

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS

3939 Thirteenth Street/P.O. Box 868

Riverside, California 92502

**RIVERSIDE COUNTY CAREER TECHNICAL EDUCATION/REGIONAL OCCUPATIONAL
PROGRAM (CTE/ROP)**

**TRAINING STATION AGREEMENT FOR COOPERATIVE VOCATIONAL EDUCATION
(CVE)**

This agreement made and entered into this _____ day of _____, _____, by and between
Riverside County Superintendent of Schools, hereinafter referred to as the "SUPERINTENDENT," and
_____, hereinafter referred to as the "TRAINING STATION SPONSOR."
(Business Name)

W I T N E S S E T H :

The TRAINING STATION SPONSOR has below listed facilities and is willing to make them available to CTE/ROP, at no cost, for use in the instruction of CTE/ROP students.

Street Address _____

City and Zip Code _____

The SUPERINTENDENT is authorized by law to maintain and does maintain Cooperative Vocational Education (CVE) classes, an instructional program available to qualified adults and full-time students who are at least 16 years of age. CVE correlates formal vocational classroom instruction with regular scheduled, paid, on-the-job learning experiences. CVE assists students to develop and refine occupational competencies (attitudes, skills and knowledge) needed for entry-level employment or advanced training.

The Administrative Code, Title 5, of the State of California requires that students enrolled in Cooperative Vocational Education be covered by a training agreement that is signed by the parties involved. Responsibilities of the parties are detailed below.

1. The **term** of this agreement shall be from _____ and continue for not to exceed five (5) years from the date entered. Either party may discontinue this affiliation by giving written notice thirty (30) days in advance of the final date for termination of the affiliation.

It is agreed by and between the parties hereto that in consideration of the learning experience obtained by the students, the TRAINING STATION SPONSOR does hereby agree to provide facilities for laboratory type learning experience for students from the SUPERINTENDENT, as follows:

2. The TRAINING STATION SPONSOR shall:
 - a. Inform the student of rules, regulations and duties expected of the student trainee.
 - b. Supervise the student trainee, assist in improving the on-the-job training performance of the student, and assign the student to more responsible duties or positions if openings occur for which the student is qualified.

- c. Plan an appropriate variety of on-the-job training tasks/responsibilities.
 - d. Abide by all California laws related to the employment of minors; Title VII and Title IX of Civil Rights Act of 1964 and the Equal Employment Act of 1972.
 - e. Provide Worker's Compensation coverage for the student.
 - f. Verify the hours the student works by signing the student's time card.
 - g. Confer with the instructor regarding the student's training progress or need for additional help.
 - h. Discuss the on-the-job training performance of the student with the instructor and complete the written evaluation forms that will be provided.
 - i. Inform the instructor when planning to terminate a student's employment.
 - j. Provide the student with a minimum of 8 hours of on-the-job training per week.
 - k. Follow the objectives of CVE as established by the instructor.
 - l. Have current work permit on file for the student if under 18 years of age.
 - m. Provide employment without regard to race, color, national origin, sex or handicap.
3. The SUPERINTENDENT shall:
- a. Inform the student and the parent/guardian of program rules and regulations by having a Student Training Agreement signed by the parties (teacher/student and parent, if student is under 18), and on file at the classroom site (see Attachment 1).
 - b. Assist the student in obtaining and completing necessary program forms.
 - c. Instruct the student regarding the student's dual responsibility to the TSS employer and to Riverside County Superintendent of School's CTE/ROP.
 - d. Work closely with the TSS employer in order to provide the student with the maximum benefit from the on-the-job experience.
 - e. Visit the student's training station and consult with the TSS employer regarding the on-the-job training performance of the student.
 - f. Correlate the job-related classroom instruction with the learning experience at the training station.
 - g. Assist in the resolution of the student's learning of job-related problems that are affecting the on-the-job training performance of the student.

- h. Provide the TSS employer with evaluation forms and discuss the on-the-job training performance of the student with the TSS employer and the student.
 - i. Perform a liaison and coordinating function between CTE/ROP and the business community.
 - j. Provide the TSS employer with the objectives of CVE as established by the instructor.
 - k. Ensure that all provisions and regulations of Riverside County Office of Education and of the California Administrative Code, Title 5, Article 6, Sections 10100-10110 are followed.
4. TSS hereby certifies awareness of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor, and the derivative Cal/OSHA standards, laws and regulations relating thereto, and verifies that all performance under this Agreement shall be in compliance therewith.
5. **INDEPENDENT CONTRACTOR:** The TRAINING STATION SPONSOR, while engaged in the performance of this contract, is an independent contractor, and is not an officer, agent or employee of the SUPERINTENDENT.
6. **ASSIGNMENT OF CONTRACT:** The TRAINING STATION SPONSOR shall not assign the whole or any part of this agreement or any payment due or to become due hereunder, without the written consent of the SUPERINTENDENT and all sureties who have executed bonds on behalf of the TRAINING STATION SPONSOR in connection with this contract.
7. **HOLD HARMLESS:** The TRAINING STATION SPONSOR shall save, defend, hold harmless and indemnify the SUPERINTENDENT against any and all liability, claims, and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of TRAINING STATION SPONSOR, and subcontractor, or any employee, agent, or representative of TRAINING STATION SPONSOR or subcontractor.
8. **EQUAL EMPLOYMENT OPPORTUNITY** The Riverside County Superintendent of School is an Equal Opportunity employer. We have developed and adopted a program to assure positive results, which means that discrimination in employment on the basis of race, creed, color, marital status, medical condition (cancer related), age, sex, or physical handicap is prohibited. This program applies to this contract.
9. **TERMINATION:** Either party may discontinue this agreement by giving written notice thirty (30) days in advance of the final date for termination of the agreement.
10. **CHANGES:** This agreement may only be amended in writing by the mutual consent of the parties hereto, except that the SUPERINTENDENT may amend the contract to accomplish the below-listed changes.
 - a. Administrative changes
 - b. Changes as required by law.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.

**Riverside County
Superintendent of Schools**

Business Name

Address

Signed _____
Authorized Signature

Signed _____
Authorized Signature

Ron Vito, Executive Director
Printed Name and Title

Printed Name and Title

Date _____

Date _____

Instructor: _____

Phone Number: _____

Email _____

(Check one that apply)

- Agriculture and Natural Science
- Arts, Media, and Entertainment
- Building Trades and Construction
- Education, Child Development, and Family Services
- Energy and Utilities
- Engineering and Design
- Fashion and Interior Design
- Finance and Business
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information Technology
- Manufacturing and Product Development
- Marketing, Sales, and Service
- Public Services
- Transportation
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