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 job 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