

WACTC

Western Area Career & Technology Center

688 Western Avenue, Canonsburg, PA 15317

Phone: 724-746-2890 Fax: 724-746-0817

What is Cooperative Education?

- Cooperative Education enables students that are **eligible**, to receive training from an employer in place of attending the Career Center.
- Co-op combines academics with occupational experience, enabling students to **learn and earn** on the job.
- The Cooperative Education Coordinator works together with the student, their instructor, and the employer to set up a placement.

What are the Employer requirements for a Cooperative Education student?

- Co-op positions must be directly related to a student's field of study.
- Co-op students are required to be paid a fair wage and on the payroll to include tax deductions.
- The business must carry Workers Compensation insurance.
- Students are not eligible for unemployment insurance.
- A Training Agreement among the School, Employer, Parent and Student must be signed.
- A Training Plan will be designed that includes specific details of what the student will accomplish and how their employment extends their education.
- All placements are subject to Federal and State labor laws and safety regulations.
- Keep School apprised of the student's performance.
- Employer/Supervisor must contact the Co-op Coordinator immediately if terminating a student's job.

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Training Agreement

The training agreement is a contract between the student, their employer, the school, and their parents. It includes guidelines that have been developed to comply with the state and federal labor laws. Students can be removed from a co-op placement if they or their employer does not adhere to guidelines.

Training Plan

The training plan is a list of Work Ethic, Human Relations, Safety, Employment Retention, Communication and Job- Specific skills that the student will accomplish at their place of employment.

Labor Laws: (16 and 17-year olds) See document enclosed.

Training Supervisor

The employer needs to assign a specific qualified employee to be the student's Training Supervisor.

Site Visits

The Cooperative Education Coordinator will visit the work site to check in with the training supervisor once per month to monitor student's progress.

Work Site Evaluation Form.

The supervisor will complete a *Work Site Evaluation Form* every 9-week Marking Period. It will be used to determine 50% of the student's grade.

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Co-op Classes at the Career Center

Co-op students are required to attend cooperative education group meetings twice a month for 90 minutes every other Friday. This time will be used to discuss their Co-op experience and complete any other relevant activities. **These classes are mandatory.** A *Class Calendar* will be provided and employers should not schedule a student to work during that time.

The NOCTI Test

National Occupational Competency Test Instrument - Every career center student is **required** to take both the written and performance based NOCTI test. Co-op students are required to attend the career center on those dates.

Co-op Employer Checklist:

- ✓ Assure that the job is related to the student's field of study/shop.
- ✓ Assure that you have worker's compensation insurance.
- ✓ Assure that the student is paid a fair wage.
- ✓ Assign a Training Supervisor.
- ✓ Complete all employer information required on the Training Agreement and sign.
- ✓ Complete all employer information required on the Training Plan and sign.

Respectfully,

Kimberly Anderson

Cooperative Education Coordinator

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