

## GUIDELINES FOR DEVELOPMENT OF TRAINING PLANS

**Comprehensive Course Titles and Codes** – Refer to the Texas Education Agency Service ID Table & Code #22 Course Titles and Codes to determine the instructional code for the broad occupational objectives for which the student is being trained. This code will be used on the front of the training plan agreement.

**Two or Three Credit Units** – In accordance with TAC 78.103(b), districts shall identify career preparation program units as either two-credit or three-credit units. All students enrolled in the same career preparation program unit shall be eligible to receive the same units of credit. To receive three units of credit, a student must be employed 15 hours per week (10 of the 15 hours must be during the school week); for two units of credit, the student must be employed 10 hours per school week. The Local Education Agency, (HISD), has selected the three-credit option.

**Training Plan Description** – An approved training plan is required for each eligible student enrolled in a career and technical career preparation training program. The career preparation training plan shall be written on a form supplied by the Texas Education Agency.

**Purpose of the Training Plan** – The career preparation training plan is (1) to serve as a guide to the teacher-coordinator and employer (training sponsor) in providing the student-learner with both practical work-based learning experiences and technical information related to the occupational training; (2) to provide a record of the student's progress on the job; (3) to provide a record of the student's progress on related study activities; and (4) to determine eligible membership in a career preparation training program.

**Training Plan Submission** – The training plan must bear the original signatures (student, parent/guardian, employer, and teacher-coordinator), must be legible, and must meet minimum program standards of approval. One copy of the approved training plan shall be on file with the Local Education Agency, one copy shall be given to the training sponsor, and one copy kept on file in the classroom.

**Eligible Student** – A student is considered an eligible student (eligible to receive state-approved credits and eligible to be counted for funding purposes) from the date of employment provided an approved training plan is on file in the Local Education Agency within three weeks after the date of employment.

**Selection of Training Stations** – Prior to the placement of a student in a training and employment situation, a prospective training station must be selected and/or approved by the teacher-coordinator. The following criteria should be included when evaluating a prospective training station.

The training station, employer, and/or training supervisor:

- Shall provide training as per specific program area guidelines;
- Shall agree to provide training as identified on the training plan which is developed by the teacher-coordinator and training supervisor/employer;
- Shall provide a minimum of 15 hours of training weekly, 10 of which occur during the school week within the school day;

- Shall pay a fair and equitable wage consistent with the student's ability and economic conditions;
- Shall agree to review the student's progress on a six-weeks basis with the teacher-coordinator; and
- Shall be approved by the local Career and Technical Education Department, based on program area, Texas Essential Knowledge and Skills (TEKS), and training site.

**Development of the Training Plan (front side)**

All information requested on the front of the training plan agreement must be provided.

**Development of the Training Plan (back side)**

1. Required essential elements – each occupational training objective having Texas Essential Knowledge and Skills described, per the State Board rules for Curriculum, must include those Essential Knowledge and Skills on the training program.
2. Additional occupational experiences – the teacher-coordinator, with the assistance of the employer/training supervisor, will list all the additional experiences not identified under “Required Essential Knowledge (Elements)” work-based learning and skills.
3. To be done – the teacher-coordinator and employer will determine which of the TEKS (required training) and/or specific and related training will be done on the job and which will be done in the related class. A check mark will be placed in the appropriate column.
4. Related study assignments – related study assignments should include only those topics or subjects related to or paralleling the experiences in the specific or related training column. The assignments should also address areas such as related math, science, drawing, safety practices and procedures, and operating principles and processes related to the occupation.
5. Additional Occupational Specific Knowledge and Skills – specific tasks/skills students perform on training site.