

**NEW JERSEY MODEL STUDENT TRAINING PLAN  
FOR UNPAID, SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCES**  
*(N.J.A.C. 12:56-18, School-to-Work Program, N.J.A.C. 6A:19-4 Structured Learning Experience)*

<b>Student:</b>  <b>District/School:</b>  <b>Employer/Agency:</b>	<b>Student SLE Title:</b>  <b>SLE Start Date:</b>  <b>SLE End Date:</b>	
<b>Summary description of the unpaid activity:</b> (Include any tools, equipment, and materials that the student may use or handle as part of the structured learning experience.)		
<b>Will the student participate in the employer/agency's new employee orientation training? Yes/No</b> Identify the CPIs from Standard 9 that will be addressed by orientation training and include them in the SLE activities, below. If not, explain why.		
<b>Will the student participate in the employer/agency's new employee safety and health training? Yes/No</b> Identify the CPIs from Standard 9 that will be addressed by orientation training and include them in the SLE activities, below. If not, explain why.		
<b>SLE Goal Statement: (Repeat the following three sections as necessary)</b>		
<b>SLE Learning Objective(s):</b>		
<b>Describe the student's unpaid activities to take place at the SLE site.</b>	<b>Identify the NJ Core Curriculum Content Standard Cumulative Progress Indicators (CPIs) to be addressed by the SLE activities.</b>	<b>Identify the documentation to be used to demonstrate the student's achievement of CPIs addressed by SLE activities.</b>
<b>Describe the formative assessments to be used by the SLE teacher and worksite mentor to assess the student's progress towards the attainment of the SLE objective(s):</b>		
<b>Describe the summative assessments to be used by the SLE Teacher and the worksite mentor to assess the student's successful completion of activities and the attainment of the SLE goal/objective(s):</b>		

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Describe how the SLE will be documented in the student's portfolio and how it will be graded or credit will be awarded:

**NOTES:**

**UNPAID SLE AGREEMENT**

We understand that this school-sponsored, unpaid structured learning experience is not employment and that the student learner is not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience, as per the New Jersey Child Labor Regulations, *N.J.A.C 12:56-18.2* (see page 3, below).

We have reviewed and are in agreement with description, learning objectives, activities, and assignment of grade or credit of this unpaid structured learning experience. We agree to complete all required paperwork and maintain all required documentation for this unpaid structured learning experience. The district/school SLE teacher and the SLE agency mentor agree to conduct regular monitoring of this unpaid SLE, no less than 30 minutes on every 10<sup>th</sup> day that the student reports to the SLE site as per the New Jersey Child Labor Regulations, *N.J.A.C. 12:58-1.2(d)5*. The student agrees to uphold his or her responsibilities in compliance with this student training plan.

Signature of SLE Coordinator: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agency Mentor: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of SLE Student: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**\*\*ATTACHMENT: Unpaid Structured Learning Experience Agreement**

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**IMPORTANT SUPPLEMENTAL INFORMATION**

- **NOTICE:** The New Jersey Core Curriculum Content Standards have been revised and the new standards were adopted by the New Jersey State Board of Education. Please be sure to use the new standards when developing SLE student training plans. <http://www.nj.gov/education/aps/>
- All school-sponsored, external, unpaid structured learning experiences must comply with *N.J.A.C. 12:56-18*, Child Labor Regulation: School-to-Work Program. The following conditions shall be met to allow for non-paid activities of students at for profit and not-for-profit organizations and businesses:
  1. The student must be at least 16 years old;
  2. The structured learning experience activities must be related to a formal student training plan;
  3. The student will not be placed into a hazardous occupation;
  4. There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the paid activities;
  5. Any productive work is incidental to achieving learning objectives;
  6. The student receives a grade and/or credit for time spent at the worksite and the student is expected to achieve the learning objectives;
  7. The student is supervised by a school official and a workplace mentor;
  8. The unpaid activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; and
  9. The student does not replace an employee.
- **NOTICE:** The New Jersey Department of Labor and Workforce Development and the New Jersey Department of Education prohibit the placement of SLE students into hazardous occupations or hazardous work environments, and prohibit SLE students from using any hazardous/prohibited equipment, tools, or materials. Unpaid structured learning experience activities may take place at for profit or not-for-profit sites.
- Use the “New Jersey Model Student Training Plan for Unpaid, School-Sponsored Structured Learning Experiences” form for the following unpaid SLEs:
  - 12<sup>th</sup> grade options
  - Community-based instruction\*
  - Community-based placement\*
  - Career exploration/orientation
  - School-based or school-sponsored enterprise
  - Vocational assessment/exploration\*

*\*Requires an Individualized Education Plan (I.E.P.)*

- For definitions of the above SLEs, visit [http://www.nj.gov/njded/voc/sle/sle\\_man.htm](http://www.nj.gov/njded/voc/sle/sle_man.htm)

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**IMPORTANT URLS**

- New Jersey Department of Education/Core Curriculum Content Standards: <http://www.nj.gov/education/aps/>
- Department of Education/Structured Learning Experiences: <http://www.nj.gov/njded/voc/sle/>
- Department of Labor/Child Labor Laws: <http://www.state.nj.us/labor/lse/childlabor.html>
- Link to “Child Labor Laws for Kids”: <http://www.nj.gov/labor/lse/forms/MW-36.pdf>
- Link to definitions of structured learning experiences: [http://www.nj.gov/njded/voc/sle/sle\\_man.htm](http://www.nj.gov/njded/voc/sle/sle_man.htm)
- Youth 2 Work: Teen Worker Worksite Safety: <http://www.osha.gov/SLTC/teenworkers>