

[This CBI Training Plan is an editable template designed to address the educational requirements of work experiences. All components may be tailored or customized to reflect local program design and policies. The first part of the plan establishes expectations for the student. The second part of the agreement outlines the roles and responsibilities of each participant. Both are required.]

**SCHOOL NAME – ADDRESS – PHONE NUMBER**  
**CBI TRAINING PLAN**

**STUDENT INFORMATION**

Name:		Phone:
Email:		Emergency Contact:
Address:		City/Zip:
DOB:	Age:	Grade:

**CBI INSTRUCTOR INFORMATION**

Name:		Phone:
Email:		Other Phone:
School Address:		City/Zip:
Position Title:		District/School:

**EMPLOYER/MENTOR INFORMATION**

Name:		Phone:
Email:		Other Phone:
Address:		City/Zip:
Position Title:		Business/Organization:

**EXPERIENCE DETAILS**

Start Date: __/__/__ End Date: __/__/__		Grading Period(s):																																			
This experience will be considered for credit flexibility: <input type="checkbox"/> Yes <input type="checkbox"/> No																																					
This student will be working as part of the WECEP: <input type="checkbox"/> Yes <input type="checkbox"/> No																																					
If working under WECEP, is a variance required?: <input type="checkbox"/> Yes <input type="checkbox"/> No																																					
<p><b>*Note: WECEP students cannot work prior to 7:00 a.m. or past 7:00 p.m. any day and cannot exceed a total of three hours on a scheduled school day or eight hours on a non-school day. A total of 23 hours is the maximum a student can work in a week.</b></p>		<u>Typical Weekly Schedule:</u>																																			
		<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 25%;">Day</th> <th style="width: 25%;">Time of Work From</th> <th style="width: 25%;">To</th> <th style="width: 25%;">Total Work Hours</th> </tr> </thead> <tbody> <tr><td>Mon</td><td></td><td></td><td></td></tr> <tr><td>Tue</td><td></td><td></td><td></td></tr> <tr><td>Wed</td><td></td><td></td><td></td></tr> <tr><td>Thurs</td><td></td><td></td><td></td></tr> <tr><td>Fri</td><td></td><td></td><td></td></tr> <tr><td>Sat</td><td></td><td></td><td></td></tr> <tr><td>Sun</td><td></td><td></td><td></td></tr> <tr> <td colspan="2"></td> <td style="text-align: center;"><b>Total</b></td> <td></td> </tr> </tbody> </table>		Day	Time of Work From	To	Total Work Hours	Mon				Tue				Wed				Thurs				Fri				Sat				Sun					
Day	Time of Work From	To	Total Work Hours																																		
Mon																																					
Tue																																					
Wed																																					
Thurs																																					
Fri																																					
Sat																																					
Sun																																					
		<b>Total</b>																																			
<p><u>Anticipated Wages</u>  The starting wage for this position is:</p> <p>_____</p>																																					

<b>Job Title &amp; Description:</b>	
<b>Employer Expectations:</b>	
<b>Student Tasks:</b>	
<b>Student Training Required</b>	
<b>Employer Safety Expectations:</b>	
<b>Student Expected Learning Outcomes:</b>	
<b>Schedule of Employer Evaluations:</b>	<b>Schedule of Instructor Evaluations:</b>

## CBI Training Plan Rubric

CBI Curriculum Content	Criteria	Employer/Mentor Rating & Comments	CBI Instructor Rating & Comments
Workplace Behaviors (soft skills)	Dependability, punctuality, workplace expectations	Expert Proficient Developing Beginning	Expert Proficient Developing Beginning
Workplace Behaviors (soft skills)	Initiative & attitude	Expert Proficient Developing Beginning	Expert Proficient Developing Beginning
Workplace Technologies (hard skills)	Knowledge of work, efficiency	Expert Proficient Developing Beginning	Expert Proficient Developing Beginning
Workplace Technologies (hard skills)	Safety & Security	Expert Proficient Developing Beginning	Expert Proficient Developing Beginning
Culture & Communication	Cooperation, listening skills & respectfulness	Expert Proficient Developing Beginning	Expert Proficient Developing Beginning
Creativity, Innovation, Critical Thinking	Continuous improvement, response to feedback	Expert Proficient Developing Beginning	Expert Proficient Developing Beginning
Workplace & Business Fundamentals	Quality of work, customer/employee interactions	Expert Proficient Developing Beginning	Expert Proficient Developing Beginning

## **ROLES & RESPONSIBILITIES** *[Edit as needed.]*

### **ALL PARTIES**

1. All parties agree that the primary purpose of the experience is educational and professional growth for the student.
2. The instructor/educational representative, the student and the employer/business mentor will jointly assess student progress on an established timeline, identifying areas for growth. They will maintain records and update this plan accordingly.
3. All concerns and challenges should be addressed to and resolved by the CBI instructor in partnership with the student and employer/business mentor, and in communication with the parent or caregiver.
4. This Training Plan will not be terminated without the knowledge of all parties.

### **STUDENT**

1. The student will observe and uphold the policies, rules and regulations of the school, the business and all other professional environments.
2. The student will maintain a positive and professional attitude and appearance, including good hygiene.
3. In the event of a necessary absence, advance notification will be provided to both the instructor/educational representative and the employer/business mentor.
4. The student will complete all required employment forms, records of experience, and other assignments as required for the CBI program.
5. The student will not quit or change jobs without giving sufficient notice to the employer or before discussing potential consequences with the CBI instructor.

### **PARENT AND/OR CAREGIVER**

1. The parent and/or caregiver will support the student in demonstrating appropriate personal conduct at school and work.
2. Transportation to and from the worksite must be approved by the parent and/or caregiver.
3. The parent and/or caregiver may inquire with both the student and the instructor/educational representative regarding the student's performance and growth throughout the experience.

### **EMPLOYER/BUSINESS MENTOR**

1. The employer/mentor will direct the student to complete job tasks in alignment with the expectations identified in this plan. The student will be placed in the above-named job for the purpose of providing work experience and career exploration and will be given work of instructional value.
2. The student's work activity will be under the close supervision of an experienced and qualified person. The work will be performed under safe and hazard-free conditions. Instruction in safety procedures will be provided.
3. The employer/mentor will routinely evaluate the student's performance and growth throughout the experience (as defined in this plan). Evaluations will be shared with the CBI Instructor in a timely manner.
4. The employer/mentor agrees to provide regular feedback to the student regarding their progress in performing job tasks, particularly in between scheduled formal evaluations and whenever it will enhance the student's professional growth.
5. The employer/mentor will observe and uphold all state and federal employment, compensation and non-discrimination laws.

## CBI INSTRUCTOR

1. The instructor/educational representative will routinely observe and evaluate the student's on-the-job performance (as defined in this plan).
2. The instructor/educational representative agrees to provide regular guidance and feedback to the student regarding challenges and opportunities that arise from observation, or in discussion with the student or employer/business mentor.
3. Using multiple methods of evaluation from throughout the experience, the instructor/educational representative will determine the student's final grade in the case of any credit earned.
4. The instructor/educational representative is responsible for assisting the student in identifying and coordinating supplemental educational activities to enhance learning outcomes.

## SIGNATURES

*By signing, I agree that I have reviewed and approved the expectations and schedules documented in this Training Plan, and that I will comply with all identified roles & responsibilities herein.*

<u>Student:</u>	<u>Date:</u>
<u>Parent/Caregiver:</u>	<u>Date:</u>
<u>Instructor/Educational Representative:</u>	<u>Date:</u>
<u>Employer/Business Mentor:</u>	<u>Date:</u>