



2740 York Road, Jamison, Pennsylvania 18929
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Work Based Education Check List

STUDENT NAME _____ **PROGRAM** _____

	Work Based Education Program Review	Introductory meeting with student, discuss application process and requirements
	Special Needs Coordinator	Check in to determine if it's appropriate and in line with IEP Goals
	Student Resume	Collect and review digitally
	WBE Application & Release Form and Student Learner Responsibilities	Collect forms with signatures
	Safety Modules 8 and 9	Student completes and returns
	Driver License	Or letter from parent/guardian that they will provide transportation
	Parking Permit (Security Office)	Reduced rate if on co-op
	Teacher Recommendation (Confidential)	Teacher completes form & returns to WBE
	Site Visit and Employer Package	Tour training station Complete employer orientation and review documents
	Work-Based Education Training Agreement	Reviewed and signed
	Training Plan	Completed by employer / WBE coordinator
	On-The-Job Instructor's Responsibilities	Reviewed
	Workers Compensation Certificate	MBIT - must be certificate holder
	Leaving School Grounds	Notify Appropriate School Personnel

	For students under 18	Review Child Labor Law and Prohibited Occupations for minors, provide handout to mentor
	Student Work Permit	Obtained from home school
	Pennsylvania Child Abuse History Clearance (CY113)	MBIT collects and holds Copies of originals of all clearances in HR
	Pennsylvania Criminal Records Checks (SP4_164)	
	Federal Bureau of Investigations (FBI) Criminal Background Checks	

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Work Based Education Program Instructions

The Work Based Education Department (WBE) at Middle Bucks Institute of Technology is under the direction of a certified Cooperative Education Coordinator. The program is designed to provide a capstone training activity to students that have completed the majority of related/technical training in their selected occupational area. WBE activities are considered a privilege and not a right—deserving students are permitted to obtain paid on-the-job experience at approved local employers with the approval of their parent/guardian, occupational teacher, WBE coordinator and school administration. Employers must provide proof of workers compensation insurance, the three required clearances (if under 18) and agree to the conditions outlined in the WBE application.

Students are to:

- Obtain an application packet from the WBE coordinator
- Complete all MBIT WBE forms and submit resume. The forms are to be legible, printed and complete. Incomplete or unacceptable applications will not be processed.
- Request their MBIT program teacher complete and forward the student evaluation form to the WBE coordinator
- Obtain a work permit from their home high school if under 18
- Obtain an MBIT parking permit (SIC)
- Pay all school fees and fines prior to placement
- Complete and turn in two Safety packets Capstone Modules 8 & 9

After placement – students are to:

- Maintain and turn in a signed and completed Weekly Log form. This must be turned in at the beginning of the scheduled WBE class. Failure to turn in the log will result in the student not being permitted to attend work.
- Complete designated activities and assignments in the WBE class.
- Report to their area CTE classroom immediately following the WBE class. Complete all activities as assigned by their program teacher.

Failure to adhere to the above guidelines and student responsibilities as outlined in the WBE application packet will result in reduction in course grade and possible termination from the WBE program.

WBE Coordinators

Mrs. Pamela Swoyer 215-343-2480 ext. 262 267-718-2024 cell
Dr. Thomas Gregor 215-343-2480 ext. 263 267-718-1870 cell

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MBIT - Work Based Education Program Application and Release Form

STUDENT INFORMATION								
Student Name						Date		
Phone #			Cell Phone #			E-Mail		
Home Address								
Do you currently have a Drivers License?			Yes			No		
					Work Permit #			
Mother's Name			Work Phone #			Cell		
						E-Mail		
Father's Name			Work Phone #			Cell		
						E-Mail		
EDUCATIONAL INFORMATION								
Home School				MBIT Program				
Grade				MBIT Teacher				

Related Work Experience: _____

Special Skills: _____

Why do you want to participate in co-op training? _____

Given the opportunity to work for any company in this area, which would you choose? _____

What do you plan to do after graduation? _____

I have completed the above form after careful consideration. If I am accepted for this program, I will take advantage of every opportunity that will improve my skills and efficiency in both the classroom and the work world.

I currently am on the following medications:

(If non-applicable, write none)

If my medical status changes, my parents/guardians and I will be responsible for notifying MBIT of any and all changes. My parent(s) or legal guardians give permission for the MBIT WBE coordinators to share personally identifiable information with my current and/or potential employer in so far as it will help me to be more successful in the workplace.

Student-Learner Intern/Apprentice **Date** **Parent/Guardian** **Date**

If you have questions or concerns, please contact the Work Based Education Department at 215.343.2480 ext. 262 for P. Swoyer or ext. 263 for T. Gregor.

