

School District No. 62 (Sooke)

CAREER EDUCATION	No.: B-132
	Effective: Dec. 10/92 Revised: July 5/05; June 23/15; Apr. 26/22; Nov. 7/23 Reviewed: May 11/15; Feb. 1/22; Feb. 22/22; Apr. 26/22; Nov. 7/23

ADMINISTRATIVE REGULATIONS

CAREER PROGRAMS

I. Approval and Operation

Career programs shall be developed and operated according to Ministry of Education and Board of Education (the "Board") regulations and guidelines, as outlined in the documents and references listed below.

Ministerial Order 302/04, the [Graduation Program Order](#)

Student WorkSafe: Grades 10 to 12
[Student WorkSafe - WorkSafeBC](#)

Graduation Program Policy Guide (2023)
[graduation-policy-guide.pdf](#)

Program Guide for Ministry-Authorized Work Experience Courses (2023)
[Work Experience Program Guide \(gov.bc.ca\)](#)

Youth Work in Trades (2023)
[Skilled Trades BC Youth Work in Trades Program Guide](#)

Youth Train in Trades (2019)
[Skilled Trades BC Youth Train in Trades Guide](#)

SD62 Work Placement Documentation (attached) online link to be established.

II. Co-ordination

The Board supports co-ordination for the development, maintenance, and management of career programs. Co-ordination shall include defined responsibilities at both district and school levels.

Worksites

- Development of placement sites for Work Experience and Youth Work in Trades and is the joint responsibility of district and school-based staff.
- Confirmation of the completion of an onsite safety orientation is required.

- On-going monitoring of work placement sites is part of the supervision process and is the responsibility of school-based staff. When appropriate, concerns regarding specific work placement sites should be reported in writing to the Career Programs Advisor/Co-ordinator.

Work Experience

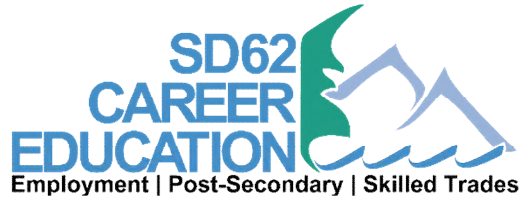
To fulfill the Career-Life Connection Graduation Requirements, students must complete 30 hours of work experience or career-life exploration. Students must provide evidence that they have completed any of the following: A Ministry-authorized work experience course, a school arranged 30-hour work placement, 30 hours of volunteer service, or 30 hours of paid student employment. In addition to the 30 hours of Work Experience required for graduation, students may also participate in elective programs such as: Youth Explore Trade Skills (10-12); Youth Explore Trades Sampler; Youth Work in Trades; Youth Train in Trades, and Work Force Training Certificate 12.

Preparation for any off-campus work experience shall include:

- A Staff review of [Ministry-Authorized Work Experience Courses and Workplace Safety Policy - Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca)
- That the student shall be 14 years of age or older;
- Employability skills;
- Behaviour aligned with SD62 Student Code of Conduct;
- Workplace safety, including harassment, accident/incident procedures;
- Employer research and expectations;
- Human rights legislation (*Employment Standards Act* and *Labour Relations*);
- Completion of required documentation (*Work Experience Placement Agreement/Paid Work Training Plan*).

Preparation, as described above, must take place prior to the student's first work experience.

- No student shall begin work experience until the appropriate Board 'Work Experience Placement Agreement' for unpaid work or a 'Training Plan' form is signed by all parties (student, parent/guardian, teacher/supervisor, and employer) and filed in the school.
- Students shall not be marked absent while attending off campus work experience.
- For school-arranged work placements or school arranged volunteer service, all accidents must be reported as soon as possible. A [WorkSafe BC injury report](#) (Form 7) must be completed by the school and copied to the district to be submitted within three days to WorkSafe BC. A copy of this report and the Work Experience Agreement form must also be sent to the Ministry of Education.



Student Name: _____
Employer: _____
Home School: _____

WORK EXPERIENCE

Registration Assignment



Student-Teacher-Supervisor Interaction Log

This document provides a way for WEX teachers to record interactions between themselves and their student, and between themselves and the work experience placement supervisor.

Student Name: _____ Place of Employment: _____

Date	Contact	Information

WorkSafe BC Employer Clearance Letter

1. Go to the WorkSafe BC site: www.worksafebc.com
2. Select **Get a Clearance Letter** under *Insurance* on the home page
3. Scroll down and click the yellow box labelled **Get a Clearance Letter** under the heading *Public access to clearance letter*
4. In **Step 1: Tell us who is requesting the letter** enter the information in the required fields:
 - a. **Legal Name:** Sooke School District #62
 - b. **WorkSafeBC account number:** 037600
 - c. **Address, City, Postal Code:** 204 – 814 Goldstream Ave. Langford, BC V9B 2X7
 - d. **Phone Number:** 250-474-9800
 - e. **Email Address:** Work Experience Coordinator's Email Address
5. In **Step 2: Find firm(s) for the letter**
 - a. Click the **Search** button
 - b. Select **Legal Name or Trade Name**
 - c. Enter the name of the business in the field provided. Click the **Search** button
 - d. Scroll down to find out if the Employer's WorkSafe BC record has been found
 - e. Click the **Select** box beside the desired business name
 - f. Click on the **Done** button
6. Click yellow box labelled **Create Clearance Letter** (bottom left hand corner)
7. **Review** the clearance letter. The status of the employer must be '**active and in good standing**'. Also stated in bold, is the date in which the business' coverage is guaranteed until till. If this date occurs before the student is finished their work experience, it is recommended that another clearance letter be printed off to ensure proper coverage.
8. If the above requirements are satisfied, print a copy and place it in the student's work experience file.
9. Update the shared district Worksafe Clearance Letters shared spreadsheet if necessary.



