

Student & Employer Responsibilities Agreement

everyone knows their part.

A plain-language agreement and operating procedures defining what apprentices, employers, schools, and program staff each commit to.



Tehama County CTE Coalition · Job Training Center · in partnership with Expect More Tehama

Developed through the California Jobs First Catalyst Grant — Youth Apprenticeship Project, Industrial Maintenance Pilot

Open-source resource · Licensed CC BY 4.0 · Proof-of-concept edition prepared by ShaferTech, June 2026

Student & Employer Responsibilities Agreement

EVERYONE KNOWS THEIR PART.

A plain-language agreement signed at launch by the apprentice, parent/guardian, host employer, school, and program sponsor — so every party knows exactly what they've committed to. Pair with the operating procedures in Section 6.

1. The Apprentice Agrees To...

- Show up — to work and to school — on time, prepared, and ready to learn
- Follow all safety rules, every time, and stop work and ask when unsure
- Complete related technical instruction and maintain satisfactory academic standing
- Keep an accurate log of hours and competencies with their mentor
- Communicate early: schedule conflicts, transportation issues, or concerns go to the mentor or coordinator before they become problems
- Represent the program professionally at the worksite and at school

2. The Parent/Guardian Agrees To...

- Consent to the apprenticeship and the work permit
- Support attendance, transportation arrangements, and the quarterly check-in schedule
- Notify the coordinator of changes affecting the student's participation

3. The Host Employer Agrees To...

- Pay the registered wage schedule and provide scheduled OJT hours
- Provide a named journey-level mentor and a safe, supervised work environment
- Honor work-permit hour limits and minor task restrictions
- Complete quarterly evaluations and competency sign-offs
- Treat the apprentice as a valued employee and a student — both at once

4. The School Agrees To...

- Issue and maintain the work permit; align the student's class schedule with work hours
- Award academic credit per the district's WBL credit policy
- Designate a counselor/CTE liaison for the apprentice
- Share academic-standing changes that affect eligibility with the coordinator

5. The Program Sponsor (Coordinator) Agrees To...

- Coordinate registration, agreements, and records for the apprenticeship
- Run quarterly check-ins and mediate issues promptly and fairly
- Provide mentor orientation and ongoing employer support
- Track hours, competencies, and wage milestones; certify completion
- Connect the apprentice to support services (transportation, tutoring, gear) where available

6. Operating Procedures (Summary)

SITUATION	PROCEDURE
Schedule change (school term, production needs)	Coordinator confirms with school and employer at least [2 weeks] before the term; emergency changes routed through coordinator within 24 hours.
Absence or illness	Apprentice notifies mentor AND school per normal call-in rules; 3+ unexcused absences trigger a check-in meeting.
Safety incident	Employer's incident procedure governs; coordinator and parent/guardian notified same day; review before return to task.
Performance concern (either direction)	Raised at or before quarterly check-in; written improvement plan with 30-day review; probationary exit only after mediation.
Apprentice turns 18 / graduates	Hour caps and task restrictions are re-evaluated; training plan phases unlock per Document 02.
Early exit (any party)	Written notice to coordinator; exit interview; records preserved; student transitioned back to standard schedule without academic penalty.

7. Signatures

By signing, each party accepts the responsibilities above and the attached training plan and policies.

Apprentice · printed name, signature, date

Parent/Guardian · printed name, signature, date

Host Employer representative · printed name, signature, date

Mentor · printed name, signature, date

School representative · printed name, signature, date

Program Sponsor / Coordinator · printed name, signature, date

This document is part of the open-source Youth Apprenticeship & Work-Based Learning Toolkit developed by the Tehama County CTE Coalition with funding from the California Jobs First Catalyst Grant. Communities may reuse and adapt it with attribution (CC BY 4.0). Proof-of-concept edition — content illustrative, finalized with project stakeholders. Logos, photography, and brand assets from Expect More Tehama are integrated in the production edition.