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The Middle Bucks Institute of Technology does not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, [sex] gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, AIDS or HIV status, or any other legally protected category. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal law, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990. Inquiries may be directed to Middle Bucks Institute of Technology, Title IX Coordinator or Section 504 Coordinator at 2740 York Road, Jamison, PA 18929 or 215-343-2480.



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Work Based Education Student Learner Rules and Requirements

I agree _____

Student Name

1. To report promptly to the employer any absence caused by sickness or other legal excuses during the work period.
2. To report, before 8:10 a.m., any such absence to the Work Based Education Office. Phone: (215) 343-2480 Ext. 262 for P. Swoyer Ext. 263 for T. Gregor or by email to pswoyer@mbit.org or tgregor@mbit.org
3. To follow up the phone call with a parental and/or physician's note emailed to absent@mbit.org.
4. To be regular in attendance both on the job and in school except for sickness or other legal excuse and to turn in a completed log sheet every Monday by 11:30am.
 - The first unexcused absence or failure to turn in a log will result in being pulled off of the job for up to one week,
 - The second for a minimum of one week, and
 - The third could lead to termination of the work-based experience altogether.
5. To return to school for all required testing and curriculum obligations.
6. To work when required by the employer on any school holidays that are not recognized as holidays by the employer.
7. To attend Middle Bucks on their scheduled co-op class dates.
 - At this time, students **must** turn in their completed work journals.
 - WBE students **must** be attentive, prepared and on time.
 - All students must be in attendance in their shops prior to and/or after Co-op class.
 - Students must enter quietly and respectfully so as not to disrupt the classroom activities.
8. To be in the school shop if laid off by the employer or during the duration of any labor disputes and to be in the school if unable to work because of weather or for any other reason.
9. To assume all responsibility for transportation to and from the employer/training site and obey Middle Bucks student driving and parking rules.
10. To accomplish the work assigned by the employer to the best of student's ability.
11. To remain on the job until graduation or until released by the employer or coordinator. **Changing jobs is not permitted.** Job problems are to be discussed with the WBE coordinator.
12. To report to your regular Middle Bucks class/lab area on a regular attendance schedule, if student withdraws or is withdrawn from the employer/training site and/or the Work Based Education Program.
13. To work the agreed working hours limited by child labor laws if under 18 years of age.
14. To maintain at least a "C" average in all classroom subjects and to maintain good conduct on the job and in school.
15. To purchase the essential tools of the trade as required by the employer and to accumulate additional tools out of cooperative employment wages.
16. To complete all Work Based Education Program legal requirements and agreements before starting the cooperative work experience.
17. To pay all laboratory, parking and activity/memberships fees prior to being released for WBE.
18. If for any reason your WBE placement ends, you must return your parking hangtag to the WBE coordinator.

FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES WILL RESULT IN A TERMINATION OF THE WBE PLACEMENT. I agree to the requirements and conditions of the Work Based Education Program at Middle Bucks institute of Technology.

Student-Learner Intern/Apprentice	Date	Parent/Guardian	Date
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Work Based Education Training Agreement

Student		Email		DOB		Work Permit	
MBIT Program		Career Goal					
Employing Agency		Mentor		Phone		Fax	
Agency Address		City		PA	Zip	Cell	
Job Title		Start Date		End Date		Pay Rate	
Hours per Week		Email:					

EMPLOYER/TRAINING SITE RESPONSIBILITIES: The Employer will ...

- Adhere to all State and Federal regulations regarding employment, child labor laws, minimum wages, Act 15 of 2015 and workers' compensation. Pennsylvania Worker/Community Right-To-Know and Human Relations Acts.
- Recognize and support the student's WBE educational objectives and provide employment for the student-learner on a regular, continuous basis.
- Agree to follow the student-learner's training plan; to provide the student-learner with a variety of work assignments; and to provide comprehensive instruction and supervision under the direction of a qualified experienced person.
- Make a periodic evaluation of the student-learner's job progress on a rating form provided by the school.
- Arrange a conference with the coordinator if a trainee problem arises.
- Provide necessary safety instruction throughout the student-learner's training period.
- Not employ a student-learner to displace a regular worker.
- Assure that exposure to hazardous work will be incidental to the student-learner's training and not a part of the student-learner's training program.
- Agree that treatment of illness or injury to the student-learner at the training site will not be given without the signed permission of the Parent/Guardian, except under emergency conditions.
- Not be liable to the unemployment compensation fund for wages paid to the student-learner while under the training program. This is provided in section 4L4 10C in Pennsylvania Unemployment Compensation Law.
- Keep an accurate record of student-learner's attendance and will notify the school if the student-learner fails to report to work.
- Agree to pay the student-learner intern/apprentice wages as agreed upon at the time of placement.
- Permit the school's representative(s) to visit the student-learner and training supervisor at the training site to determine progress and obtain direct feedback.
- Agree that a student-learner if under 18 year of age should not be permitted to drive company or customer vehicles on public roads or highways.