WORK EXPERIENCE 12A

Student Orientation Package

I, _____ had a **Work Experience 12A** in-school orientation which included:

- instruction on work site safety awareness,
- worker rights and responsibilities,
- employer expectations
- workplace code of conduct

In order to be registered for this course, the following must be completed and submitted to your WEX teacher/ Careers Department:

- Placement Agreement & Training Plan
- Work Site Safety Check list
- Orientation Student Package

I also understand the course requirements which include:

- work placement time
- completed written assignments include; work logs, resume(if needed for placement), reflection & self-evaluation, & employer feedback.

(Parent Signature)

(Date)

(Student Signature)

(Date of Orientation)

(Teacher Signature)

(Date of Orientation)

TIPS FOR WRITING RESUMES

Your resume is your first impression. It is important that you do it well! Here are some tips:

- Make an outline – a quick list of all possible experiences
- Keep it short – one page is ideal for youth
- Proofread! Proofread! Proofread!** – remember it is your first impression
- Do not include birth date, political or religious beliefs and personal photos
- Make sure your contact information is current and appropriate
- Use dynamic words – see **Action Verbs List** and **Skills I Have Learned**
- Use good quality paper

Include All Your Activities

You may not have much actual work experience yet, so it is important to draw upon all aspects of your life:

- school activities
- volunteer work
- academic, artistic and athletic pursuits
- hobbies and interests
- people who can provide a reference

These aspects of your life will demonstrate: your character, your work ethic, your skills and your personality that will help you succeed in your search for employment.

Formatting Tips:

- Contact information:** should be at the top of your resume and should include your name, address, phone number(s), and email address (professional please).
- Objective:** you may want to use this heading when targeting your resume to a specific industry (culinary, retail, etc.) or employer/organization. You may wish to identify specific skills you have to offer. Keep it brief and succinct.
- Education:** this will most likely be your next heading as you may not have acquired much work experience at this point in your life. Highlight specific courses taken inside and outside of school, academic achievement, leadership skills and roles, etc.
- Experience:** include both volunteer and work experiences (paid and unpaid). List the employer/organization, dates of experience, supervisor and job title, and duties and responsibilities. List your experiences in order beginning with the most recent experience. Use dynamic active words – see *Action Verbs List and Skills Learned List*
- Other Possible Headings:** Skills, Awards and Achievements, Interests/Hobbies, Languages Studied and Spoken, Certifications, Personal Attributes, etc.

References: a reference is someone who agrees to speak to a potential employer about you and your abilities in a positive way. Identify two people who could provide information on you and your skills. One of your references should be able to speak about your personal skills and abilities. The second reference should be able to speak about your work ethic and your work experience and volunteer work or community service. Possible references may include a teacher, coach, employer, volunteer coordinator, community group leader, family friend, etc. Be sure that you have identified and spoken to your references prior to submitting your resume. Provide the name and contact information for each of your references.

Student Initial _____

INTERVIEW CHECKLIST

BEFORE

- **First impressions** are crucial.
- **Dress well!** Presentation counts, so plan what you are going to wear. Clothing should be neat, clean and appropriate for the position.
- **Learn** about the employer.
- **Think** of questions you may be asked and practice with a friend.
- **Know** the name and address of the interviewer. Plan your route.
- **Bring** a folder with your resume, list of references, pen & paper, list of questions to ask at the interviewer.

Arrival

- **Go alone** to the interview.
- **Arrive early** – about 10 minutes before.
- **Turn off your phone.**
- Be **friendly and businesslike**- to everyone you meet.

During

- **Attitude is Everything!** Be enthusiastic, energetic and confident. A good attitude can make up for lack of experience.
- **Greet** the interviewer and introduce yourself. Use his/her name during the interview.
- Be ready to **shake hands**.
- Follow the lead of the interviewer and **stay on topic**.
- If you do not understand a question, it is acceptable to ask the interviewer to **repeat** it.
- Be attentive to body **language**. Maintain eye contact & good posture.
- At the end of the interview, **thank the interviewer** and **shake hands**. Politely ask when you can expect to be contacted regarding a decision.

After the Interview

- Send a **thank you email**.
- Contact the employer if you have not heard by the set date.

Student Initial _____



WORKPLACE SAFETY

Young Workers: Your Rights and Responsibilities

- Has anyone ever asked you to do something that you felt uncomfortable doing?
- Being new on the job is hard and learning to speak up for your rights as a worker can sometimes be difficult; but no pay cheque is worth getting hurt for.

What are your RIGHTS as a worker?

