



## **SECTION 1000: STUDENTS AND SCHOOLS**

### **POLICY 1105: STUDENT WORK EXPERIENCE**

- *Date Adopted: April 24, 2019*
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#### **POLICY STATEMENT**

The Board supports Student Work Experience Programs in compliance with Ministry of Education requirements and subject to the approval of appropriate school district documentation including parent/guardian permission forms.

#### **RATIONALE**

Work Experience refers to 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 a transition from secondary school to the world of work, for further education and training, or for other post-graduation opportunities.

This policy applies to any course or program that includes work experience options. The school district will support both paid and non-paid work experience.

#### **POLICY**

Both school-sponsored career exploration and community-based work experience are intended to help prepare students for the transition from secondary school to the world of work or further education and training.

Work experience provides students with opportunities to:

- gain new skills that can be used in future work opportunities
- assess their career goals using practical work experiences
- learn about employment expectations, regulations and professional practice, and connect what they learn in the classroom to workplace skill sets, knowledge and attitudes
- Develop work-related networks/contacts
- Develop self-confidence
- Support transitions from school to work or further education



## **LEGISLATION/REGULATIONS**

- *School Act*, Section 85, Section 168(2)(a)
- Ministerial Order 237/11 (M033/09)
- *Workers' Compensation Act*, Section 3(7)(b)
- Ministry Work Experience Handbook, Policy Guidelines and Best Practices
- Coast Mountains School District 82 Handbook for Work Experience Placements

## **REGULATIONS**

### Students:

In order for a school to grant permission to a student to participate in a Work Experience Program the student must:

- a. Be 15 years of age or older; however, younger students may be considered for placement on a case-by-case basis.
- b. Paid work experience programs: students shall be covered by the *Workers' Compensation Act*. Unpaid work experience programs: students shall be covered by the School Protection Program. The Northwest Trades & Employment Training Centre staff will communicate with students as to whether they are covered by the *Workers' Compensation Act* or by the School Protection Program.
- c. Observe the Code of Conduct of the district and school; in addition, students in the work place will follow the reasonable direction of the employer and the employer's designated supervisors(s).

### School District and Schools:

The school district will communicate with employers and monitor all student placements in accordance with Ministry audit criteria.

The school district will ensure that all schools and staff are aware of the roles and responsibilities of each party and will provide to the schools any necessary forms, including but not limited to:

- a. Work Experience Agreement Forms
- b. Work site Orientation and Safety Checklist
- c. Student Evaluation Forms
- d. School district personnel will visit all sites prior to the commencement of the work experience placements.



**REGULATIONS** *(continued)*

In order to grant permission to a student to participate in a Work Experience Program the school must:

- a. Ensure that Work Experience 12A and Work Experience 12B are each 100 to 120-hour courses of work-based training in a co-operative partnership between the students, the school, and the employer.
- b. Ensure that there is on file at the school, a written agreement setting out the terms of the work experience placement in accordance with the Ministry of Education policies and Ministerial Order and WorkSafeBC requirements for such programs, and that such agreements are completed by:
  - i. The employer who has agreed to supervise the student during the placement
  - ii. The student, and the student's parent, in the case of a minor student, and
  - iii. The school
- c. Ensure that all work experience programs and courses are delivered in accordance with the Ministry of Education policies and Ministerial Orders, the Ministry of Education Workplace Experience Program Guide, and WorkSafeBC.