

CAREER EDUCATION

Background

Schools in School District No. 43 (Coquitlam) have for many years been involved in various aspects of a comprehensive career education program supporting student transitions, including: work experience, apprenticeships, job study projects, mini courses, post secondary opportunities, and assistance with the post secondary application process.

The District believes that schooling must enhance each student's career aspirations and assist students in making career decisions through a series of planned, developmental activities integral to his/her general education. These activities are to be ongoing, not confined to a single course, but offered in a sequence of curriculum units and/or by experiences that involve elementary, middle, and secondary teachers in various disciplines along with counselling services, district staff, parents and the public.

Work Experience

Schools offer students the opportunity to engage in work experience related to the student's focus area. Work Experience 12A and 12B in addition to IDS Work Experience 12A and 12B are available.

In most cases, Ministry-authorized work experience consists of non-paid placements. In some circumstances, where paid employment coincides with a student's focus area, students will be afforded credits for their paid employment. To be eligible students must meet all work experience standards and learning outcomes found in the "Work Experience Program Guide (Program Procedures, Requirements, and Standards)".

Procedures

1. Requirements of Work Experience Students

- 1.1 Participating students are required to:
 - 1.1.1 Complete a school-based pre-employment course and demonstrate their suitability to a work experience placement.
 - 1.1.2 Be a minimum of 14 years of age prior to the start of the Work Experience;
 - 1.1.3 Complete necessary documentation and obtain parent permission;
 - 1.1.4 Demonstrate a responsible, mature attitude and conduct themselves in the manner of a regular "employee";
 - 1.1.5 Complete, where feasible, an interview with the Work Experience Program Teacher;

- 1.1.6 Comply with the following Work Safe B.C. and Ministry of Education regulations:
- 1.1.6.1 Prior to commencing Work Experience, complete the Work Experience Agreement form providing emergency phone number(s) and signatures of the following parties:
- employer
 - student
 - parent or guardian
 - union representative (if applicable)
 - school principal/administrator
 - Work Experience teacher
- 1.1.6.2 Prior to commencing Work Experience, provide copies of the signed Agreement form:
- copy to the Work Experience teacher (school file)
 - copy to the employer
 - copy to the parent or guardian
- 1.1.7 Prior to commencing Work Experience, complete an interview with the prospective employer and obtain signatures of employer and union representative (where applicable) as outlined in Regulations 1.1.6.1 and 1.1.6.2 above;
- 1.1.8 Request the employer to complete the Work Site Supervisor's Report and return it to the Work Experience Teacher;
- 1.1.9 Report all accidents, injuries, or damage of equipment to the employer supervisor immediately. Injuries must also be reported promptly to the Work Experience Teacher who in turn reports it to the District Office (604-939-9201) and Trades & Transitions Coordinator at Winslow Centre (604-941-8977);
- 1.1.10 Adhere to the terms and conditions specified in the Agreement;
- 1.1.11 Complete all tasks assigned by the teacher;
- 1.1.12 The majority of the work experience hours of course time must consist of work placement.

2. Requirements of Work Experience Teachers and District Personnel

Work Experience Teachers or District personnel shall ensure that:

2.1 The work placement site is covered by WorkSafe BC

- 2.1.1 "Non-standard work sites", such as a self-employed person, need to purchase WorkSafe BC insurance (personal optional protection) for their company, to allow a student at the site to be part of a work experience placement.

