

## AP 2103: Work Experience and Youth Work in Trades

Career Programs are designated by the Ministry of Education and Child Care 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.

### Procedures:

1. School District No. 8 (Kootenay Lake) (SD8) authorizes Work Experience programs for students fifteen (15) years of age or older in accordance with the Ministry of Education and Child Care policies and Ministerial Orders and Workers' Compensation Board requirements for such programs.
2. In accordance with Ministry of Education and Child Care policies, Work Experience Ministerial Order 237/11, and the Work Experience Program Guide, SD8 authorizes participation in Work Experience Programs for students who are fifteen (15) years of age or older.
3. In accordance with Work Experience Ministerial Order 237/11 and the Work Experience Program Guide, schools are responsible for implementing and evaluating the curricular competencies and Big Ideas for Ministry-Authorized Work Experience Courses.
4. Principals are responsible to ensure that, in accordance with Ministry guidelines and district policy and administrative procedures, all documentation is completed, verified and filed, with specific attention to the Work Experience/Youth Work in Trades Placement Agreement Form prior to placement.
5. Compliance with WorkSafeBC standards is required. Schools must ensure completion of in-school and worksite safety orientations and verify employer coverage.
6. 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.
7. All work experience students must be supervised by a designated on-site Work Site Employer that is subject to the Worker's Compensation Act.
8. Schools must ensure ongoing monitoring and documentation of student progress, attendance, and safety and students must be evaluated by an SD8 educator in accordance with the Program Guide for Ministry-Authorized Work Experience Course guidelines.

9. Students with diverse abilities or disabilities will 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:
  - 9.1. Increased time for vocational training;
  - 9.2. Appropriate on-site supervision and support in the workplace; and,
  - 10.3 Specific and direct opportunities to increase work related skills.
10. Students participating in any work experience program must have consent from their parent(s) and an authorized official of the district. The student, a parent, the employer, and the Principal or designate must sign a copy of the Work Experience/Youth Work in Trades Education Application package before a placement is made.
11. All workplace incidents must be reported in accordance with WorkSafeBC and Ministry procedures.
12. Copies of this Work Experience agreement will be kept on file at the School and District office.