



# Create Career College

Create Your Future Here

## Work Experience Agreement & Training Plan

\_\_\_\_\_  
Institution Name

\_\_\_\_\_  
Institution Contact Name

\_\_\_\_\_  
Employer Name

\_\_\_\_\_  
Employer Contact Name

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Program Name

\_\_\_\_\_  
Work Experience Position

\_\_\_\_\_  
Full-Time / Part-Time

\_\_\_\_\_  
Work Experience Start Date

\_\_\_\_\_  
Work Experience End Date

### Agreement

The institution, the Employer and the student have agreed as follows:

- The student will attend the training place within the hours outlined by the Employer.
- The Employer will familiarize the student with the policies and procedures that are in place at the work experience site and will ensure that the student is supervised at all times while completing the work experience placement.
- The institution will contact the Employer at least every two weeks to discuss the student's progress and will conduct at least two site visits to the work experience site while the student is completing the work experience placement.
- The institution will meet with the Employer and the student to evaluate the student's performance during the work experience placement.
- The Employer will maintain a record of the student's attendance at the work experience site and will immediately report any concerns to the institution.
- The student will maintain a record of tasks completed during the work experience placement and will immediately report any concerns to the institution.
- The institution will immediately address any concerns reported by the Employer or the student.

## Work Experience Training Plan

During the week experience placement, the Employer will provide the opportunity for the student to complete the following tasks and the student will complete the following tasks when requested to do so by the Employer:

1.

2.

3.

4.

5.

\_\_\_\_\_  
Signature of Institution Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Work Experience Employer

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date Signed

