

Any Employer wishing to hire a BAVTS cooperative education student who is under the age of 18 must secure clearances.

The three clearances are:

- Act 34 - PA Criminal History
- Act 151 - PA Child Abuse
- Act 114 - FBI Fingerprinting

Other schools may require clearances for students of all ages.

1. Beware of child labor laws. State and federal laws differ. Whichever is the more stringent prevails.

- Keep a copy of the student's work permit on file.
- If student is transferring from another position notify high school of new work location.
- Stay within the eligible and maximum hours per day.
- Cover the student under worker's compensation.
- Review the labor laws for hazardous occupations. Many on this list are not prohibited for student learners in an approved program.
- On employee bulletin boards, post an abstract of the child labor law and the days and hours when the student is scheduled to work.

Abstract of the Pennsylvania Child Labor Act Form No. LLC-5 (Rev 1-13)	All PA Employers of Minors	Department of Labor & Industry Labor Law Compliance 1-800-932-0665
Hours of Work for Minors Under Eighteen Form No. LLC-17 (Rev 2-07)	All PA Employers of Minors	Department of Labor & Industry Labor Law Compliance 1-800-932-0665

2. Interview, select and hire the students. Follow your normal procedures, such as:

• Written Application	• Plant Tour
• Interview	• Testing-written or practical

3. Inform incumbent employees. Make sure everyone knows about the company's participation in the and basically how it works.

4. If you have a union, involve them from the very beginning in:

- Student selection
- Informing employees
- Developing training plans
- Student instruction
- Working with the school liaison and the teachers

5. Select a mentor who will have the primary responsibility for the student in your facility. The main functions of the mentor are to be:

- Acclimate the student to the industry
- Make the student feel comfortable at work
- Promote self-esteem in the student
- Provide schedule for technical skill development

- Act as a contact person with the school liaison to monitor the student's progress

6. Work with the school liaison and the occupational advisory group to develop and monitor the student's training plan.

- Develop s and competencies
- Establish measures of progress and competencies
- Evaluate, discuss and report progress
- Assess and record competency attainment
- Advise the student on input to his/her portfolio
- Identify enabling skills to be taught or reinforced in the classroom

7. **It is imperative that the employer notifies the school if the student is absent or terminated from the school-to work position.**

8. In the event that a student is injured on the job, it is imperative that the employer notifies the school liaison.