

WHAT ARE THE STUDENTS' RESPONSIBILITIES?

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

The student will keep a daily record 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.

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



WHAT ARE THE SCHOOL STAFF'S RESPONSIBILITIES?

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.



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**NORWICH
TECHNICAL HIGH
SCHOOL**

**WORK-BASED
LEARNING
PROGRAM**

CALL JACK CERVERA

DEAN OF STUDENTS

860-892-2119



WORK-BASED LEARNING

A Work Based Learning Program is provided in the Connecticut Technical High Schools in order to expand and enhance students' learning with actual job site experiences, and to facilitate the transition from school to work. The program is 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.

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



CAN A MINOR STUDENT WORK IN A HAZARDOUS OCCUPATION?

Yes, minor students participating in the Work-Based Learning Program are eligible for employment in a hazardous occupation. The State of Connecticut Labor Department grants special permission for 16 and 17 year old students to work in hazardous occupations provided the students are enrolled in the Work-Based Learning Program, have an approved LED 75-1 form, and have a pre-apprentice permit in the trades that require licensure.

WHAT ARE THE EMPLOYER REQUIREMENTS?

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

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.

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.

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 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.

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