



Training Agreement (Form 3)

Tennessee Warning: The information requested below includes private information. The Department of Labor and Industry is collecting this data to ensure all Youth Skills Training Program partners and participants have contact information for all parties for communications, including communications related to training, scheduling changes, and emergencies. You are not legally required to provide all of the requested information, but a signed training agreement is required to participate in the Youth Skills Training paid work experience. Private data you provide may also be released to others that have the authority to review it, including other individuals within DLI, as well as the Minnesota Attorney General's Office, the state or legislative auditor, law enforcement, courts, and other state or federal agencies and entities as allowed by law. If you are a minor, you have the right to request that DLI withhold access to your private data from a parent or guardian. By filling out and signing this application, you are acknowledging that you have read and understand this notice and the intended use of the data and information you provide.

Program Name: _____

Employer Name: _____ **Address:** _____

Contact Person: _____ **Title:** _____

Email: _____ **Telephone Number:** _____

Student: _____ **School:** _____ **DOB:** _____

Email: _____ **Telephone Number:** _____

Parent/Guardian: _____ **Telephone Number:** _____

Email: _____

School Coordinator: _____ **Title:** _____

Email: _____ **Telephone Number:** _____

Dates: Work will begin on _____ and end on _____

Hours: The hours of work will be from _____ to _____ on _____ (days of the week)

Wage Rate: Starting wages for the student will be \$ _____ per hour (must be at least minimum wage)

YST Program Participants agree to the following:

- The work of the student learner in an occupation declared hazardous under Minnesota Rules 5200.0910 to 5200.0920 will be incidental to the student learner's training, intermittent and only for short periods of time.
- The work of the student learner will occur with direct and close supervision of a qualified and experienced person.
- Safety instruction will be provided by the school and reinforced by the employer at the work site.
- A schedule of organized and progressive work processes to be performed on the job has been prepared.
- Both the school and the employer are required to maintain a copy of this agreement.
- **By signing this form, each individual attests that the above statements are true and correct.**



Participants agree to the following responsibilities in the implementation of this agreement:**Employer/Supervisor agrees to:**

- Provide on-the-job-training and qualified supervision for the entire length of the agreement.
- Ensure that YST student learners are limited to using the tools, machine, equipment approved by YST.
- Provide student with safety training, safe equipment and a safe workplace that conforms to all health and safety standards.
- Ensure that work declared hazardous is incidental to training, intermittent and only for short periods of time.
- Provide a student wage scale prior to start date and pay the student at least minimum wage for all hours worked.
- Provide evidence of worker's compensation and liability insurance coverage for the student for all hours worked.
- Instruct student in technical skills, employment skills, and safety requirements as identified on the Work Process form.
- Assess student progress and adapt work process as necessary.
- Communicate recordable injuries that require medical treatment beyond first aid to YST and school partners.
- Communicate internally with supervisors/shift leads about what equipment that DLI has approved for use by YST student learners

Worksite Supervisor's Signature: _____ **Date:** _____

Student agrees to:

- Comply with guidelines established by employer and school for the Youth Skills Training Program.
- Commit to following safety instruction and use personal protective equipment (PPE) provided.
- Commit to the occupational and educational program.
- Assume the dual role of employee and student at the worksite.
- Maintain satisfactory performance in the work-based and school-based environments.

Student's Signature: _____ **Date:** _____

Parent/Guardian of Student agrees to:

- Provide consent for student to participate in the Youth Skills Training Program.
- Support the student in meeting the academic, training and attendance requirements of the program.
- Meet with employer, school, and other partners during the establishment of the program.

Parent/Guardian's Signature: _____ **Date:** _____

School agrees to:

- Coordinate school and work-based learning activities.
- Assist with the selection of students for the program.
- Maintain contact with parents.
- Coordinate with the Department of Labor and Industry, employers, and appropriate agencies.
- Provide related technical and employment training to the student.
- Provide student with orientation and safety instruction prior to employment.
- Communicate and reflect with student on workplace safety and injuries.
- Promote YST Programs to local business and industry.

School Coordinator's Signature: _____ **Date:** _____

Copies of this agreement should be distributed to the student, parent/guardian, and employer. The original must be kept on file at the school, a copy kept on file at the employer, and copy must be sent to YST staff.