



MONITORING



BRIEF OVERVIEW OF MONITOR'S RESPONSIBILITIES

As per the Summer Monitoring Contract Terms and Conditions Agreement:

- (a) The initial responsibility of the monitor will be to contact (phone call) the student and the employer to ensure the placement is meeting the needs of both parties. He/she will leave their contact information with both the student and the employer and assure them he will be available if either needs to make contact.

- (b) The second contact with the employer and the student will take place at or near the end of the work placement.

Additional Monitor Responsibilities are outlined on the Summer Monitoring Contract. It is important to follow these. If you have any questions or concerns, please make contact with the NBYCCP coordinator in your district.



SUMMER MONITORING CONTRACT TERMS AND CONDITIONS

Purpose:

The monitoring of students during their work terms is a critical component of the NBYCC program. It provides a mechanism through which student and employer participation is validated; program objectives verified; partnerships further developed; and a primary contact for both student and employer should a work situation require guidance and/or intervention.

Monitor's Responsibilities:

- ∞ One call to student and employer (middle of work placement)
- ∞ One call to employer at end of placement (complete employer evaluation of student)
- ∞ Be available for additional consultation with student and/or employer as required.
- ∞ Provide a home phone number for contact by student and employer.
- ∞ Employers and students should be made aware that face to face visits can be arranged if deemed necessary by any party.
- ∞ Complete a Monitoring Report for each set of phone calls to be maintained in District files.
- ∞ Complete a Monitoring Record. (one copy to the Department of Education, one copy for District files)

Student Monitoring List:

A list of all students and their respective employers to be monitored will be submitted by the district coordinator of NBYCC to the Department of Education, Learning Specialist in charge of NBYCC by June 30th.

Remuneration:

Remuneration will be paid at the rate of \$50.00 per student monitored based upon the monitoring list submitted and verified by receipt of the monitoring record from the NBYCC summer monitor. **All Monitoring Records, accompanied by a completed and signed Payroll Remuneration form must be submitted for payment to the District office so that a copy can be forwarded to the Department of Education by September. Summer monitor please ensure that your coordinator or Director of Education has signed the forms prior to sending to District Office/Department of Education.**

Expenses:

Emergency travel associated with NBYCC summer monitoring will be reimbursed at the Provincial Government mileage rate, upon the submission of a Provincial Government

Travel Expense form itemizing the reason for visitation. Long distance phone calls to be tracked and submitted to District Coordinator for reimbursement.

Monitoring Agreement:

I agree to the terms and conditions of NBYCC Summer Monitoring as outlined above.

Name: _____ Signature: _____

Summer Address: _____ Date: _____

_____ District: _____

Summer Phone: _____

Please return this form by June 30th to Learning Specialist in charge of NBYCC, Department of Education, 250 King St., Fredericton, NB E3B 5H1

(Revised May, 2008)



PAYROLL REMUNERATION

TO BE COMPLETED BY EMPLOYEE

Employee Name: _____

Social Insurance Number: _____

Employed by School District #: _____

Employee Signature: _____

Date(s) _____

Number of days _____ for which Remuneration is being requested

Amount of Claim: _____

Committee/Meeting Name: _____

Details of Services Provided: _____

For Whom: _____

FOR DEPARTMENT USE ONLY

FIS coding for expense to be debited to:

Low Org: 20 _____

Account: 3449 _____

Activity: P _____

Department Spending Authority Signature: _____

Once this form has been completed please return to the employee's school district payroll office for payment and journal entry.



Employer's Evaluation

Interview Date: _____

Student: _____ Company: _____

Phone: _____ Address: _____

School: _____ Work Site Location: _____

Supervisor: _____

Phone: _____

Student's position: _____

Type of work/duties being performed:

Employer satisfaction with student's work performance, rate of learning, attitude, skills development, ability to work with others, time management, etc:

Employer identification of specific challenges, strengths, areas for improvement:

Monitor's Comments: suitability of training site, employer understanding of NBYCCP operations and objectives:

Additional Comments: (use reverse side if necessary)



STUDENT'S EVALUATION

Interview Date: _____

Student Name: _____ Company Name: _____

Date: _____

Please complete information below:

WHAT DO I LIKE ABOUT MY JOB?

WHAT STRENGTHS DO I BRING TO MY WORK?

WHAT CHALLENGES HAVE I FACED?

WHAT SKILLS HAVE I DEVELOPED?

OTHER COMMENTS? (use reverse side if necessary)