- You have the right to **REFUSE unsafe work**- You can refuse to do tasks and to work in conditions you think are unsafe, **without being fired** or **being disciplined** for refusing.
- To know what hazards are present on the job and how these hazards can affect you
- To learn about chemical safety through WHMIS (Workplace Hazardous Materials Information System)
- To be trained about safe work procedures
- To be **OUTFITTED** with safety gear and equipment required to do the job safely.
- You have the right to **SPEAK UP**.
- You have the right to report unsafe practices and conditions without worrying that you will lose your job or get in trouble.
- All workers have the right to participate in workplace health and safety activities. For example, you can be chosen to be a health and safety representative or a member of a committee.
- You have the right to be supervised to make sure you are working without unnecessary risk to yourself or others.

Employer's responsibilities:

- To provide a safe and healthy workplace with a valid health and safety program
- Train employees and supervisors on the appropriate health and safety procedures and responsibilities
- Ensure adequate safety equipment, supplies are onsite with trained attendants
- Inspect and fix workplace regularly
- Report and inspect all incidents, injuries and damaged equipment to WorkSafeBC.

Worker's responsibilities:

- To know and comply with all regulations and safety procedures
- Co-operate with all health and safety committees and representatives, and prevention officers.
- To report unsafe actions and unsafe conditions, injuries, incidents, or illness immediately to your employer or supervisor
- To use protective equipment, as required by the employer
- If injured, get treatment quickly and tell the health care provider that the injury was work related.

Student Initial _____

WorkSafe BC: Top 7 Dangers for Young Workers

Out of all the tasks young workers do, there are seven that seem to be the most dangerous, or results in the most injuries.

Danger #1: lifting objects



Danger #5: Operating mobile equipment or motor vehicles



Danger #2: working at elevation when



Danger #6: Danger working with slicers preparing food



Danger #3: working with knives



Danger #7: working near running equipment and machinery



Danger #4: working with hot substances and objects



QUESTION: Which one of the Top Seven Dangers would affect you at your work placement? What will you do to be safe at your work placement?

Workplace Hazards Recognition

Spot the Hazards



Directions: Choose one of the workplace environments and identify the potential hazards or risks in the scenario.

POTENTIAL HAZARDS & RISKS:

1. _____
2. _____
3. _____
4. _____

5. _____

Occupational Health and Safety Regulation 3.12: The Right to Refuse Unsafe Work

1. A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
2. A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
3. A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and
 - a. ensure that any unsafe condition is remedied without delay, or
 - b. if in his or her opinion the report is not valid, must so inform the person who made the report.
4. If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of
 - a. a worker member of the joint committee,
 - b. a worker who is selected by a trade union representing the worker, or
 - c. if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
5. If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

How to refuse unsafe work

Your employer is legally responsible for putting safe work practices in place, and you're responsible for following them. If you have safety and health concerns, it's your responsibility to report them. Here's where to raise questions:

1. If a task feels unsafe, tell your immediate supervisor, and explain why you're not comfortable. In most cases, the issue will be resolved at this stage.
2. If you don't get a satisfactory answer from your immediate supervisor, or that person is not available, go to up to the next higher supervisor.
3. If you're still not satisfied, ask your safety representative, a member of the safety committee, or a shop steward to help.
4. Most problems are solved before getting to this stage, but your last recourse is WorkSafeBC. Phone and explain your safety concerns (you can do it anonymously).
Call toll-free 1 (888) 621-7233.

Student Signature: _____ Date: _____

Report an injury or illness

For more information go to: http://worksafebc.com/claims/report_injury/default.asp

Workers

If you are injured at work or have symptoms of a work-related illness, you must:

Step 1: Report it to your employer immediately.

Step 2: Seek medical attention and tell your doctor/clinic your injury is work related. Your employer is responsible for your transportation costs from your workplace to a doctor's office or hospital.

Step 3: Start a claim by reporting it to WorkSafeBC as soon as possible.

Call Teleclaim @ **1-888-WORKERS**

Or

Complete the **Application for Compensation and Report of Injury or Occupational Disease**

Google: "WorkSafeBC Form 6" Complete and submit online.



Question: Who do you report an injury to at your job site?

WORKPLACE ETIQUETTE

Responsibility

- Be punctual and dependable. If you are going to be late or absent call your supervisor.
- Listen carefully, follow instructions and ask questions when you are unsure of what to do.
- Follow through and complete all tasks as assigned.
- Take initiative. Watch carefully to see what needs to be done and be ready to step in and help as required.
- Demonstrate a positive work ethic. Approach all assigned tasks with energy and enthusiasm.
- Assess any workplace situation and consider your response carefully.
- Respect the confidentiality of your employer, intellectual property, customers and fellow employees.
Don't gossip.
- Dress appropriately for the workplace. Be clean and modest in your attire.
- Observe company rules and regulations. Review any questions with your supervisor.
- Be personally responsible for the quality of your work and personal interactions.

Respect

- Be courteous and respectful to all (customers, clients, co-workers, supervisors).
- Limit personal calls or text messages to lunch or break times.
- Remain unplugged while at work. Listening to music while at work may be considered disrespectful and impolite. Most importantly, it is unsafe.
- Think before you send an e-mail. Consider your wording and how your message will be received or who else may see it. A conversation may be more appropriate.
- Be honest and ethical. Understand that taking company tools/supplies is considered theft.
- Speak calmly and respectfully when stating a differing opinion. Raising your voice or insulting another person does not lead to a positive solution.

