

A. W. BEATTIE CAREER CENTER

SECTION: PROGRAMS

TITLE: PRODUCTION & LIVEWORK SERVICES
(Sale of Shop Projects - Former Policy 114)

ADOPTED: April 22, 1999

REVISED: September 23, 2004

APPROVED: October 28, 2004

REVISED: April 30, 2014

APPROVED: May 22, 2014

	<p style="text-align: center;">135. PRODUCTION AND LIVEWORK SERVICES</p> <p>1. Purpose</p> <p>The main purpose of Career and Technical education is to provide instruction so that students can learn the basic skills and related information needed for entry into the occupation. The instructional program at A. W. Beattie Career Center is designed to provide a meaningful and practical experience that will enable our students to develop the competence necessary for job entry.</p> <p>Select courses will include the assignment of students to actual production or service tasks. The utilization of production or service tasks provides students with an authentic, realistic and practical learning experience that duplicates employment conditions and situations. The Joint Operating Committee feels that this approach will enhance and maintain student interest and will more adequately meet the development of their career skills.</p> <p>Each instructor shall use extreme care in the selection of production or service jobs to ensure that the experiences will meet objectives of the course and provide flexibility in the instructional plan. Preference will be given to student and school personnel. No outside work will be done unless it is the only alternative to fulfill objectives of the course or meet the instructional needs of specific students. All work must be approved by the administration of A. W. Beattie Career Center.</p> <p>2. Guidelines</p> <p>Following are the guidelines and procedures to be used in implementing the production/livework services phase of the program:</p> <ol style="list-style-type: none"> 1. Only production service jobs that relate to the objectives of the program and involve the type and level of competencies necessary to fulfill the instructional needs of students will be accepted.
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2. The instructor shall have the prerogative to accept or reject any production/livework services based on its educational value as indicated above.
3. The instructor determines all completion deadlines pertaining to production/livework services.
4. The instructor shall keep a record of every production/livework service.
5. Automobiles must have current license plates, owner's cards, inspection stickers and proper insurance coverage.
6. The instructor will be accountable for all materials and supplies used. The instructor will have the prerogative to order parts and materials to be delivered to the school or request the customer to do so. An invoice of the parts ordered or bought must be presented to the Business Office with the completed work order when paying the bill.
7. Production/livework orders for all instructional program areas have been established. When instructors elect to perform services for students, school employees or outside customers, they must execute a work order. Work orders must be registered in the work order log book and the money turned into the Business Office if purchases or charges are involved. Instructors are not to collect money for products or services. A photo copy of the work order should be made and given to the Executive Director.
8. Invoice Processing Procedures:
 - Upon completion of the project, the instructor will complete a work order invoice and submit it to the Business Office.
 - The customer will pay the invoice in the Business Office. Upon payment in full, the customer will receive the yellow copy marked "Paid in Full".
 - The invoice (if applicable) should be attached to the white copy and retained in the Business Office.
 - The pink copy marked "Paid in Full" is returned to the instructor to be filed.
 - Monies collected for services (\$10 or 10% of entire invoice) will be deposited in that program's student activities account, to pay for student field trips or other activities, which benefit the entire class.

9. The school's insurance will not cover any items brought to A. W. Beattie Career, which are not properly recorded on work orders.
10. Students should not be expected to pay for materials used in the normal program instruction.