



## School District No. 27 (Cariboo-Chilcotin)

### WORK EXPERIENCE

**Policy No. 6141.5**

Effective: February 2009

Initial Adoption: November 2005

#### Preamble

Work experience is defined as “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.”

Work experience provides students with an opportunity to apply classroom learning in a context outside of school and to bring back to the classroom new perspectives about their learning. Work experience provides students with the chance to gain new skills that can be used in future work opportunities.

#### Policy

- 1. School District No. 27 (Cariboo-Chilcotin) will provide graduation work experience opportunities to fulfill the mandatory 30 hours of work or volunteer experience required for Career and Personal Planning and Graduation Transitions.**
- 2. School District No. 27 (Cariboo-Chilcotin) will provide elective work experience opportunities to prepare students for the transition from secondary school to the world of work through the delivery of Ministry Authorized Work Experience.**

#### Regulations

##### Definitions:

Community based	a work experience placement within the community outside the student's home school.
Job Shadowing	observing a person, for a short period of time, as they perform their job duties. Job shadowing does not usually include hands-on performance of duties.
Career Mentoring	a relationship with a community member involving work on a specific project or task
Career simulation	a work experience opportunity that is organized collaboratively by a community organization and educators to provide students with the opportunity to participate in valid and meaningful career-related activities that would normally not be available to them.
Training Plan	a document that outlines the duties and task to be performed at the work site, employability skills to be practiced, and workplace-specific skills to be developed

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Standard work site	a location, other than a work site created specifically for work experience by a school or board <ol style="list-style-type: none"><li>at which a worker performs the tasks and responsibilities related to an occupation or career under the general supervision of a work site employer, or</li><li>at which a self employed worker performs the tasks and responsibilities related to that person's self employment</li></ol>
Non-standard worksite	a location created specifically for work experience by a school or a board
Work experience	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
Work study program	work experience at a standard work site

### **Graduation Work Experience**

#### **A. Graduation Work Experience Standards**

- To fulfill the employability skills section of the Graduation Transitions, all 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,
  - 30 hours of paid student employment
- As part of their Graduation Transitions evidence, students must complete a Reflective Learning Log that documents their work or volunteer service, and identifies the employability skills used or developed, together with an Employer Evaluation.
- For school-arranged work placements or volunteer service arranged by the school, there must be a signed Work Experience Agreement form.
- Current or past, paid employment, may be used to fulfill the work experience requirement of Career and Personal Planning or Graduation Transition provided it supports the career, educational and personal objectives of the student.
- For the use of paid employment to satisfy the work experience

requirement it must be shown that they are, or were, working at a site where WCB coverage is, or was, provided.

**B. Work Experience Agreement Form**

1. Standard work sites
  - a. The use of Standard work sites requires the completion of the Work Experience Agreement, generated by the Community Information System (CIS) data base before beginning placement activities.
  - b. Standard work placements will follow the Work Experience Agreement Protocol for implementation.
2. Non-standard work sites
  - a. The use of Non-standard work sites requires prior approval of the Superintendent or designate.
  - b. Non-standard work site placements require the completion of the District Field Trip/Training Activity Agreement before placement begins.
  - c. All students placed in Non-standard worksites must be accompanied by an employee of the school district while at the work site.
3. Out of District work experience placements require prior approval of the Superintendent or designate before being established.
4. Out of Province work experience placements require prior approval of the Superintendent or designate, and Manager of Student Transitions, Ministry of Education.

**C. Assessment and Evaluation of Graduation Work Experience**

1. All work experience placements must be assessed on how well the student has achieved the learning outcomes using the following criteria:
  - a. Employer's evaluation
  - b. Monitoring evaluation
  - c. Reflective Learning Log
  - d. Student planning and documentation
2. An educator with a valid teaching certificate must evaluate the performance of all students in work experience courses, and assign final percentage.
3. Graduation Transitions work experience requires a completed Employer evaluation.
4. An educator should provide feedback on the completed Reflective Learning Log for use in completing Graduation Transitions criteria.

**D. Documentation and Recording**

1. All work experience activities and evaluations will be recorded in the School District work experience data base and will include:
  - a. Employer Evaluation
  - b. Monitoring Report
  - c. Reflective Learning Log assessment

**Elective Work Experience**

**A. Developing Work Experience Sites**

1. All new work experience activities require a site visitation and completion of the Worksite Safety Screening form as outlined in the protocol “Developing New Placements”
2. All new work experience activities require completion of the CIS Data Base Information form for entry into the CIS system.