STUDENT-LEARNER / PARENT - GUARDIAN RESPONSIBILITIES:

- The student-learner agrees to perform assigned duties in a loyal manner and work to the best interest of all concerned.
- The student-learner agrees to report job problems to the training site supervisor/mentor and to the WBE coordinator.
- The student learner will adhere to company policy; employment may be terminated for the same reasons as apply to regular employees.
- The student-learner must be regular in attendance at school and on the job. If unable to report to work, the employer, school and Work-Based Education Coordinator should be notified before the start of the normal workday.
- The student-learner's employment will be terminated upon withdrawal from school.
- The student-learner will report to the school for designated meetings and related instruction and will submit weekly journals.
- The student-learner's employment may be terminated if student does not comply with the school's Student Code of Conduct.
- The Parent-Guardian agrees to be responsible for providing transportation to the training site.
- The Parent-Guardian agrees to provide medical insurance and automobile insurance coverage to satisfy student-learner's placement and travel responsibilities and agrees that both the driver and vehicle used for the Work Based Education placement are properly licensed, insured and safe.

SCHOOL RESPONSIBILITIES:

- The program is under the direct supervision of a certified Cooperative-Education coordinator/instructor.
- The student-learner intern/apprentice will receive related instruction and safety instruction from the occupational instructor or the Work-Based Education Coordinator prior to job placement.
- The Work-Based Education Coordinator will visit the student-learner and training supervisor on a regular basis at the training site.
- The Work-Based Education Coordinator will investigate compatibility of job circumstances with requirements for student-learner's attainment of advanced standing in apprenticeship program upon graduation from high school.
- Student-learner transportation, insurance, and attendance at school and work will be covered by school policy.

This memorandum is for outlining the agreement between the school and employer on the conditions given a student-learner while on the job. We, the undersigned, agree to the conditions and statements contained in this agreement.

_____	_____	_____	_____
Student-Learner Intern/Apprentice	Date	Parent/Guardian	Date
_____	_____	_____	_____
Employer/Mentor	Date	Home School Counselor	Date
_____	_____	_____	_____
CTE Teacher	Date	MBIT Principal, Director or Designee	Date

Employers/Training Sites of Work Based Education student-learners shall not discriminate in educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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Work Based Education Employer/Mentor Responsibilities

The quality of the educational experience that a student has during on-the-job training is directly related to the quality of the involvement of the on-the-job mentor. Providing this necessary supervision will help to ensure that, the student's learning experiences are productive and help the student to meet his/her career goals. The specific criteria that have been successful for instructors are as follows:

The On-The-Job Mentor

- Ensures that work sites are safe and healthy work environments.
- Complies with local, state and federal labor regulations and other appropriate regulations.
- Accepts responsibility for the student while on-the-job and feels accountable for ensuring that the student succeeds.
- Supervises closely with student on a one-to-one basis.
- Works with Work-Based Education Coordinator in planning student's learning experiences.
- Is thoroughly competent in the skills and the technical aspects of the job.
- Teaches specific job skills and technical information to the student and recognizes the value of on-the-job training.
- Provides student with "learning-by-doing" experiences.
- Follows company policies and work ethics serving as a role model for the student.
- Helps the student develop a mature and positive attitude toward employment. Emphasizes to student the need for qualities such as responsibility and dependability.
- Teaches the student to gain satisfaction and take pride in work.
- Relates to the age group of students in program.
- Follows the student's training plan.
- Conducts periodic evaluation of job progress of the student on a school rating form.
- Signs Work Journals on a weekly basis after the student has completed them.
- Notifies the school when student is late or absent from work and arranges a conference with the coordinator if any problem arises.
- Provides necessary safety instructions throughout student's training period.
- Practices good accident prevention and uses safety devices during work hours.
- Ensures that the student is not exposed to hazardous work or chemicals, incidental to the student-learner's training.
- Student will be withdrawn from employment during the duration of any labor disputes.

Employer/ Mentor

Date

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TRAINING PLAN & AGREEMENT POLICIES/PROCEDURES

Dear Employer and Mentor:

Successful educational experiences are the result of planned, relevant experiences for students. The importance of formalizing agreed-upon learning experiences and activities for students cannot be overemphasized. The training agreement provides the bridge between participants and assures a beneficial experience for all involved. The Regulations and Standards for Vocational Education require a memorandum of understanding. A signed training agreement and training plan meets this requirement for a memorandum of understanding.

