



**ACT Training Plan**  
 390 Stanaford Road • Beckley, WV 25801  
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The **ACT Training Plan** will allow students to participate at a work-site that enhances the learning activities and compliments classroom activities of the career and technical education program.

A **Training Agreement** must be completed by all parties involved and returned to the school.

A **Monthly/Daily Calendar** and **Student Evaluation Report** must be maintained and completed by the supervisor and submitted to the school prior to the end of each nine-week grading period:

- The student will follow the guidelines, safety procedures, and work duties and activities established by the work-site supervisor.
- The participant is a student--snow days, holidays, and other days when school is not in session, the student is not required to participate at the work-site.
- If there are special school-related events that require student attendance at ACT or at their home school, then the student must notify the supervisor of that event in advance and make arrangements to be absent from the work-site. These events could include field trips, NOCTI testing, semester tests, graduation practice, graduation, or other approved events.
- If the student is ill or unable to report to the work-site, the student must notify the work-site supervisor, and either the placement coordinator or the teacher-coordinator, as soon as possible.

Student-Learner Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Work-Site: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Time Schedule: \_\_\_\_\_

**Duties and Activities** as dictated by the work-site supervisor:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_