



# Essex County Schools of Technology

## SEPAC Meeting

# Work-Based Learning Presentation

October 20, 2022

Bernard Gomes

# Topics Covered

- ▶ NJ Child Labor Laws
- ▶ Form A300 or Working Papers
  - ▶ Where to get the A300 form
  - ▶ Instructions for completing the forms
- ▶ Other Employment Documents: W4 and I-9
- ▶ Work-Based Learning or Work-Study Program
  - ▶ What is the WBL Program
  - ▶ Paid or volunteer opportunities
  - ▶ Work schedules
  - ▶ WBL Forms: Training Plan, Worksite Evaluation, Agency Agreement
- ▶ Questions and Answers

# NJ Child Labor Laws

- ▶ Your Child's Job: A Parent's Guide to Child Labor Laws
  - ▶ What can you do to make your teenager's job a positive experience for everyone involved?
  - ▶ Child labor laws are designed to protect the health and education of workers under 18 years of age.
  - ▶ You can help your child best by knowing what those protections are and how they are enforced.

# The A300 or Working Papers Form

- ▶ Children under 18 years old (minors) who work in New Jersey must have an employment certificate – also called “working papers.”
  - ▶ Where can you get a copy of the Working Papers?
  - ▶ Who needs working papers and how often do you need it?
  - ▶ How to complete the Working Papers form
  - ▶ Can I complete the working papers electronically?

# Other Required Employment Documents

- ▶ Your employer will require additional forms such as a W4 and I-9 before you can begin working.
  - ▶ The form W4 is required by the IRS so that the employer can process your paycheck and tax withholdings
  - ▶ A form I-9 is required to certify that you are legally authorized to work in the US
  - ▶ If you will be working for ECST, you must have a I-9 and W4 on file before you can begin working

# Work-Based Learning

- ▶ What is Work-Based Learning? (Or work-study as it is commonly referred to)
  - ▶ Work-Based Learning is a new term coined in Perkins V (formerly known as Structured Learning Experiences (SLE).)
- ▶ What are some examples of WBL?
  - ▶ Job shadowing
  - ▶ Volunteering
  - ▶ Internship - paid or unpaid
  - ▶ Paid employment (part of WBL)
- ▶ How do you get involved in WBL?
  - ▶ Speak to your counselor, case manager, or Instructor

# Work-Based Learning - continued

- ▶ Work Schedules of students in Work-Based Learning
  - ▶ Times and days of the week
  - ▶ Variety of opportunities - internal and external opportunities
- ▶ Who can be part of Work-Based Learning
  - ▶ Full-time or part-time students
  - ▶ Share-time students
- ▶ Forms Required for WBL
  - ▶ Agency Agreement
  - ▶ Training Plan
  - ▶ Worksite valuation

# Questions and Answers

- ▶ Please let us know if you have any questions or require additional information.



# Thank you for attending.

- ▶ Contact information:

- ▶ Dr. Patricia Clark-Jeter, Director of Student-Related Services
- ▶ Patricia Schaffer, Supervisor of Student-Related Services
- ▶ Stephanie Dias, Payne Tech School Psychologist
- ▶ Suzanne Sabatino, Vocational Evaluator/Transition Coordinator
- ▶ Bernard Gomes - Work-Based Learning Coordinator