

LED 31-23

Connecticut Department of Labor

Connecticut Department of Education

Approval Form: Workplace Learning Experiences for Minor Student Learners Ages 14 and 15 in Non-Hazardous Occupations

The LED 31-23 form has been developed in accordance with the provisions of Connecticut General Statutes, section 31-23 allowing minor student learners (14- and 15-years of age) to be placed in paid, credit-bearing workplace learning opportunities within non-hazardous occupations from which they would normally be prohibited by child labor laws.

- Only State Department of Education (SDE) and Department of Labor (DOL) approved Career and Technical Education (CTE) worksite learning programs are eligible to use the LED 31-23.
• School and worksite partners together to extend the classroom curriculum through worksite experiences.
• Local Career Pathways staff [i.e. staff of Cooperative Work Education, School-to-Career, Agricultural Science and Technology Education, or other Career and Technical Education pathways] must supervise students in the program.
• Students enrolled in Agriculture Science and Technology Education pathways, refer to the Supervised Agriculture Experiences (SAE) Placement Manual for state-approved placements.

Directions:

- Fill in the blank with the requested information.
• Attach a written work-based learning plan that describes the work-based learning activity and its connection to the Career Pathways curriculum and identifies Student Learning Objectives linked to the student's Career Pathways individualized program of study/Student Success Plan.

Student Name: Birth Date:
Address: City: Zip Code:
School Name:
Address: City: Zip Code:
Employer Name:
Work site Address: City: Zip Code:
Work site Mentor Name: E-mail: Phone:
Students' Work site Title: Start Date: End Date:09/30/ Starting Wage:\$ /hr.
Career Pathways Program Coordinator Name: E-mail: Phone:
Students' Career Pathways Supervisor Name: E-mail: Phone:

Original Signatures. All signatories agree to comply with the requirements of structured work-based learning programs.

Print Administrator's Name: Title: Phone:

Administrator's Signature: Date:

Student Signature: Date:

Print Parent/Guardian Name: Phone:

Parent/Guardian Signature: Date:

Career Pathways Program Coordinator Signature: Date:

Students' Career Pathways Supervisor Signature: Date:

Click if students' summer supervisor is same as above.

Students' Summer Career Pathways Supervisor Name: Date:

Summer Career Pathways Supervisor Signature, (if necessary): Date:

Work site Mentor Signature: Date:

Department of Education Work-based Learning Consultant Approval: Date:

Department of Labor Approval: Signature and Title: Date:

Universal Structured Work-based Learning Plan

Student Name:

Student Work Site Title:

School Name:

Career Pathways Program
Coordinator Name:

Employer Name:

Work Site Mentor
Name:

Start Date:

End Date: September 30,

Placement:

Career Pathways paid, credit-bearing, Work-based Learning Experience (All Career Pathways) Other

Paid Work-based Learning Experience (describe):

UNPAID Work-based Learning Experience.

Career Learning tasks should be aligned to established education/industry performance standards: (Check which standards are aligned)

CTE Performance Standards/Competencies: http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Career/perf_stand_comp.pdf

Other National and/or Industry-recognized Skill Standards:

Career Learning Tasks	Competency/Source
1. Complies with labor and safety regulations on the job.	CTE <i>“WorkSafe!”</i> Curriculum; or other Safety Awareness Training (indicate):
2. Exposed to “All Aspects of the Industry”	Industry/Business Partner
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
List all power equipment student will be required to operate at the work site.	

Additional tasks may be added to supplemental sheets if necessary.

Partnership Agreement for Work-based Learning

Student/Youth:

Name:
Address:
City:
State: Zip:
Home Phone:
Parent or Guardian:
Emergency Phone:
E-mail:

Employer:

Worksite Name:
Address:
City:
State: Zip:
Employer Phone:
Worksite Mentor:
Worksite Mentor Phone:
Worksite Mentor E-mail:

School/Agency

School Name:
Address:
City:
State: Zip:
Students' Career
Pathways Supervisor:
Phone:
E-mail:

Type of Work-based Learning Experience:

Career Pathways paid, credit-bearing Work-based Learning Experience (All Career Pathways.
Agricultural Science and Technology Education paid/unpaid
Other paid Work-based Learning Experience:
Un-paid Work-based Learning Experience.

Start: End date: 09/30/

Worksite Title:

This partnership agreement outlines the basic responsibilities of the student, parent/guardian, worksite and educational/community institution in the delivery of this individual's work-based learning experience. All responsible parties should read this document carefully and indicate their understanding and agreement by signing on the following page.

All parties agree to:

1. Understand and comply with all federal and state regulations regarding employment, safety, worker's compensation, child labor laws, minimum wage, and other applicable regulations pertaining to employment of a student/youth;
2. Engage the student in the development of an on-going, individual Education and Career Development Plan that reflects the interests, aptitudes and abilities of the student;
3. Support the policies of the school/agency relative to attendance and behavior;
4. Support all rules and regulations of the cooperating business;
5. Participate in the periodic assessment of student progress on the job and achievement of appropriate recognition (grades, credits and/or awards);
6. Ensure that related classroom/program requirements have been met and appropriate work records maintained;

7. Inform all parties in the case of illness, personal emergencies or possible layoff/dismissal from the worksite placement;
8. Prepare, maintain and make available all necessary records required for the Commissioners of Education and Labor and their agents; and
9. Inform all parties of work-based learning schedules.

The following safeguards, adapted from the School-to-Work Opportunities (STWO) Act and Carl D. Perkins legislation, will be implemented and maintained throughout all program activities:

1. No student/youth shall displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
2. No School-to-Career Initiative shall impair existing contracts for services or collective bargaining agreements, and no program funded under this notice shall be undertaken without the written concurrence of the labor organization and employer concerned.
3. No student shall be employed or fill a job:
 - i. When any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent job with the participating employer; or
 - ii. When the employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with the student.
4. Students shall be provided with adequate and safe equipment and safe and healthful workplaces in conformity with all health and safety requirements of Federal, State and local law.

The State of Connecticut Departments of Education and Labor are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, disability (including, but not limited to, mental retardation, past or present history of mental disability, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

Student:

Signature

Date

Parent/Guardian:

Signature

Date

Employer:

Signature

Date

School/Agency Career Pathways
Supervisor:

Signature

Date

Worksite Mentor:

(Check if mentor and employer is the same individual.)

Signature

Date