

Work-Based Learning Training Agreement

District logo

[District Name] • [School Name]
[School Address] • [School Phone]

Before you use this template: This is a starting point, not a legal document. Have your district attorney, business office, or risk manager review it, and check whether your state department of education requires its own WBL form. Pay particular attention to the sections marked **DISTRICT/LEGAL REVIEW**. Requirements vary by state and district; review this agreement against your state and local requirements before use.

Purpose. This agreement describes a work-based learning (WBL) placement for one student. Its primary purpose is educational. It names the people involved, sets the schedule and learning objectives, and lists each party's responsibilities. All parties sign it before the student begins at the worksite.

Section A – Program and School

Field	Entry
School / district name	[District Name] / [School Name]
School address	[School Address]
School phone	[School Phone]
Program / CTE pathway	_____
Career cluster	_____
School year	_____
Term(s) / grading period(s)	_____
Credit awarded	☐ Yes, number of credits: ____ ☐ No
Course code	[EDIT: optional] _____

Section B – Student

DISTRICT/LEGAL REVIEW: Collect only the information this placement needs (FERPA). Date of birth or age is used to check child-labor rules.

Field	Entry
Student name	_____
Grade	____
Date of birth	____ / ____ / _____
Age on start date	____
Student phone	_____
Student email	_____
Student ID	[Internal copy only. Do not include on the employer's copy.] _____
Parent/guardian name	_____
Parent/guardian phone	_____
Parent/guardian email	_____
Emergency contact name and relationship	_____

Field	Entry
Emergency contact phone	_____

Medical and insurance information is collected on a separate confidential form kept by the school: **[EDIT: name of your district's form]**.

Section C – Employer / Worksite

Field	Entry
Business name	_____
Worksite address	_____
Work location	☐ On site ☐ Remote ☐ Hybrid
Industry / sector	_____
Worksite supervisor / mentor name	_____
Supervisor title	_____
Supervisor phone	_____
Supervisor email	_____
Backup contact name and title	_____
Backup contact phone / email	_____

Section D – Placement Details

WBL type (check one):

☐ Internship ☐ Job shadow ☐ Apprenticeship ☐ Pre-apprenticeship ☐ Clinical ☐ School-based enterprise ☐ Service learning ☐ Simulated / virtual ☐ Other: _____

Job title: _____

Short description of duties:

Start date: ____ / ____ / _____ **End date:** ____ / ____ / _____

Total hours required: _____

Weekly schedule:

Day	Time in	Time out	Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Weekly total			

Compensation: ☐ Paid, hourly rate: _____ ☐ Unpaid ☐ Stipend: _____

DISTRICT/LEGAL REVIEW: Paid vs. unpaid status has legal implications. For unpaid placements with for-profit employers, review the U.S. Department of Labor's Fact Sheet #71 (Internship Programs Under the FLSA) with your district.

Transportation to and from the worksite is provided by: ☐ Student ☐ Parent/guardian ☐ School ☐ Employer

Section E – Training Plan / Learning Objectives

List 5–8 learning objectives agreed on by the supervisor and coordinator. Write each one as a competency the student will demonstrate, not only a task. The last column is optional; use it to align objectives to graduation competencies or standards (see the WBL Competency Mapping Template).

Proficiency levels: Intro = first exposure, needs step-by-step direction · Developing = can do it with regular guidance · Proficient = can do it independently and reliably

#	Learning objective or competency	Tasks / activities	Where / when	Expected proficiency	How it will be evaluated	Graduation competency / standard (optional)
Example	Demonstrates critical thinking through safe tool selection and operation	Select and operate the band saw safely; identify wood grain before cutting	Shop floor, weeks 1–4	☐ Intro ☐ Developing ☒ Proficient	Supervisor observation; employer evaluation Section B	[EDIT: e.g., Critical thinking]
1				☐ Intro ☐ Developing ☐ Proficient		
2				☐ Intro ☐ Developing ☐ Proficient		
3				☐ Intro ☐ Developing ☐ Proficient		
4				☐ Intro ☐ Developing ☐ Proficient		
5				☐ Intro ☐ Developing ☐ Proficient		
6				☐ Intro ☐ Developing ☐ Proficient		
7				☐ Intro ☐ Developing ☐ Proficient		
8				☐ Intro ☐ Developing ☐ Proficient		

Section F – Safety

Field	Entry
Safety orientation completed on (date)	___ / ___ / ____
Safety orientation given by (name, title)	_____
Required PPE	_____
Required safety training	_____

☐ The employer confirms that the student's assigned tasks comply with federal and state child-labor rules, including hazardous-occupation restrictions for workers under 18.

☐ A work permit / age certificate is on file, where required by state law. ☐ Not required for this placement.