Teamwork

- Be willing and able to work with others to complete tasks at hand.
- Be open to the ideas of others and share your point of view respectfully.
- Be tolerant and respectful of co-worker's experience and opinions.
- Demonstrate willingness to participate in all tasks as assigned as part of a team.

Be sure to leave a good impression. Leave a thank you note or send a follow-up email thanking employer and co-workers for your workplace experience. The contacts you make while on Work Experience may prove invaluable in providing you with a reference for future employment, scholarship or post-secondary program application.

Date: _____ Signature: _____

WEX 12A and 12B Registration Assignment & Assessment

In this assignment you will explore a variety of topics that are important to ensure a safe and successful work experience placement.

Registration Assignment Checklist

- Student-Teacher-Supervisor Interaction Log (SD62 Staff)
- WorkSafe BC Employer Clearance Letter (Active+Good Standing) (SD62 Staff)
- 12A Orientation Package: (SD62 Staff and Student)
 - Page 1 (signed)
 - Resume, interview
 - Workplace Safety, Top 7 Dangers & Hazards Recognition
 - Occupational H&S “Right to Refuse Unsafe Work”
 - Report an Injury or Illness
 - Workplace etiquette
- Work Experience Placement and Training Plan (Paid or Unpaid) (Staff/Sponsor/Parent and Student)
- Confirmation of Onsite Safety Orientation (Student and Sponsor)
- Career Education WEX Enrollment Form (Student)
- WEX Registration Assessment (WEX Teacher)
- All documentation listed registered via MSFORMS SD62 WEX Registration (SD62 Staff)

- 12B Orientation Package. Documentation as required.

WORK EXPERIENCE 12A/B Registration Assignment Big Ideas and Learning Standards

- Understanding workplace safety and personal rights, occupational health, worker insurance and injury prevention are essential.

Have all parts of the registration assignment been attempted Yes / No

	- Emerging +	- Developing +	- Proficient +	- Extending +
Understanding workplace safety and personal rights, occupational health, worker insurance and injury prevention are essential.	Unable to place at this time. Student needs to demonstrate a better understanding of workplace safety and personal rights, occupational health, worker insurance and injury prevention before placement can continue.	Unable to place at this time. Student needs to demonstrate a better understanding of workplace safety and personal rights, occupational health, worker insurance and injury prevention before placement can continue.	The student demonstrates proficient knowledge of workplace safety and personal rights, occupational health, worker insurance and injury prevention.	The student demonstrates extended knowledge of workplace safety and personal rights, occupational health, worker insurance and injury prevention.

Further Teacher Feedback:

Date:

Student Initial _____

PAID Work Experience 12A/12B Placement Agreement & Training Plan

Sooke School District 62
3143 Jacklin Road
Victoria, BC V9B 5R1
250-474-9800



Student Information	Work Site Employer Information
Name: _____	Company Name: _____
Date of Birth (mm/dd/year) _____	Registered Company Name: _____
Address: _____	Address: _____
Student phone: _____	Contact Name: _____
Parent/Guardian Name: _____	E-mail address: _____
Completed CLE? Yes or No _____	Phone Number: _____

Emergency	Terms of this Agreement
Emergency Contact: _____	This agreement will be effective from:
Phone Number: _____	Start Date: _____ End Date: _____
Staff Monitor Name: _____	Working Days: _____
Staff Monitor E-mail: _____	Working Hours: _____
Phone Number: _____	Paid Work Placement: Y / N
	Other paid employees within company: Y / N

Training Plan

Position Title: _____

Activity Outline, Tools/Equipment to be used: _____

Job Specific Skills and Knowledge to be Performed/Developed: _____

Fundamental Skills	Personal Management Skills	Teamwork Skills
<input type="checkbox"/> Communicate <input type="checkbox"/> Think & Problem Solve <input type="checkbox"/> Manage Information <input type="checkbox"/> Use Numbers	<input type="checkbox"/> Positive Attitude/Behaviours <input type="checkbox"/> Learn Continuously <input type="checkbox"/> Be Responsible <input type="checkbox"/> Work Safely <input type="checkbox"/> Be Adaptive	<input type="checkbox"/> Work with others <input type="checkbox"/> Participate in projects and tasks

SIGNATURES

By their signatures, the parties indicate their agreement to the terms and conditions outlined on both sides of this agreement. Agreement is valid when all signatures are complete.

Student: _____ Parent/Guardian: _____

Worksite Employer: _____ School District Representative: _____

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on this _____ day of _____ 20____

TERMS of AGREEMENT for PAID Work Experience

All parties agree to a PAID work experience placement on the following terms and conditions:

1. **Terms of Agreement:** This Agreement will be in effect as specified in the placement details as indicated.
2. **Days and Hours:** The student agrees to perform those duties as assigned by the work site employer as stated in the placement details of this agreement. Amendments to the Agreement must be registered with the District Career Education Office.
3. **Minimum Age:** The parent/guardian(s) of the student warrant that the student is 14 years of age, or older, at the date of this Agreement.
4. **Notice of Injury:** The work site employer will, if a student is injured, immediately report the occurrence of injury to the School board by contacting the Program Teacher/Principal.
5. **Student Duties:** The student agrees to perform those duties assigned to the student from time to time by the work site employer, in consultation with the School board's representatives. The student agrees to comply with the work site employer's rules and all applicable safety regulations. (Special Rules or Regulations are to be communicated by Employer to Student).
6. **Supervision:** The student agrees to be under the direct supervision of the work site employer, who agrees to supervise the student at all times during the work experience placement.
7. **Site Safety Orientation:** The work site employer will provide to the Student site, equipment and work specific safety training and will not permit the student to perform any duties unless the student has all safety equipment and training required for the tasks to be performed.
8. **Board Access:** The work site employer agrees to allow School Board representatives to have access at any time to the work site and the student.
9. **Evaluation:** When requested by the School Board, the work site employer will evaluate the performance of the student's duties, report that evaluation in the form required by the School Board and consult with the School Board representatives about the evaluation.
10. **Workers' Compensation Act Injury Coverage:** Students who use paid employment supported and monitored by the school to earn credits for elective work experience courses must show that they are working at a site where WCB coverage is provided. WCB coverage for any paid work experience must be covered by the employer and will not be covered by the Province.
11. **Liability of Board:** All parties acknowledge and agree that the School Board: (a) does not assume any responsibility for the actions of the student, and that the School Board is not responsible for any loss, damage, injury, or expense (collectively, "loss") suffered by the work site employer, the work site employer's employees or other persons which may be caused by any act or omission of the student. The School Board will not reimburse the work site employer or others for any such loss; (b) does not assume any responsibility for the actions of the work site employer, the work site employer's employees, or other persons with whom the student might come into contact through this work experience placement; and (c) is not responsible for any loss suffered by the student or the parent/guardian(s) of the student arising out of its employees acting within the scope of their employment.
12. **Insurance:** The School Board maintains coverage with respect to its liability and that of a student participating in a work experience placement contemplated by the terms of this Agreement. This coverage is subject to exclusions, terms and conditions and deductible amounts. All other parties to this Agreement may inspect the terms of the School Board's coverage from time to time.
13. **Termination of the Agreement:** Any party to this Agreement may end it at any time by giving notice in writing to all other parties at the addresses given in this Agreement.
14. **Reference:** In this Agreement, a reference to the School Board includes: School Board officers, employees or representatives acting within the scope of their employment.

UNPAID Work Experience 12A/12B Placement Agreement & Training Plan

Sooke School District 62
3143 Jacklin Road
Victoria, BC V9B 5R1
250-474-9800



Student Information		Work Site Employer Information	
Name: _____		Company Name: _____	
Date of Birth (mm/dd/year) _____		Registered Company Name: _____	
Address: _____		Address: _____	
Student phone: _____		Contact Name: _____	
Parent/Guardian Name: _____		E-mail address: _____	
Completed CLE? Yes or No _____		Phone Number: _____	
Emergency		Terms of this Agreement	
Emergency Contact: _____		This agreement will be effective from:	
Phone Number: _____		Start Date: _____ End Date: _____	
Staff Monitor Name: _____		Working Days: _____	
Staff Monitor E-mail: _____		Working Hours: _____	
Phone Number: _____		Paid Work Placement: Y / N	
		Other paid employees within the company: Y / N <i>(Must have other paid employees covered by Worksafe)</i>	
Training Plan			
Position Title: _____			
Activity Outline, Tools/Equipment to be used: _____			
Job Specific Skills and Knowledge to be Performed/Developed: _____			

Fundamental Skills	Personal Management Skills		Teamwork Skills
<input type="checkbox"/> Communicate <input type="checkbox"/> Think & Problem Solve <input type="checkbox"/> Manage Information <input type="checkbox"/> Use Numbers	<input type="checkbox"/> Positive Attitude/Behaviours <input type="checkbox"/> Be Responsible <input type="checkbox"/> Be Adaptive	<input type="checkbox"/> Learn Continuously <input type="checkbox"/> Work Safely	<input type="checkbox"/> Work with others <input type="checkbox"/> Participate in projects and tasks
SIGNATURES			
By their signatures, the parties indicate their agreement to the terms and conditions outlined on both sides of this agreement. Agreement is valid when all signatures are complete.			
Student: _____		Parent/Guardian: _____	
Worksite Employer: _____		School District Representative: _____	
IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on this _____ day of _____ 20__			

TERMS of AGREEMENT for UNPAID Work Experience

All parties agree to a work experience placement on the following terms and conditions:

1. Terms of Agreement: This Agreement will be in effect as specified in the placement details as indicated.
2. Days and Hours: The student agrees to perform those duties as assigned by the work site employer as stated in the placement details of this agreement. Amendments to the Agreement must be registered with the District Career Education Office.
3. Minimum Age: The parent/guardian(s) of the student warrant that the student is 14 years of age, or older, at the date of this Agreement.
4. Notice of Injury: The work site employer will, if a student is injured, immediately report the occurrence of injury to the School board by contacting the Program Teacher/Principal.
5. Student Duties: The student agrees to perform, without obligation of payment, those duties assigned to the student from time to time by the work site employer, in consultation with the School board's representatives. The student agrees to comply with the work site employer's rules and all applicable safety regulations. (Special Rules or Regulations are to be communicated by Employer to Student).
6. Supervision: The student agrees to be under the direct supervision of the work site employer, who agrees to supervise the student at all times during the work experience placement.
7. Site Safety Orientation: The work site employer will provide to the Student site, equipment and work specific safety training and will not permit the student to perform any duties unless the student has all safety equipment and training required for the tasks to be performed.
8. Board Access: The work site employer agrees to allow School Board representatives to have access at any time to the work site and the student.
9. Evaluation: When requested by the School Board, the work site employer will evaluate the performance of the student's duties, report that evaluation in the form required by the School Board, and consult with the School Board representatives about the evaluation.
10. Workers' Compensation Act Injury Coverage: Students in a work experience placement at a standard work site are covered by the Workers' Compensation Act and are considered to be workers of the Government of the Province of British Columbia for Workers' Compensation purposes only. Coverage is limited by the terms and conditions set out in the Minutes of the Workers' Compensation Board dated January 29, 2008.
11. Liability of Board: All parties acknowledge and agree that the School Board: (a) does not assume any responsibility for the actions of the student, and that the School Board is not responsible for any loss, damage, injury, or expense (collectively, "loss") suffered by the work site employer, the work site employer's employees or other persons which may be caused by any act or omission of the student. The School Board will not reimburse the work site employer or others for any such loss; (b) does not assume any responsibility for the actions of the work site employer, the work site employer's employees, or other persons with whom the student might come into contact through this work experience placement; and (c) is not responsible for any loss suffered by the student or the parent/guardian(s) of the student arising out of its employees acting within the scope of their employment.
12. Insurance: The School Board maintains coverage with respect to its liability and that of a student participating in a work experience placement contemplated by the terms of this Agreement. This coverage is subject to exclusions, terms and conditions and deductible amounts. All other parties to this Agreement may inspect the terms of the School Board's coverage from time to time.
13. Effect on Employees: The work site employer agrees that the placement of the Student will not affect the job security of any employee of the work site employer and will not affect the work site employer's hiring practices. The placement of the student will be in addition to the work site employer's full complement of employees. The student will not be a replacement for any employee.
14. Termination of the Agreement: Any party to this Agreement may end it at any time by giving notice in writing to all other parties at the addresses given in this Agreement.
15. Reference: In this Agreement, a reference to the School Board includes: School Board officers, employees or representatives acting within the scope of their employment.

Note: Students who are enrolled in programs authorized by the Ministries of Education and Child Care have been exempted from the Minimum Wage Act.

Confirmation of Onsite Safety Orientation

Students must complete and submit this form to their school contact to confirm that a worksite safety orientation was conducted by the worksite supervisor.

Employer/Company Name	Employer/Company Legal Business Name or WorkSafe Number	Supervisor Name	Student Name
Employers Main Activity	Date of Safety Orientation	Supervisor Signature	Student Signature
Employer's Address: Worksite Location: <i>(If different from address)</i>		Date Signed:	Date Signed:

By their signatures, the student and worksite supervisor confirm the following:

- The student received a safety orientation at the worksite.
- The student referred to the safety questions below as part of the discussions with the worksite supervisor.
- The student agrees to report any injuries as soon as possible to the worksite supervisor and district Work Experience contact.
- The student is aware of the procedures set out by the employer in the case of witnessing or experiencing bullying and harassment in the workplace.
- The student has been instructed in:
 - the use of personal protective equipment
 - workplace health and safety rules and procedures
 - the location of first aid equipment
 - the management and organization of tools and equipment
 - procedures for working alone or in isolation
 - the location and management of hazardous materials
 - procedures for reporting accidents and/or safety concerns



Suggested safety questions from WorkSafeBC:

- What are the potential dangers of my job, and how will I be protected from these dangers?
- Are there any hazards (such as noise or chemicals) that I should know about, and what are the appropriate steps that I should take to avoid these hazards?
- Is there any safety gear that I am expected to wear, and who is responsible for providing the gear?
- Will I be trained in emergency procedures for things like fire or chemical spills?
- Where are the fire extinguishers, first aid kits, and other emergency equipment located?
- What are my workplace health and safety responsibilities?
- Who do I talk to if I have a workplace health or safety question?
- What is the procedure if I am injured on the worksite?
- Who is the first aid attendant? How do I contact the first aid attendant?
- What are the procedures I should follow if I witness or experience bullying and harassment in the workplace?





Career Education – WEX Course Enrollment Form

First Name: _____ Last Name: _____

Home Phone: _____ Student's Cell Phone: _____

Age: _____ Birthdate: Month ____ Day ____ Year _____

- Students 16 and over as of July 1st enroll in SD62 Continuing Education
- Students 15 and under as of July 1st enroll in SD62 Online

Student E-mail: _____

School Name: _____

I confirm that my demographic information is up to date with my home school.

