While school is in session, Juniors may be released no more than 14 school hours per week and no more than 25 school hours per nine (9) day cycle. Seniors may be released no more than 21 school hours per week and no more than 38 school hours per nine (9) day cycle until the beginning of the second semester after which there is no restriction on hours as long as shop theory, trade related electives, and graduation requirements are met.

The ability to participate in WBL continues while the student is in the academic cycle. As such the student can legally work during early release, after school, and weekend/holidays with all WBL benefits and protection.

When school is not in session (summer vacation, school vacations, Saturday and Sundays) students may work the legal per day/per week maximum established by state statute and the Department of Labor.

Provisions shall be made to ensure that students in the program will have a minimum of ninety hours of shop theory per year, the fulfillment of time to be determined by individual schools.

When school is in session, no student shall be assigned to a job which will require driving more than forty-five miles one way to the job.

Final decisions, relative to hours of participation up to the established maximum for all students, rest with the school Principal in consultation with the Trade Department Head and the WBL Coordinator.

If school is canceled due to inclement weather, participation in WBL is not required for that day due to safety concerns for student travel.

INSURANCE

Students and the school are protected by the Claims Process similar to what happens when there is an accident on production work or other off campus event such as a field trip.

For a student enrolled in WBL there is the additional coverage of the student by the employer under worker compensation.

Insurance offered by Colonna Agency that has been purchased by the student provides coverage as well, but not all students will have purchased this.

Therefore a student enrolled in in the program, and the school, have the usual protection. However an employer or job site must rely on their own insurer if there is personal injury or property damage. This information must be clearly articulated to the potential placement site, and if understood and agreed to then the programs can be implemented.

STUDENT RESPONSIBILITIES

The student, where applicable, will acquire an Employment Certificate (working papers).

The student shall agree to conform to the rules and regulations of the employer.

The student will keep a daily record (form provided) of the skills and jobs performed, and the record will be signed by the worksite mentor of the firm which employs the student. At the completion of each week, the student shall return this record along with the student performance evaluation to the shop instructor for evaluation.

If the student does not report to school when scheduled to do so, the student shall also not report to work. Any student scheduled to work, who will not be reporting to work must call his/her Department Head at the school before 8:00 A.M., and also notify their employer prior to the start of the workday.

The student, or in the event of a person under the age of 18 years, the parent, shall be responsible for transportation to and from the job.

For a student to work in a licensed occupation, he/she must be registered with the State of Connecticut as a pre-apprentice. It is the responsibility of the employer to register students with the Dept. of Labor (DOL), but the student must be in possession of a pre-apprenticeship card while on the worksite. The student shall not be released to a WBL employer until a copy of the DOL pre-apprenticeship registration card is obtained.

The student shall obtain written consent from his/her parent and/or legal guardian.

The student is responsible for maintaining grades and attendance as outlined in the Student Eligibility Requirements.

EMPLOYER RESPONSIBILITIES

An employer wishing to participate in the Work Based Learning Program will conform to all Federal, State of Connecticut Labor laws and fair labor practices. For a student to work in a licensed occupation, he/she must be registered with the State of Connecticut as a pre-apprentice.

In order to protect the student in the event of injury, the employer shall provide documentation in the form of a certificate of insurance that the employer has worker compensation coverage, as well as liability insurance. Students 18 years of age and older may be permitted to drive employer vehicles if the employer provides documentation of automobile insurance that includes coverage of the student for both personal injury and liability. Copies of these certificates shall be issued to the school and must be renewed if the insurance expires before the end of the WBL agreement period.

Wages paid to the student shall not be less than the Connecticut minimum wage.

Students under the age of 18 shall not be permitted to drive an employer's vehicle or their own personal vehicle as part of their assigned course of duties.

The employer agrees to instruct the student in safety procedures and safe work practices while involved in on-the-job training, and comply with all Federal, State and Local laws.

The employer will notify the Trade Department Head or WBL Coordinator of any student absence as soon as possible on the day of absence. Tardiness should be notated on the Student Performance Evaluation (WBL-2)

In the event of any accident or injury sustained by the student on the job, the employer will notify the school immediately.