TRAINING AGREEMENT

The training agreement is a **statement of fundamental agreements and responsibilities** regarding the participation of a student in a work environment that is signed by all participants. Initiated by the school, the agreement reflects a voluntary and cooperative commitment on the part of the coordinator, employer, student, school administrators and parents/guardians.

The training agreement is essential for a number of reasons:

As a planning document, it serves as a management tool for directing various learning experiences.

As an information document, it helps employers to appreciate their teaching role and to understand the purpose of career and technical education.

As a permanent record, it is useful for subsequent placement services and follow-up studies.

As a career decision-making document, it builds student satisfaction in fulfilling a career interest.

The one-page training agreement is a compilation of important information and data relative to the employment of the student. The student, training agency and coordinator will each have a copy of the training agreement when the student begins the training experience.

TRAINING PLAN

The training plan details **the who, what, when, where and why of a student's on-the-job training experience**. It specifically describes the educational plan for which the student will receive school recognition/credit(s) for occupational experiences.

The following principles should be considered in the development and use of a training plan:

The plan is individualized with the student's career objective or career interest as its basis.

The coordinator, student and training sponsor work as a team to prepare the training plan that identifies the activities to be performed by the student learner.

Safety instruction should be a training activity for each student. Training activities for a student exposed to hazardous occupations must show evidence of planned, on-the-job safety instruction.

A training plan must be modified during the training experience when conditions warrant.

The coordinator and training sponsor agree on the approximate time needed by the student to complete a training activity.

The coordinator and training sponsor cooperatively evaluate student performance of each training activity.

The coordinator bases program planning, training site visitations and related instructional activities on the training plan.

The training plan form provides space for student data and training site details; and signatures of the student, training supervisor, teacher and coordinator, training activities and performance evaluation. The student, parent, training supervisor and coordinator should each have a copy of the completed training plan.

Thank you for your cooperation and assistance,

MBIT Work Based Education Coordinators

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Work Based Education Training Plan

Student - Learner _____	Vocational Program _____
Training Agency _____	Employer/Mentor _____
Agency Phone # _____	

TRAINING ACTIVITY	APPROXIMATE TIME	SUPERVISOR COMMENTS PERFORMANCE EVALUATION
SAFETY	ON – GOING ACTIVITY	Safety instruction is to be an integral component of all job / training activities.

Training activities may be modified during the training experience; changes should appear on Training Plan. Training Plan includes work-based competencies relevant to the student's career choice. A minimum return to school of one (1) day each week is required by Pennsylvania Department of Education. The day selected will be based upon school and class schedules.

We, the undersigned, agree to the activities and hours of work listed.

Student	Date	Employer/Mentor	Date
Teacher	Date	WBE Coordinator	Date

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Dear Prospective Employer and Insurance Carrier:

The Work Based Education Program at Middle Bucks is regulated by the Pennsylvania Department of Education. Prior to the placement of our students at an employer/training site, we must ensure that students are covered under Pennsylvania Worker's Compensation Insurance.

Please provide the following information: In addition, **please inform your insurance carrier that MBIT is to be added to the insurance certificate as a certificate holder**. A copy of the certificate should be **emailed to pswoyer@mbit.org or tgregor@mbit.org or faxed** to the Work based Coordinator at 215-343-8451.

Student Name: _____

Company: _____

Address: _____

City _____ **State:** _____ **Zip:** _____

Phone: _____

Policy/Certificate No.: _____

Effective Dates/Policy Period _____

Name of Broker or Agent: _____

Address: _____

Telephone No.: _____

This form serves as a release to my insurance carrier to add Middle Bucks Institute of Technology as a certificate holder to my policy.

Employer Signature: _____ Date: _____

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TEACHER RECOMMENDATION (CONFIDENTIAL)

STUDENT _____ **SUBJECT(S)** _____

This student has applied for participation in the work-based learning Work Based Education Program. Please help us in our selection process by providing the following information about this student.

STUDENT TRAIT	EXCELLENT	AVERAGE	POOR
RELIABILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEADERSHIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDUSTRIOUS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POISE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GROOMING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNOWLEDGE OF SUBJECT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GETTING ALONG WITH OTHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Identify any special job skills?	
2. Identify any special talents?	
3. What do you feel are the student's strong points?	
4. What do you feel are the student's weak points?	
5. Please list relative safety training the student has received:	
6. Other comments:	

Date _____ **Signature (CTE Teacher)** _____

Please attach an updated copy of the students' skills profile.

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