Career Education Course(s)

COURSE NAME	Entered Initials	Activation Date	Completion Date	Final Grade	MYEDBC Course Code
Work Experience 12A					MWEX-2A-01
Work Experience 12B					MWEX-2B-01

Student confirmation of registration _____ Date: _____

(student signature)

Notes:



Student Name: _____
Employer: _____
Home School: _____

WORK EXPERIENCE COMPLETION

Each Work Experience file should include the following documentation for completion:

- Work Experience Time Log and Reflection #1 (Student)
- Work Experience Time Log and Reflection #2 (Student)
- Employer Evaluation of Work Experience (Employer)
- Final Assessment (Teacher)

WORK EXPERIENCE 12A/B: TIME LOG #1 (50-60 hours)

Student Name: _____ Grade: _____

Company Name: _____

Supervisor Name: _____

Date	Hours	Duties and Tasks (Hours can be logged after your Training Plan is returned to the Career Centre)	Tools used and skills developed
Total:			

If you are experiencing any pressure to perform unsafe work, or are the target of bullying, harassment or discrimination, please contact your school Career Centre or contact WorkSafe BC at 1-888-621-7233. Your identity can remain anonymous.

Student Self-Reflection #1



Please use the proficiency scale below.

1 – Emerging	2 – Developing	3 – Proficient	4 – Extending		
Personal qualities and interpersonal skills					
Co-operative and able to work with others	1	2	3	4	N/A
Accepting of constructive criticism	1	2	3	4	N/A
Adaptable to new tasks and/or situations	1	2	3	4	N/A
Respectful of others	1	2	3	4	N/A
Demonstrates a positive attitude	1	2	3	4	N/A
Shows interest and enthusiasm	1	2	3	4	N/A
Communication skills					
Uses appropriate communication for the worksite	1	2	3	4	N/A
Speaks clearly	1	2	3	4	N/A
Listens well	1	2	3	4	N/A
Asks appropriate questions	1	2	3	4	N/A
Uses appropriate body language	1	2	3	4	N/A
Writes clearly and legibly	1	2	3	4	N/A
Communicates appropriately with employer	1	2	3	4	N/A
Quality of work and work habits					
Reliable	1	2	3	4	N/A
Punctual (including after breaks)	1	2	3	4	N/A
Attends regularly	1	2	3	4	N/A
Shows good work ethic	1	2	3	4	N/A
Able to follow directions	1	2	3	4	N/A
Completes assigned tasks on time	1	2	3	4	N/A
Completes assigned tasks thoroughly	1	2	3	4	N/A
Shows initiative	1	2	3	4	N/A
Utilizes and is aware of safety practices	1	2	3	4	N/A
Utilizes technology and/or other tools effectively	1	2	3	4	N/A

Part of WEX 12 is completing reflection assignments that will be used to help us explore your growth with the essential skills related to your field of work, your understanding of the site-specific workplace expectations, the responsibilities and expectations associated with your work placement, your ability to develop your: problem-solving skills, conflict resolution strategies, interpersonal skills, self-advocacy and self-efficacy.



Describe the most important lesson or skill you learned from your work experience to date and explain how it will help you move forward.

Over the remaining hours of your placement, please consider how you could grow and develop in your targeted areas of improvement.

WORK EXPERIENCE 12A/B: TIME LOG #2 (100+ hours)



Student Name: _____ Grade: _____

Company Name: _____

Supervisor Name: _____

Date	Hours	Duties and Tasks <small>(Hours can be logged after your Training Plan is returned to the Career Centre)</small>	Tools used and skills developed
Total:			

If you are experiencing any pressure to perform unsafe work, or are the target of bullying, harassment or discrimination, please contact your school Career Centre or contact WorkSafe BC at 1-888-621-7233. Your identity can remain anonymous.

Student Self-Reflection #2



Please use the proficiency scale below.

1 – Emerging	2 – Developing	3 – Proficient	4 – Extending		
Personal qualities and interpersonal skills					
Co-operative and able to work with others	1	2	3	4	N/A
Accepting of constructive criticism	1	2	3	4	N/A
Adaptable to new tasks and/or situations	1	2	3	4	N/A
Respectful of others	1	2	3	4	N/A
Demonstrates a positive attitude	1	2	3	4	N/A
Shows interest and enthusiasm	1	2	3	4	N/A
Communication skills					
Uses appropriate communication for the worksite	1	2	3	4	N/A
Speaks clearly	1	2	3	4	N/A
Listens well	1	2	3	4	N/A
Asks appropriate questions	1	2	3	4	N/A
Uses appropriate body language	1	2	3	4	N/A
Writes clearly and legibly	1	2	3	4	N/A
Communicates appropriately with employer	1	2	3	4	N/A
Quality of work and work habits					
Reliable	1	2	3	4	N/A
Punctual (including after breaks)	1	2	3	4	N/A
Attends regularly	1	2	3	4	N/A
Shows good work ethic	1	2	3	4	N/A
Able to follow directions	1	2	3	4	N/A
Completes assigned tasks on time	1	2	3	4	N/A
Completes assigned tasks thoroughly	1	2	3	4	N/A
Shows initiative	1	2	3	4	N/A
Utilizes and is aware of safety practices	1	2	3	4	N/A
Utilizes technology and/or other tools effectively	1	2	3	4	N/A

Part of WEX 12 is completing reflection assignments that will be used to help us explore your growth with the essential skills related to your field of work, your understanding of the site-specific workplace expectations, the responsibilities and expectations associated with your work placement, your ability to develop your: problem-solving skills, conflict resolution strategies, interpersonal skills, self-advocacy and self-efficacy.

Consider the following questions and write a thorough reflection:

- What are your current, site-specific, workplace expectations?

- What essential skills do you need to have for your current role at work and/or future roles?