DISTRICT/LEGAL REVIEW: Child-labor hour limits and hazardous-occupation rules depend on the student's age and your state. Work-permit rules are state-specific. Confirm both with your district before signing.

Incident and injury reporting. If the student is injured or involved in an incident at the worksite:

1. Provide or get first aid / emergency care as needed.
2. Notify the parent/guardian.
3. Notify the WBL coordinator the same day: [Coordinator Name], [Coordinator Phone].
4. Complete the employer's incident report and send a copy to the coordinator.
[EDIT: add your district's incident procedure and form.]

Section G – Insurance and Liability

DISTRICT/LEGAL REVIEW REQUIRED: Workers' compensation responsibility can depend on state law, district policy, and whether the placement is paid. Complete this section only with your district's guidance.

Workers' compensation coverage is provided by: ☐ Employer ☐ School/district ☐ N/A (explain): _____

[EDIT: per state law and district policy]

☐ Employer general liability insurance certificate is on file with the school.

Supervisor background check required? ☐ Yes ☐ No (per district policy) Completed on: ____ / ____ / ____

Section H – Responsibilities

[EDIT: adjust these lists to your district's policy.]

All parties agree that:

- The primary purpose of this placement is educational.
- Learning objectives are set jointly by the supervisor, coordinator, and student.
- Concerns about the placement go to the WBL coordinator.

The student will:

- Attend as scheduled and arrive on time.
- Notify both the worksite supervisor and the WBL coordinator before any absence.
- Follow workplace rules, safety procedures, and the school code of conduct.
- Submit timesheets by the deadline in Section I.
- Complete required reflections and assignments.

The parent/guardian will:

- Give consent for the student to take part in this placement.
- Arrange transportation, if checked in Section D.
- Support the student's attendance and communication with the school.

The employer / worksite supervisor will:

- Provide training and supervision for the duties in Section D and the objectives in Section E.
- Provide a safe workplace and the safety orientation in Section F.
- Verify the student's hours on each timesheet.
- Complete the employer evaluation of the student at the midpoint and at the end of the placement.
- Notify the WBL coordinator promptly about attendance, safety, or conduct concerns.
- Follow nondiscrimination and anti-harassment requirements and tell the coordinator about any concern a student raises.

DISTRICT/LEGAL REVIEW: Confirm nondiscrimination and harassment-reporting language with your district.

The school / WBL coordinator will:

- Conduct site visits: [EDIT: number] per term.
- Monitor the student's progress, timesheets, and evaluations.
- Assign the grade and/or credit.
- Keep placement records according to state and district policy.

Section I – Evaluation and Monitoring Plan

Item	Entry
Timesheets due	☐ Weekly ☐ Biweekly · Due on: _____ (day)
How timesheets are submitted	[EDIT: e.g., email to coordinator, hand in at school]
Midpoint employer evaluation date	___ / ___ / _____
Final employer evaluation date	___ / ___ / _____
Planned site visits (dates or virtual)	1. _____ 2. _____ 3. _____

Use the WBL Timesheet & Hours Log and the Employer Evaluation of Student templates.

Section J – Data Sharing and Consent

DISTRICT/LEGAL REVIEW: FERPA. Confirm what student information may be shared with the employer and what consent is required.

Student information the school will share with the employer, and why:

Information	Purpose
[EDIT: e.g., name, schedule, school contact]	[EDIT: e.g., scheduling and supervision]

☐ I (parent/guardian, or student if 18 or older) consent to the school sharing the information listed above with the employer for the purposes listed.

Media / photo consent (optional): ☐ I consent ☐ I do not consent to photos or videos of the student at the worksite being used by the school or employer. [EDIT: or use your district's separate media consent form.]

Section K – Changes, Withdrawal, and Termination

- Changes to the schedule, duties, or worksite must be approved in advance by the WBL coordinator and the worksite supervisor, and shared with the student and parent/guardian.
- Any party who wants to end the placement early should give [EDIT: number] days' notice, except where safety or conduct requires immediate action.
- The WBL coordinator must be informed of any change or early end to the placement, and will inform the parent/guardian and the administrator.

Section L – Signatures and Distribution

By signing, each person confirms they have read this agreement and agree to their responsibilities.

Role	Signature	Printed name	Date
Student	_____	_____	_____
Parent/guardian (if student is under 18)	_____	_____	_____
Worksite supervisor	_____	_____	_____
WBL coordinator	_____	_____	_____
Administrator / principal [EDIT: optional]	_____	_____	_____

Copies distributed to: ☐ Student ☐ Parent/guardian ☐ Employer ☐ Coordinator file ☐ Administrator

Records: Retain per state/district record-retention policy. [EDIT: your retention period]