The employer agrees to accept students, assign jobs and otherwise treat students without regard to race, color, religion, sex, national origin, ancestry, sexual orientation, or disability.

The employer will take necessary action to prevent any harassment, sexual or otherwise, of students, and to follow up on any complaints.

The employer, in collaboration with the school, will choose a qualified employee that has been screened as a mentor for the student for specific and related on-the-job training and career experiences. The assigned employee will provide instruction to the student in the areas of learning mutually established by the school and employer.

At the end of each workweek, the worksite mentor will sign the Daily Work Record and Student Performance Evaluation forms indicating the student's training progress.

SCHOOL RESPONSIBILITIES

The school Principal in consultation with the Superintendent determines whether a Work Based Learning Program shall be offered and may not necessarily offer the program every year or to every student.

The school will use the following guidelines to approve a Work Based opportunity for students.

- The proposed work experience will provide enhanced career experiences to the student's course of study.
- Worksite learning will be coordinated to the theory/trade being instructed in the school or as appropriate to the student's learning plan.
- The employer meets the training requirements and all the responsibilities as outlined in the Work Based Learning Agreement.
- The guidance coordinator or counselor may consult with the WBL coordinator and provide student placement recommendations.
- Trade department heads will provide the WBL coordinator with placement recommendations for their students.

The school Trade Department Head, and/or the WBL Coordinator will work closely with the employer to achieve an understanding of the purpose and objectives of the Work Based Learning Program and to define the skills and training the student will be required to complete during the assigned period of employment.

The Coordinator will review and verify all requirements and keep a central file with copies of all Work Based Learning documents as listed:

- Agreement
- LED-75-1 (as required)
- Workers Compensation and Liability (and vehicle as required) insurance certificates
- Liability Insurance registration
- Pre-apprenticeship Card (as required for licensed trades)

In all apprentice able trades, authorization for an adult student to register as a part-time apprentice must be verified by the WBL Coordinator, from the State Apprenticeship Council before the WBL agreement is finalized. Establishment of the part-time apprentice program is the responsibility of the employer.

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
WORK BASED LEARNING PROGRAM
PERFORMANCE OBJECTIVES
WORK BASED LEARNING PLAN**

The _____ and _____ and
Employer School

_____ agree to undertake a Work Based Learning/School
Student

To Career Program for the purpose of providing work experience in _____

Beginning _____, 20____ and ending _____, 20____. Trade

The student will be paid at least the starting rate of \$_____ per hour and provided the opportunity to perform and develop, at a minimum, the following advanced skills or tasks:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Equipment to be used _____

Trade Department Head *Signature*

Date

WBL Coordinator *Signature*

Date

Student *Signature*

Date

Mentor *Signature*

Mentor Name Printed

Date

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
WORK BASED LEARNING PROGRAM
PARTICIPATION AGREEMENT**

We the undersigned agree to comply with the Policy and Procedures of the Work Based Learning Program.

AGREED TO BY:

Company Name Address Zip

Phone Number(s) _____ Fax Number: _____

Cell Number: _____ E-mail: _____

Employer *Signature* Employer Printed Name Date

Trade Department Head *Signature* Date

Student *Signature* Date

WBL Coordinator's *Signature* Date

Phone: _____ Fax: _____ Email: _____

Parent/Legal Guardian *Signature* Date

Phone Numbers:
Home: _____ Work: _____ Emergency: _____
Beeper: _____ Fax: _____ Cell: _____

School Principal *Signature* Date

All parties to this contract agree and warrant that in performance hereof no discrimination against any person or group of persons will be permitted on the grounds of race, color, religion, sex, national origin, ancestry, sexual orientation, or disability in any manner prohibited by the laws of the United States or of the State of Connecticut.

**CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
WORK BASED LEARNING PROGRAM**

Student Name: _____ Employer's Name: _____

DAILY WORK RECORD

Date	Time (From-To)	Job Worked On (Description)	Suggested Shop/Skill Training (if needed)

Instructions: Student is to keep date, time, and job description on a daily basis. On-the-job instructor/mentor is to sign and verify, and make suggestions and comments at the end of each week.

