

**NEW JERSEY MODEL STUDENT TRAINING PLAN
FOR VOLUNTEER/COMMUNITY SERVICE/SERVICE LEARNING 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)

Student: District/School: Agency/Not-for-Profit (NPO):	Student Volunteer Title: SLE Start Date: SLE End Date:	
Identify the type of volunteer experience and include a summary description of the volunteer structured learning experience: (Include any tools, equipment, and materials that the student may use or handle as part of the structured learning experience.)		
The student must participate in the agency's or NPO's new volunteer orientation training. Identify the CPIs from Standard 9.4 that will be addressed by orientation training and include them in the SLE activities, below.		
The student must participate in the agency's or NPO's volunteer site safety and health training. Identify the CPIs from Standard 9.4 that will be addressed by safety training and include them in the SLE activities, below.		
SLE Goal Statement: <i>(Repeat the following sections as necessary)</i>		
SLE Learning Objective(s):		
Describe the student's volunteer activities to take place at the SLE site.	Identify the NJ Core Curriculum Content Standard Cumulative Progress Indicators (CPIs) to be addressed by the volunteer activities.	Identify the documentation to be used to demonstrate the student's achievement of CPIs addressed by volunteer activities.
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):		
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):		

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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:

We understand that this school-sponsored, volunteer structured learning experience is not employment and that the student is not entitled to wages or a promise of employment at the completion of the school-sponsored 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 the structured learning experience description, learning objectives, activities, and/or assignment of grade or credit of this volunteer structured learning experience. We agree to complete all required paperwork and maintain all required documentation for this volunteer structured learning experience. The district/school SLE teacher coordinator and the SLE agency/NPO mentor agree to conduct regular monitoring of this volunteer structured learning experience for no less than 30 minutes for every 10th day that the student reports to the structured learning experience 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/NPO Mentor: _____ Print Name: _____ Date: _____

Signature of SLE Student: _____ Print Name: _____ Date: _____

Signature of Parent/Guardian: _____ Print Name: _____ Date: _____

Attach the completed Student Training Plan to the Student Training 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/>
- **VOLUNTEER STATEMENT:** According to New Jersey State Child Labor Regulations *N.J.A.C. 12:56-2.1*, a “Volunteer” means a person who donates his or her service for the protection of the health and safety of the general public. Such a person would include, among others, a volunteer fire fighter; rescue worker; an aide in the care of the sick, aged, young, mentally ill, destitute and the like; or an assistant in the religious, eleemosynary, educational, hospital, cultural and similar activities. The Fair Labor Standards Act Advisor also states that such individuals are not considered employees of the religious, charitable, or similar non-profit organizations that receive their service.
- All unpaid, school-sponsored, volunteer 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 in order to allow for student volunteer activities at agencies and not-for-profit organizations as defined by *N.J.A.C. 12:56-18*:
 - 1) The student must be at least 16 years old;
 - 2) The SLE site must be a not-for-profit agency or organization or government agency;
 - 3) The structured learning experience activities must be related to a formal student training plan;
 - 4) The student will not be placed into a hazardous occupation;
 - 5) There is collaboration and planning between worksite staff and school staff resulting in clearly identified learning objectives related to the paid activities;
 - 6) Any productive work is incidental to achieving learning objectives;
 - 7) The student receives a grade and/or credit for time spent at the worksite and the student is expected to achieve the learning objectives;
 - 8) The student is supervised by a school official and a workplace mentor;
 - 9) The paid 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
 - 10) 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 volunteer SLE students into hazardous occupations or hazardous work environments, and prohibit volunteer SLE students from using any hazardous/prohibited equipment, tools, or materials.
- Use the “New Jersey Model Student Training Plan for Volunteer, School-Sponsored Structured Learning Experiences” form for the following unpaid SLEs:
 - Community Service
 - Service Learning
 - Volunteering
- For definitions of the above SLEs, visit http://www.nj.gov/njded/voc/sle/sle_man.htm

** For the purpose of community service, service learning, and volunteering, credit may be a grade for a project, credit in a course, and/or a graded written reflection piece.*

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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
- Youth 2 Work: Teen Worker Worksite Safety: <http://www.osha.gov/SLTC/teenworkers>