- What are you responsible for?

- How are others reliant on you?

- How have you/ could you approach a problem with a colleague?

- How have you advocated for yourself on your worksite?

- How do you approach new challenges and tasks? What do you say to yourself or how do you problem solve when doing a new task?

Submitting this assignment: please complete this reflection and submit it to your Work Experience teacher.

Employer Feedback Form: Work Experience

Employers' feedback is greatly appreciated in developing the workplace skills of Work Experience students. Please assess this Work Experience student as you would a novice worker. If possible, discuss the assessment with the student and ask the student to sign this form to acknowledge your discussion.

Student name		Employer/ business name	
Dates of Work Experience placement		Worksite supervisor	
		Worksite supervisor signature	
		Date signed	

Please use the proficiency scale below.

1 – Emerging	2 – Developing	3 – Proficient	4 – Extending
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Personal qualities and interpersonal skills					
Co-operative and able to work with others	1	2	3	4	N/A
Accepting of constructive criticism	1	2	3	4	N/A
Adaptable to new tasks and/or situations	1	2	3	4	N/A
Respectful of others	1	2	3	4	N/A
Demonstrates a positive attitude	1	2	3	4	N/A
Shows interest and enthusiasm	1	2	3	4	N/A
Communication skills					
Uses appropriate communication for the worksite	1	2	3	4	N/A
Speaks clearly	1	2	3	4	N/A
Listens well	1	2	3	4	N/A
Asks appropriate questions	1	2	3	4	N/A
Uses appropriate body language	1	2	3	4	N/A
Writes clearly and legibly	1	2	3	4	N/A
Communicates appropriately with employer	1	2	3	4	N/A
Quality of work and work habits					
Reliable	1	2	3	4	N/A
Punctual (including after breaks)	1	2	3	4	N/A
Attends regularly	1	2	3	4	N/A
Shows good work ethic	1	2	3	4	N/A
Able to follow directions	1	2	3	4	N/A
Completes assigned tasks on time	1	2	3	4	N/A
Completes assigned tasks thoroughly	1	2	3	4	N/A
Shows initiative	1	2	3	4	N/A
Utilizes and is aware of safety practices	1	2	3	4	N/A
Utilizes technology and/or other tools effectively	1	2	3	4	N/A

Additional comments:

WORK EXPERIENCE 12A/B

Big Ideas and Learning Standards



- Experiences outside of school provide students with skills, workplace knowledge on responsibility and expectations; problem solving, conflict resolution and interpersonal skills and strategies.
- Personal awareness and self-advocacy develop from resume and interview explorations, and cultural land considerations.
- Understanding workplace safety and personal rights, occupational health, worker insurance and injury prevention are essential.

	- Emerging +	- Developing +	- Proficient +	- Extending +
Experiences outside of school provide student with skills, work place knowledge on responsibility and expectations; problem solving, conflict resolution and interpersonal skills and strategies.	The student is starting to understand the skills and knowledge associated with responsibility and expectations. Problem solving, conflict resolution and interpersonal skills and strategies are being considered.	The student shows some skills and knowledge associated with workplace responsibility and expectations. Problem solving, conflict resolution and interpersonal skills and strategies are being considered.	The student demonstrates good skills and knowledge associated with workplace responsibility and expectations. Problem solving, conflict resolution and interpersonal skills and strategies are practiced.	The student demonstrates skills and knowledge associated with the workplace beyond what is required. They exceed in their ability to solve problems, resolve conflicts and engage with colleagues.
Personal awareness and self-advocacy develop from resume and interview explorations, volunteerism and cultural land considerations.	The student is starting to be aware of themselves as an employee. They are working on a resume, interview skills, volunteerism and cultural land considerations.	The student shows some awareness of themselves as an employee. They have a working resume, are engaging in interview skills, volunteerism and cultural land considerations.	The student demonstrates personal awareness and self-advocacy within the workplace. They have a good resume and interview well. They consider volunteering and cultural lands.	The student demonstrates advanced awareness and is fully capable of advocating for themselves. Their resume is exceptional as are their interview skills. They volunteer to contribute to community and always consider cultural lands.
Understanding workplace safety and personal rights, occupational health, worker insurance and injury prevention are essential.	The student is starting to be aware of workplace safety and personal rights, occupational health, worker insurance and injury prevention.	The student shows some awareness of workplace safety and personal rights, occupational health, worker insurance and injury prevention.	The student demonstrates full knowledge of workplace safety and personal rights, occupational health, worker insurance and injury prevention.	The student is beyond capable of protecting themselves with it comes to workplace safety and personal rights, occupational health, worker insurance and injury prevention.

Assessment and Rubric: Work Experience 12A/B is a completion course worth 4 credits. All assignments and work experience hours must be completed to pass and receive credits for this course. A mark will be issued after all assignments and work placement hours have been completed.

	- Emerging +	- Developing +	- Proficient +	- Extending +
Experiences outside of school provide student with skills, work place knowledge on responsibility and expectations; problem solving, conflict resolution and interpersonal skills and strategies.				
Personal awareness and self-advocacy develop from resume and interview explorations, volunteerism and cultural land considerations.				
Understanding workplace safety and personal rights, occupational health, worker insurance and injury prevention are essential.				