

WORK-BASED LEARNING AGREEMENT INDIVIDUAL STUDENT

Note: This form must be completed, signed, and submitted to the Good Spirit School Division before the student begins a work-based learning experience.

Part One – 4 Party Written Agreement

Date: _____

A. Parties to the Agreement

Student: _____ Date of Birth: _____

Address: _____ Home Phone: _____

Class/Program Name: _____

Cooperating Employer: _____

Employer Supervisor: _____

Address: _____ Phone Number: _____

The Board of Education of the Good Spirit School Division No. 204 of Saskatchewan

School: _____ Phone Number: _____

Supervising Teacher: _____

B. Time at Work Site

The student shall, from _____ to _____
Date Date

faithfully, honestly, and diligently serve the Cooperating Employer in the capacity of:

(job title)
during the hours of _____ to _____

PLEASE ATTACHED A COPY OF THE STUDENT'S WORK SCHEDULE

(subject to adjustments as required)

C. Insurance Coverage

As a learner under this agreement, the student is covered under The Workers' Compensation Act. In addition, Good Spirit School Division maintains insurance with respect to its liability under the Work-Based Learning Program. Cooperating Employers are required to pay into Workers' Compensation. They are also required to carry liability insurance. Exceptions to this are federal or provincial organizations that self-insure.

D. Signatures of the Parties to the Agreement and Conditions

Student Signature

Cooperating Employer Signature

Parent/Guardian Signature

Supervising Teacher Signature

Student 18 years of age or older

Part Two – Student and Parent/Guardian Agreement to Participate

I/we hereby give permission to enroll _____
in the work placement portion of the Career Work Exploration program.

Please read this information carefully and sign below

1. Students must display a positive attitude and good work habits with respect to responsibility, honesty, reliability, diligence and courtesy. Students must remember that they represent themselves, their peers, their school, their teachers, their community and this program.
2. Regular attendance is critical. Students must complete the required course work and work placement hours to receive a credit.
3. Students must complete and submit all of the necessary forms.
4. If a medical certificate or criminal record check is required at the work placement, it will be made available to the employer.
5. Students must display excellent attendance and punctuality at their work placements.
6. Parents and/or guardians must notify both the employer and the supervising teacher if the student is unable to report to work.
7. If a student must leave the work placement during work hours, parents and/or guardians must notify both the employer and the supervising teacher in advance.
8. Employers and/or the school may terminate a student's placement if attendance and/or punctuality become a problem.
9. Students must observe the rules, regulations and confidentiality of the workplace.
10. Students must work in a safe manner.
11. Students will follow the highest safety protocol in place at either their base school or work placement during work experiences.
12. Students will receive no salary during the work placement.
13. Parents and/or guardians are to ensure appropriate transportation of their child to and from the work placement.
14. If concerns about the program arise, communication is to be directed to the supervising teacher.

Student Signature

Parent/Guardian Signature

Date

Date