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# Memorandum of Understanding: Occupational Training Program

_____(school) and ReSOURCE have agreed to enroll _____(student) in the ReSOURCE Career Path program. Through this program, ReSOURCE supports high school seniors with barriers to employment in the development of jobs skills and prepares/matches them in full time manufacturing positions upon successful completion of the program. Students must be at least 18 years-old and have a high school diploma by the time they are matched with employment.

**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 $1500 for the enrolled Career Path trainee.

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

- Provide training to prepare the student for full-time employment in manufacturing 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 additional education opportunities that will support future employment.
- Expose students to manufacturing employers through tours, interviews, and where possible, job shadows.
- Act as a liaison between employers and the student's sending school during job shadows.
- Match successful graduates with full-time employment and provide follow-up once placed.

☐ **Check here if student will earn academic credit for time spent in Career Path**

_____ _____ ___/____/_____
Signature: School Representative Print Name/Title Date

_____ _____ ___/____/_____
Signature: ReSOURCE Print Name Date
Youth Programs Manager