

WORK EXPERIENCE PROGRAMS

Background

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.

Work experience provides students with experiences which contribute to shaping their future job or career planning. The District supports and encourages school programs which offer work experience opportunities to students in District schools.

Career Programs include Apprenticeship and Trades Programs, Career Preparation Programs (including Work Experience), Co-operative Education Programs, and Career Technical Centres.

The District authorizes Work Experience Programs for students 16 years of age or older in accordance with the Ministry of Education policies, Employment Standards Act and WorkSafeBC requirements for such programs. In the case of a student under the age of 16, the students parent must sign the Work Experience Form. Work Experience can be provided to children as young as 14 in jobs deemed “light work” as per the Employment Standards Act.

Procedures

1. Work sites are listed in the data-bases maintained by the senior secondary schools. Work sites will be screened prior to placement or data-base listing.
 - 1.1. The work experience teacher will discuss the expectations of the work placement with both employers and students and gather appropriate information to advise the Principal on appropriate placements. Appropriateness of placement locations will be based on student safety, student learning opportunity, and positive modeling opportunities for students.
2. The work experience teacher will be responsible for ensuring that appropriate monitoring and supervision of work place experience is carried out. Such monitoring may include a combination of email, online, phone, text, face to face meetings or site visits. An educator with valid BC teaching certificate must provide the final evaluation for all Work Experience (WEX) students.
3. Student work for work experience can be carried out during any normal operational hours of the work experience work site; work experience that is to be held outside the hours of operation or days of operation of the school must be approved by the work experience teacher. Such approval must provide for appropriate emergency procedures.
4. Arrangements for transportation to work experience will be made clear to the student and parent. The transportation to and from the work site must be appropriate to the age and

individual educational circumstances of the students. In the case of special needs students, transportation arrangements will be in accordance with the Board and District policy and procedures on student transportation.

5. Students on work experience placements and students traveling to and from such placements shall be expected to observe Administrative Procedure 350 – District Student Code of Conduct and the school student conduct; in addition, students in the work place will be compliant to the reasonable direction of the employer and the employer’s designated supervisor(s).
6. Out of District work experience will require an additional career education plan for the student; this education plan will reflect the agreement of the students, parents, and Principal regarding responsibilities for transportation and work site supervision.
7. Students will have a signed Work Experience Agreement ([Form 216-1](#)) and safety orientation as required by the Ministry prior to beginning their WEX placement and starting to accumulate work hours.
8. For any WEX injury while under the coverage of the District (“workers of the crown”) a report will be submitted by the WEX teacher through the Form 7 instructions provided by the Ministry.
9. A Work Experience Agreement ([Form 216-1](#)) Form approved by the District and pursuant to Ministry Policy will be completed for each student prior to the student attending the work experience placement. A copy of these Agreements will be kept on file by the District Careers Coordinator.

Reference: Sections 20, 22, 65, 75, 85 School Act
Workers’ Compensation Act
Workers’ Compensation Coverage Order OIC344/11
Graduation Program Order M302/04
Work Experience Order M237/11
Policy Circular 95-05 Earning Credits in Career Programs
Program Guide for Ministry-Authorized Work Experience Courses
Secondary School Apprenticeship Program Guide
Special Education Services: A Manual of Policies, Procedures and Guidelines

Adopted: November 2019
Revised: