

AP 2103: Work Experience and Youth Work in Trades

Background:

Career Programs are designated by the Ministry of Education as education programs focusing on a career or career sector which combines related subjects with a work component. Career Programs include Career Preparation Programs (including Work Experience), Career Technical Centre Programs, Co-operative Education Programs and Youth Work in Trade Programs. Work experience, which can include volunteer service, is required as a component of the Graduation Transitions. Elective work experience extends beyond the thirty (30) hours graduation requirement. Career Programs including Work Experience can assist students in their preparation for the world of work and for career-related studies in post-secondary educational institutions and apprenticeship programs.

Statement:

The district supports student work experience programs in compliance with Ministry of Education requirements.

Guidelines:

1. The District authorizes Work Experience programs for students fifteen (15) years of age or older in accordance with the Ministry of Education policies and Ministerial Orders and Workers' Compensation Board requirements for such programs.
2. In accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, and the Work Experience Program Guide, School District No. 57 authorizes participation in Work Experience Programs for students who are fifteen (15) years of age or older.
3. Schools are responsible for implementing and evaluating the Big Ideas from the Program Guide for Ministry-Authorized Work Experience Courses.
4. School Principals are responsible to ensure that, in accordance with Ministry guidelines and District Policy, all documentation is completed and filed, with specific attention to the Work Experience/ Youth Work in Trades Placement Application Package.
5. All work experience placements should be linked to a student's career focus and shall include hands-on work experience, job shadowing, and/or career mentoring at a standard work site, a non-standard community site created for work experience or a career simulation.
6. All work experience students must be supervised by a designated on-site Work Site Employer that is subject to the Worker's Compensation Act; and, monitored and evaluated

by an SD 8 educator in accordance with the Program Guide for Ministry-Authorized Work Experience Course guidelines.

7. Compliance with WorkSafeBC Standards and procedures is mandatory, with an emphasis on the orientation by a supervising educator before a workplace placement commences.
8. Students with special needs should have access to all career education opportunities available to other students in the school they attend if one or more career objectives are identified in the student's Individual Education Plan (IEP). Within the regular curriculum, accommodations for students with an IEP may include: a) Increased time for vocational training; b) Appropriate on-site supervision and support in the workplace; and, c) Specific and direct opportunities to increase work related skills
9. Students participating in any work experience program must have consent from their parent(s) and an official of the school/District. The student, a parent, the employer, and the Principal or designate must sign a copy of Work Experience/Youth Work in Trades Education Application package before a placement is made.
10. Copies of this agreement will be kept on file in at the School or District office.