



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy D.13 (Formerly 3700)

Policy Subject: Curriculum Supported Work Experience Programs

Date Passed: August 29, 2016

Date Approved: October 24, 2016

Policy: Student Work Experience

PREAMBLE:

A. PURPOSE

Work Experience refers to that part of an educational program that provides a student with an opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career.

This policy applies to any course or program that includes work experience options. This includes but is not limited to the following:

- Work Experience 12A
- Work Experience 12B
- Career Preparation programs
- Co-operative Education programs
- Apprenticeship and Trades programs
- Volunteer Services that are required components of Graduation

B. PRINCIPLES

Both school-sponsored career exploration and community-based work experience are intended to help prepare students for the transition from secondary school to the world of work or further education and training.

Work experience provides students with opportunities to:

- gain new skills that can be used in future work opportunities
- assess their career goals using practical work experiences
- learn about employment expectations, regulations and professional practice, and
- connect what they learn in the classroom to workplace skill sets, knowledge and attitudes
- Develop work-related networks/contacts
- Develop self-confidence
- Support transitions from school to work or further education

C. GUIDELINES:



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Students:

In order for a school to grant permission to a student to participate in a work study program the student must:

- a. Be 15 years of age or older
- b. Be covered by the Workers' Compensation Act
- c. Observe the Code of Behaviour of the district and school; in addition, students in the work place will follow the reasonable direction of the employer and the employer's designated supervisor(s).

School District:

The school district will ensure that all schools and staff are aware of the roles and responsibilities of each party and will provide to the schools any necessary forms, including but not limited to:

- a. Work Experience Agreement Forms
- b. Training Logs
- c. Orientation and Safety Checklist
- d. Student Evaluation Forms

Schools:

In order for a school to grant permission to a student to participate in a work study program the school must:

- a. Ensure that Work Experience 12A and Work Experience 12B are each 100 to 120 hour courses of work-based training in a co-operative partnership between the student, the school, and the employer
- b. Ensure that there is on file at the school, a written agreement setting out the terms of the work experience placement in accordance with the Ministry of Education policies and Ministerial Orders and WorkSafe BC requirements for such programs, and that such agreements are completed by:
 - i. The employer who has agreed to supervise the student during the placement
 - ii. The student, and the student's parent, in the case of a minor student, and
 - iii. The School
- c. Ensure that all work experience programs and courses are delivered in accordance with the Ministry of Education policies and Ministerial Orders and WorkSafe BC

Work Experience Teachers:

- a. Will meet with each site manager of potential work experience work places to discuss the expectations of employers and students and gather appropriate information to advise the



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principal on appropriate placements. Appropriateness of placement locations will be based on student safety, student learning opportunity, and positive modeling opportunities for students. This meeting will take place at the work site(s) where students will be placed during the program.

- b. Will be responsible for ensuring that appropriate monitoring and supervision of work place experience is carried out. Such monitoring may involve telephone interviews of employers, student or parent interviews, visits to the work place during student work experience, and visits to the work site at other times.
- c. Will inform students of work place safety procedures and issues prior to placement.
- d. Ensure that employers are informed of student background information necessary to safeguard the safety of the student. Where background information is needed to safeguard the safety or security of the employer's workplace, such information will only be shared with parent consent. In the case of special needs students, this consent will be noted in the student IEP.

Employers:

- a. Are responsible for WorkSafe BC reporting and responsibilities
- b. Must participate in on-site safety orientations for students before hands-on activities begin
- c. Must be familiar with and operate within Ministry of Education policies and Ministerial Orders and WorkSafe BC