**B. Preparing Students for Work Experience**

1. Students must have met the Workplace Health and Safety learning outcomes of Planning 10 or Career and Personal Planning 11 before participating in any work experience placement.
2. Work placements should match the interests and abilities of each student.

**C. Worker’ Compensation Coverage**

1. Students must be 14 years of age or older. (Students 14 years of age require prior approval by the Superintendent or designate.)
2. Students placed at a standard work site are considered “workers of the Crown” and are extended coverage by the Workers’ Compensation Board.
3. Students placed with self-employed persons that have not purchased WCB insurance, must have prior approval from the Superintendent or designate.
4. The placement must be school-arranged, unpaid and school monitored.
5. All standard work site placements must be documented in the work experience agreement form.
6. Coverage is limited to the times and dates set out in the signed agreement.

7. Coverage does not include travel to or from work, but may include travel between work sites during the work day while under the supervision of the work site employer.

**D. Accident Reporting**

1. It is the school's responsibility to inform participating students and work site supervisors about the procedure for reporting injuries suffered by students on work experience.
2. Schools should follow the Accident Reporting procedure outlined in the district work experience handbook.

**E. Work Experience Standards**

1. All placements must be community based.
2. The following types of activities are permissible for work experience credit
  - a. Hands-on work experience at a standard work site, supervised by a work site sponsor
  - b. Job shadowing a worker at a standard work site
  - c. Career mentoring with a worker at a standard work site
  - d. Hands-on experience at a non-standard community site for occupations where hands-on work experience is not available
  - e. Career simulation work experience must consist of hands-on activities and the activities must be led by workers from the occupation or industry.
3. Activities that are extensions of in-school courses, or that are extra-curricular do not count as Ministry-Authorized work experience placements
4. Career simulation placements are non-standard worksites
5. In the use of paid employment for work experience credit, the employment must coincide with the student's Focus Area, and a Training Plan must be established. Paid hours to be used begin only after the school has contacted the employer and a training plan has been developed.

**F. Work Experience Agreement Form**

1. Standard work sites
  - a. The use of Standard work sites requires the completion of the Work Experience Agreement, generated by the Community Information System (CIS) data base before beginning placement activities.
  - b. Standard work placements will follow the Work Experience

Agreement Protocol for implementation.

2. Non-standard work sites
  - a. The use of Non-standard work sites requires prior approval of the Superintendent or his designate.
  - b. Non-standard work site placements require the completion of the District Field Trip/Training Activity Agreement before placement begins.
  - c. All students placed in Non-standard worksites must be accompanied by an employee of the school district while at the work site.
3. Out of District work experience placements require prior approval of the Superintendent or his designate before being established.
4. Out of Province work experience placements require prior approval of the Superintendent or his designate, and the Manager of Student Transitions, Ministry of Education.

**G. Training Plans**

1. All work experience placements require the development of a Training Plan as agreed to by the parties of the work experience agreement.
2. The Training Plan will highlight the activities and duties that the student will undertake while at the work site and articulate the skills (employability and specific) that will be practiced and/or demonstrated.
3. Training Plans will provide the basis for the Monitoring Report evaluation.

**H. Monitoring Work Experience**

1. All students on work experience, including paid work experience, must be monitored by schools.
2. All monitoring activities must be documented.
3. Monitoring should consist of work site visits, phone calls or emails with the student's workplace supervisor.
4. Where practical, placements in excess of 35 hours must be monitored with a workplace visitation by a school district employee.
5. An assigned staff member must be available to monitor students for work experience placements that are arranged for students during the summer or other times when school is not in session.

**I. Assessment and Evaluation of Work Experience**

1. All work experience placements must be assessed on how well the student has achieved the learning outcomes using the following criteria:
  - a. Employer's evaluation
  - b. Monitoring Report evaluation
  - c. Reflective Learning Log
  - d. Student planning and documentation
  
2. An educator with a valid teaching certificate must evaluate the performance of all students in work experience courses, and assign the final percentage.

**J. Documentation and Recording**

1. All work experience activities and evaluations will be recorded in the School District work experience data base and will include:
  - a. Employer Evaluation
  - b. Monitoring Report
  - c. Reflective Learning Log assessment
  - d. Planning and documentation assessment