

Requirements for School District Work Experience

Richmond School District (No. 38)

This document outlines key standards that must be fulfilled by Work Experience teachers to comply with Ministry requirements. Ministry Authorized work experience requires that the work experience be supported and monitored by the school and consist of authentic* workplace experiences. Relevant standards found in the *Program Guide for Ministry-Authorized Work Experience Courses* are outlined here.

Work Experience 12A &12B Courses

Each of these courses is four credits and is 100-120 hours in length (includes Career Preparation and stand-alone courses; does not include the 30 hour work/volunteer experience requirement for Grad Transitions.) At least 90 hours must comprise authentic* work experience placements (see Defining Terms). These placements may take place at one or multiple sites. Remaining hours must include in-school learning/training, assessment activities or additional work placements. (These may be scheduled classroom settings, seminars, drop-in sessions, electronic instruction and one-on-one instruction.)

TEACHERS

PRIOR TO STARTING A WORK EXPERIENCE PLACEMENT

MUST

- Provide an in-school work site safety awareness orientation.
- ENSURE that a work-site agreement** is completed** and signed by all four parties: the employer, the student's school, the student, and the student's parent/guardian. A copy is to be placed in the student's file and a copy submitted to the School District's Career office. These documents must be kept in accordance with SD 38's Retention of Student Records policy (see Defining Terms).

SHOULD

- Meet with a new employer or supervisor to view the work site and discuss the need for an on-site student safety orientation. (See Richmond School District's *Young Worker Safety Orientation Checklist*)

MONITORING STUDENTS WHILE ON THEIR WORK EXPERIENCE PLACEMENTS

MUST

- Be in contact with employers for all work experience students, including those on paid work experience. (This requirement does not apply to Grad Transitions). Work experience placements that occur when school is not in session need to be monitored.
- Visit the workplace in addition to the initial site visit at least once during the placement.
- Document all communication (phone calls, e mails, site visits) that has taken place between you and the workplace supervisor and/or the student. This communication log must be retained according to District policy regarding the Retention of Student Records (see Defining Terms).

STUDENTS

PRIOR TO STARTING A WORK EXPERIENCE PLACEMENT

MUST:

- Receive an in-school orientation to prepare them for the workplace
- Receive instruction on work site safety awareness including the learning outcomes related to:
 - hazard recognition and injury prevention skills particularly as it relates to their work placement
 - basic workplace incident and accident response procedures
 - workplace health and safety rights and responsibilities
- Document and maintain a record of these requirements once they have been met

SHOULD:

- Be able to demonstrate:

Job seeking and job keeping skills	Knowledge of employment standards
Resume writing skills	Job interview skills

DEFINING TERMS

"Authentic" Work Experience *

Eligible and authentic work experiences include hands-on work site activities (standard/non-standard), job shadowing/career mentoring at a work site preferably community based. When these are not available, career simulations at a non-standard community site may be used. These provide students with new learning opportunities beyond those received in a school setting allowing students to apply in-school learning to their work placement and assisting them to successfully transition from high school. Except in special circumstances, placements should not take place in a student's home school. Extensions of in-school courses or ones that are extra-curricular in nature do not count as Ministry-Authorized work experience placements (e.g. peer tutoring, yearbook, theatre, music etc.)

Paid Employment

The use of paid employment for Work Experience 12A / 12B course credit may only occur in special circumstances. Students using paid employment for credit must:

- Be monitored by the school and show proof that WorkSafe (WCB) coverage is being offered by the employer.

In these cases teachers MUST:

- Have a training plan and evaluation criteria in place.
- Include in the training plan the hours to be worked, duties to be performed, employability skills to be practiced and work skills to be developed.
- Only begin counting paid work experience hours AFTER the workplace has been contacted and a training plan has been developed.

Retention of Student Records

Records are retained at the school until a student reaches the age of twenty at which time all documentation is to be shredded. Student District 38 (Central Office) retains the official copy of the student's Permanent Record.

Standard VS. Non-Standard Work Sites and Agreements **

A **STANDARD WORK SITE** is a location where a student performs tasks related to an occupation or career under the general supervision of a work site employer. Students at standard work sites are deemed "workers of the Crown". These students have WorkSafe (formerly WCB) coverage.

In order to have coverage of the Crown, the work MUST only be available to students who are 14 years of age or older; be school-arranged, unpaid and school monitored and be documented in a standard work-site agreement form.

A **NON-STANDARD WORK SITE** is one that has been created specifically for the work experience itself (e.g. RCMP Youth Academy). WorkSafe coverage is not available at non-standard worksites. A non-standard work-site agreement form must be completed for these opportunities.