Comments: _____

Worksite Mentor *Signature*

Date

CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM WORK BASED LEARNING PROGRAM

Student Name: _____ Employer: _____

STUDENT PERFORMANCE EVALUATION

	Unsatisfactory	Fair	Satisfactory	Good	Excellent
JOB UNDERSTANDING Individual possesses a clear knowledge of the responsibilities and tasks he/she must perform.					
JOB PERFORMANCE The neatness, thoroughness and accuracy of the student's work.					
JOB PRODUCTIVITY The quality of the student's work in terms of volume and accomplishment.					
DEPENDABILITY Student can be relied upon in terms of being on time and completion of assigned tasks.					
COOPERATION The ability to work willingly with associates, subordinates, supervisors and others.					
ATTITUDE Student can be relied upon to act in a courteous and mature manner.					
SAFETY/HOUSEKEEPING Practices safe, clean work habits on equipment and areas of work.					

General comments as to student strengths, weaknesses, and action needed to improve performance:

Worksite Mentor *Signature*

Date

Approval Form: Workplace Learning Experiences for Minor Students in Hazardous Occupations

This LED 75-1(Rev.07/12) form has been developed in accordance with the provisions of section 31-23 of the Connecticut Statutes allowing minor students (***16- and 17-years of age***) to be placed in paid, credit-bearing workplace learning opportunities within potentially hazardous occupations. Only such structured workplace learning opportunities that are designed by the school and workplace partners to integrate the worksite experience with classroom curriculum *and* are monitored by local Career Pathways staff [including staff of Cooperative Work Education, School-to-Career, Agriculture Education or other Career and Technical Education programs] whose programs have been reviewed by the State Department of Education (SDE) and approved by the Department of Labor (DOL) are eligible to use this LED 75-1 (Rev.07/12).

Please print in ink.

Student Name: _____ DOB: _____

Address: _____ City: _____ Zip: _____

School Name: _____ School Location: _____

Worksite/Employer: _____

Employer's Name Complete Address Phone

Workplace Mentor: _____

Mentor's Name Position Phone

Work-based Assignment: _____ *Dates: _____ Starting Wage: \$_____/hr.
From To

Career Pathway: _____ Pre-apprentice card: Yes No N/A Equipment used: Yes No
(If "Yes" describe in Work-plan)

Career Pathways Coordinator: _____
Coordinator's Name Position Phone

Original Signatures. All signatories agree to comply with the requirements of structured work-based learning activities listed on the accompanying instructions page. Please sign legibly on the appropriate line below in ink:

School: _____ Phone: _____ Date: _____
Administrator's Name/Title/Signature

Student: _____ Date: _____
Name/Signature

Parent/Guardian: _____ Phone: _____ Date: _____
Name(s)/Signature(s)

Career Pathways Coordinator: _____ Phone: _____ Date: _____
Name/Signature

(*If summer placement, educator- monitor: _____ Phone: _____)
Educator-monitor's Name/Signature

Employer-provided Workplace Mentor: _____ Phone: _____ Date: _____
Workplace Mentor's Signature

Department of Education review: _____ Date: _____
Work-based Learning Consultant's Name/Signature

Department of Labor approval: _____ Date: _____
Wage and Workplace Standards Division Officer's Name/Signature

Use of the LED 75-1(Rev.07/12) form is authorized only for those students enrolled in Career and Technical Education Programs Career Pathways Initiatives currently approved by the Connecticut State Department of Education (SDE). Attach a copy of the student's individual structured work-based learning plan to this LED 75-1 (Rev 07/12) form before submitting it to the Work-based Consultant at the CT SDE. Illegible/incomplete forms will not be processed and will be returned unapproved; they may be re-submitted when complete and legible.

PLEASE TAKE NOTE: This form does not waive any legal/liability issues at the workplace.

