

Southeastern Regional Vocational Technical High School
250 Foundry Street, South Easton, MA 02375
Telephone (508) 230-1200

CERTIFICATE OF WORKER'S COMPENSATION INSURANCE

Please have your insurance agent **EMAIL** a Certificate of Workers' Compensation

Insurance to: **hireahawk@sersd.org**

This an agreement between an Equal Opportunity Employer and Southeastern Regional Vocational Technical High School to provide a student who is enrolled in a state-approved (Chapter 74-approved) vocational technical education program with an organized, progressive and diversified paid employment experience that will provide him/her with employability and technical skills that are not acquirable in a school-based setting.

- School and employer agree that a person holding a Vocational Technical Cooperative Education Coordinator license or Technical Vocational Teacher license in the cooperative education course area will supervise the course for this student.
- School stipulates that this student is enrolled in a Chapter 74-approved vocational technical education program and that he/she has demonstrated those academic, technical and employability skills associated with at least one and one half years of full time study in the program area of this placement, and is at least midway through the junior year.
- School stipulates that the course will only be provided during time not scheduled for academic classes.
- School ensures that the course will provide students the opportunity to develop academic, technical and employability skills not acquirable in a school-based setting but acquirable in a work-based setting.
- School ensures that the course will provide competency-based assessment of student work.
- The employer ensures that students will be provided with continuous supervision by a qualified and experienced employer/employee. School stipulates that that student will be eligible for technical vocational education program credit.
- School and employer stipulate that the student has already, or will be provided with a safety and health orientation specific to the work site prior to commencing work.
- The employer stipulates that the work environment meets health and safety standards that maximize employee protection in compliance with Occupational Safety and Health Administration regulations
- Employer agrees to provide sufficient supervisory visit time between the student, employer and the school's cooperative education coordinator or appropriate technical teacher. Supervision shall be coordinated to allow for the joint participation by all parties including the technical teacher. The school's cooperative education coordinator or technical teacher shall conduct regular supervisory activities at the work site to ensure that the agreement is being followed and to update the student's Competency Attainment List.
- Employer is an equal opportunity employer who does not discriminate against any applicant on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, housing status or any other legally protected group and that all working conditions related to hours, wages, and benefits are free from discriminatory practices.

Employer Agreement

Student's Name: _____	Grade Level: _____
Student's Program of Study: _____	Age: _____
Name of Employer: _____	
Address: Street and Number: _____	
City/Town: _____	State: _____ Zip Code: _____
Phone Number: _____	
E-mail: _____	
Nature of Employer's Business: _____	Hours per co-op week: _____
Hours per day: _____	Starting wage: _____
Salary increase policy: _____	
Workers' Compensation Insurance Number: _____	Insurance Company: _____

The student is required to maintain a grade of 70 in all subject areas. If this requirement is not met, the student may be dropped from the co-op program.

		YES	NO
Do you agree to follow all the rules and regulations for participating in this program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree to provide the student with a work environment that meets health and safety standards that maximize employee protection and are in compliance with OSHA regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree not to employ the student during hours that the student is registered for class?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your company an equal opportunity employer who does not discriminate against any applicant on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, gender identity, housing status or any other legally protected group and that working conditions related to hours, wages, and benefits are free from discriminatory practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee agrees to maintain an environment that fosters mutual respect and continuous learning for students in the industry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Our signatures certify that we have read and agree with the conditions outlined contained in this agreement.</i>	
<i>Student</i>	<i>Date</i>
<i>Employer</i>	<i>Date</i>
<i>Direct Supervisor</i>	<i>Date</i>
<i>Principal/Cooperative Education Coordinator</i>	<i>Date</i>

Employer Assessment Rubric

Outline of the skills that will be evaluated as part of the student's cooperative education.

A. Employability Skills (from Vocational Technical Education Curriculum Frameworks)

1. Communication and Literacy:

The student demonstrates the ability to speak, listen, read, and write to function successfully.

Skills:

- Use effective problem solving processes
- Demonstrate effective writing skills
- Demonstrate effective listening skills
- Demonstrate effective speaking skills
- Demonstrate effective reading skills
- Apply appropriate phone skills

2. Organizing and Analyzing Information:

The student gathers, organizes and evaluates the meaning of documents and information

Skills:

- Perform relevant math calculations
- Read industry-related material
- Use technology to gather, analyze and evaluate information
- Understand information presented graphically

3. Problem Solving:

The student identifies problems, understands their context and develops solutions.

Skills:

- Work as part of a team.
- Think critically and solve problems
- Identify, obtain and apply needed resources
- Visualize/conceptualize ideas and processes
- Perform effective industry and career research

4. Using Technology:

The student identifies and applies appropriate technologies.

Skills:

- Adapt to new technology
- Understand new technology-related vocabulary
- Use a computer

5. Completing Entire Activities:

The student participates fully in a task or project from initiation to completion, using time management skills.

Skills:

- Take the initiative to complete a project independently
- Demonstrate effective time management skills
- Demonstrate reliability in completing projects/tasks

6. Acting Professionally:

The student meets workplace standards on attendance, punctuality, dress code, confidentiality, flexibility and self-control.

Skills:

- Meet company attendance/punctuality expectations
- Demonstrate effective self- management skills
- Maintain constant professionalism
- Follow workplace protocol (etiquette)

7. Interacting with Others:

The student works professionally and respectfully with a diversity of co-workers, supervisors and customers, resolving conflicts in a constructive manner.

Skills:

- Demonstrate effective negotiation skills
- Manage conflict with management/co-workers/others

8. Understanding Aspects of the Industry:

The student understands the structure and dynamics of the entire organization, health and safety issues in the industry and recognizes the impact of the employer's reputation within the larger community.

Skills:

- Make appropriate career choices based on industry/career research
- Work safely and follow company procedures
- Understand the career ladder at the company and within the industry
- Understand the role of the company and industry in the local, national, and global arenas

9. Understanding Health and Safety:

The student applies appropriate knowledge and behavior to maintain a safe and healthy work environment.

Skills:

- Demonstrate the willingness to learn
- Prioritize tasks and activities
- Take initiative
- Establish reasonable long and short term goals
- Apply appropriate stress management techniques
- Demonstrate the ability to perform an effective job search

10. Character:

Displays loyalty, honesty, dependability, initiative, self-discipline, and self-responsibility.