

266 Pine Street, Burlington, Vermont 05401 802.658.4143, www.resourcevt.org

Memorandum of Understanding: Occupational Training Program

(school) and ReSOURCE have agreed to enroll	<u>(student)</u> in the
ReSOURCE Career Path program. Through this program, ReSOURCE supports high school senion	ors with barriers to
employment in the development of jobs skills and prepares/matches them in full-time manufactural	ing or large appliance
repair positions upon successful completion of the program. Students must be at least 18 years-old	d and have a high school
diploma by the time they are matched with employment. Those enrolled in our Large Appliance to	rack must also have a
driver's license by the time the leave the program, a clean driving record, and a clean criminal rec	ord. All trainees will
work toward a forklift operator's certification. Trainees in our Large Appliance track will also wo	rk toward the EPA's
Class I Refrigeration Recovery certification. In a small number of cases, where all partnered agent	ncies are in agreement
that it is best, students may be matched with further training or educational opportunities upon such	ecessful completion of
the program.	

As part of this agreement, _____ (school) agrees to:

- Provide ReSOURCE with information on student strengths, challenges, and barriers, including but not limited to: academic/work history, disabilities, relevant medical information, needed accommodations, skill areas, learning styles, and best practices.
- Ensure needed transportation is in place for the trainee for all Career Path activities.
- Meet with the student and ReSOURCE regularly to review progress.
- Keep ReSOURCE informed of any issues with the student that could affect behavior and progress in the training program.
- Work collaboratively with ReSOURCE to resolve any conflicts or issues that arise with the student while at ReSOURCE.
- Work with ReSOURCE to develop a plan for success in full-time employment after graduation.
- Assume liability responsibilities for students while placed at ReSOURCE and employer job shadows associated with Career Path.
- Include ReSOURCE's Career Path program in student's IEP and transition plan where applicable/needed for determining skill acquisition and outcomes.
- Provide funding of \$3,000 for the enrolled Career Path trainee regardless of program length selected.



266 Pine Street, Burlington, Vermont 05401 802.658.4143, www.resourcevt.org

Youth Programs Manager

As part of this agreement, ReSOURCE agrees to the following:

- Provide training to prepare the student for full-time employment in manufacturing or large appliance repair through hands-on and "classroom" work.
- Provide timely feedback to the high school on progress and issues concerning the student.
- Provide regular evaluations for each student.
- Work with the schools to provide any documentation necessary to obtain funding for the student in this program.
- Provide opportunities for training in industry-recognized certifications and educational opportunities that support future employment.
- Expose students to manufacturing or large appliance employers through tours, interviews, job shadows, and/or longer offsite work experiences.
- Act as a liaison between employers and the student's sending school during job shadows.
- Match successful graduates with full-time employment or continued education/training and provide follow-up once placed.

Please check the employment track	in which this student is enrolling:	
☐ Manufacturing		
☐ Large Appliance Repair		
☐ Check here if student will earn ac	ademic credit for time spent in Career Path	
Signature: School Representative	Print Name/Title	/
Signature: ReSOURCE	Print Name	/