Instructions for completing the LED 75-1 (Rev. 11/09) Approval Form for Minor Students:

- School-identified Career Pathways Coordinators or staff (including CWE, School-to-Career or other Career Pathways staff - **not employers**) shall complete this form for every **minor** student (16- or 17-years of age) enrolled in a CTE Career Pathway program, pre-approved by the Connecticut State Department of Education, who will participate in a structured, **paid, credit-bearing** work-based learning opportunity at a work-site that is potentially hazardous.
- Complete all sections legibly, including signatures. ***Illegible and/or incomplete forms will be returned unapproved.*** (Note: if students complete parts of the form, educators might use this opportunity as a lesson in a basic employability skill and ***screen them for legibility before submitting them to SDE.***)
- ***The work-experience is not approved until final approval by SDE/DOL is given; student start-dates may not occur prior to SDE/DOL approval of this form.*** Typically, the approval process takes two weeks from the time it is mailed to SDE, reviewed for eligibility, forwarded to and approved by DOL, and mailed back to the school. During the holidays and summer, allow two to three weeks. Scanning the document, and Emailing will significantly improve the processing time.
- Starting wage must be ***at least Connecticut minimum wage***, which is \$8.25/hr. as of January 2010.
- Enter the student's career cluster and pathway.
- All work-based learning experiences must be structured to integrate the learning at the job site with the classroom curriculum.
- Attach a copy of the student's individual structured work-based learning plan to this form; forms received without an attached, current work-plan will not be processed or approved.
- The name and contact information for the educator responsible for monitoring the work-site must be included on the LED-75 and a student work-plan attached in order for the experience to be approved by SDE and DOL. Work-sites must be monitored by the educator-monitor a minimum of three times per school year and one time in the summer. ***The approval criteria and process for summer Career Pathways work-site learning opportunities are the same as for those that occur during the school year.***
- A ***workplace mentor***, assigned by the employer, is required. The adult mentor-coach increases the value of the work-based experience and the safety of the student in these potentially hazardous situations (see WB Learning Toolkit for a copy of the ***Workplace Mentor Guide*** www.state.ct.us/sde/deps/Career/WB/index.htm).
- It is highly recommended that all students, especially those participating in CTE, STC or CWE, receive instruction in the CT Young Worker Safety Curriculum, ***Work Safe!*** This training is available to school faculty, in a train-the-trainer mode; for training information contact Judith Andrews, SDE Consultant for Work-base Learning/Career Development at: 860-713-6766 or by e-mail: judith.andrews@ct.gov.
- Forward all completed and legible forms for CTHSS-review to Heidi Balch, Consultant for Work-based Learning, Heidi Balch, 25 Industrial Park Rd. Middletown, CT 06457 or scan and email forms to Heidi.balch@ct.gov . After initial CTHSS review to determine eligibility, forms will be forwarded to DOL for final approval and subsequently returned to the school's WBL coordinator.

Note: This form is not to be used for unpaid work-based learning activities such as community service/service learning, nor is it a waiver for any liability responsibility. By approving a LED 75-1 (Rev. 07/12) form, the Connecticut Department of Labor acknowledges that the student is participating in a paid, credit-bearing structured workplace learning situation under the auspices of a Career Pathways work-based learning program that is currently approved by the Connecticut State Department of Education.

Each technical program within each cluster has a specific three and a half year program of study that outlines all academic and technical coursework required for students enrolled. The career programs taught within each cluster are as follows:

The Arts, Audio/Video Technology and Communications Cluster:

- Media Production
- Music Production

Computer Technology Cluster:

- Electronics Technology
- Graphics Technology
- Information Systems Technology
- Pre-Electrical Engineering and Applied Electronics

Construction Cluster:

- Architectural Technologies
- Carpentry
- Electrical
- Heating Ventilation and Air Conditioning (HVAC)
- Masonry
- Plumbing and Heating
- Plumbing, Heating and Cooling

Health Technology Cluster:

- Bioscience and Environmental Technology
- Early Care and Education
- Health Technology

Manufacturing Cluster:

- Automated Manufacturing Technology
- Computer-Aided Drafting and Design (CADD)
- Electromechanical Technology
- Manufacturing Technology
- Welding and Metal Fabrication

Retail, Hospitality and Tourism Cluster:

- Baking
- Culinary Arts
- Fashion Merchandising and Entrepreneurship
- Hairdressing/Barbering
- Marketing, Management and Entrepreneurship
- Tourism, Hospitality and Guest Services Management

Transportation Cluster:

- Automotive Collision, Repair and Refinishing
- Automotive Technology
- Diesel and Heavy Duty Equipment Repair