- 2.1.1.1 In those cases where paid employment for credit for Work Experience 12A or Work Experience 12B may be in a student's best interests, the paid employment must coincide with a student's focus area and the school must contact the employer to establish a training plan and evaluation criteria.
- 2.2 Prior to the Work Experience placement, students have completed a Work Study/Employability Skills program/pre-employment course that includes the following units of study:
- 2.2.1 Employability Skills:
- work ethics, initiative, expectations, attitude, attendance, punctuality
- 2.2.2 Personal Care and Conduct:
- appearance, dress, hygiene, manners, behaviour, etc.
- 2.2.3 Interpersonal Skills:
- cooperation, communication, customer and employee relations, etc.
- 2.2.4 Job Search Skills:
- applications, resumes, interviews, marketing self, networking
- 2.2.5 Employment Standards Act:
- employer/employee rights and responsibilities
- 2.2.6 Human Rights Act:
- discrimination or harassment issues and how to deal with them
- 2.2.7 Work Safe B.C. Student WorkSafe Program, which may cover;
- Worksafe Attitudes
 - Hazard Recognition
 - Workplace Bullying and Harassment
 - Responsibilities for Safety (including 'communicable disease guidance')
 - Rights and Responsibilities (Including "right to refuse unsafe work")
 - Hearing Protection
 - WHMIS
 - Employment Standards Act
 - Personal Protective Equipment
 - Back Care
- 2.3 Where feasible, students complete an interview with the Work Experience Program Teacher;
- 2.4 In most cases, Ministry authorized work experiences should consist of school arranged, non-paid placements;
- 2.4.1 Work experience placements are in approved work sites. Prior the placement of students at a work site, district personnel **must have** visited the work site to determine suitability for placement, unless a site visit was conducted in the previous year by the teacher, then contact can be made through a phone consultation.
- 2.4.2 Work placements should match the interests and abilities of each student;
- 2.4.3 School staff should meet with the employer to ensure an onsite safety orientation for students occurs before any hands-on tasks begin.

- 2.5 Students comply with the following Work Safe B.C. and Ministry of Education regulations:
- 2.5.1 Agreement form providing emergency phone number(s) and signatures of the following parties:
- employer
 - student
 - parent or guardian
 - union representative (if applicable)
 - school principal/administrator
 - work experience advisor or sponsor teacher
- 2.5.2 Prior to commencing Work Experience, provide copies of the signed Agreement form as follows:
- original to the Work Experience teacher
 - copy to the employer
 - copy to the student or parent/guardian
- 2.6 Prior to commencing Work Experience, students complete an interview with the prospective employer and obtain signatures of employer and union representative (where applicable) as outlined in Regulations 1.1.6.1 and 1.1.6.2 above;
- 2.7 If a student's Work Experience includes days or hours other than regular school days/hours:
- 2.7.1 this information is noted on the Agreement form and,
- 2.7.2 parents provide emergency phone numbers and the physician's name on the Agreement form
- 2.8 Students are aware of the procedures required in the event of accidents, injury or damage to equipment (Form 7);
- 2.9 Each Work Experience placement is monitored by school district personnel. Both the student and the employer are to be consulted regarding the suitability of the placement and the student progress/ evaluation;
- 2.10 The employers (works site) evaluation is returned and filed at the school;
- 2.11 Opportunities are provided for students to share their experiences and provide feedback to their Work Experience Teacher;
- 2.12 The work experience teacher must evaluate the performance of all work experience students and assign a final percentage.

Requirements of Employers

Work Experience employers shall:

- 2.13 Be approved by Work Experience Teachers; Be in standard work settings that are regular places of work in a licensed business;
- 2.14 Provide adequate safety instruction, safe working conditions and appropriate supervision of student workers;
- 2.15 Confirm the working days and hours of the student and sign documents required by the District and the Ministry of Education;
- 2.16 Complete an evaluation of the student's work performance on a form provided by the school or District;
- 2.17 Contact the Work Experience Teacher as soon as possible regarding problems or accidents involving student workers;
- 2.18 Ensure that work performed by the student is appropriate to the arranged placement;

2.19 Adhere to all other terms and conditions as specified in the Work Study/Work Experience Agreement form;

2.20 Conduct an on-site safety orientation for students before any hands-on tasks begin.

3. Reporting Injuries of Students on Work Experience

Work Safe B.C. regulations require school districts and work experience employers to report student injuries within 72 hours of occurrence. In order to comply, the following procedure is to be exercised:

Pre-requisite: Students must be instructed to report immediately all injuries that occur while on work experience to both the employer and the Work Experience teacher or District personnel. This instruction must be given before students begin Work Experience.

3.1 When an injury occurs, the sponsor teacher/district personnel shall:

3.1.1 immediately advise the school administrator

3.1.2 within 24 hours of the injury, visit the worksite, employer and student to investigate the accident and complete a Student Incident Report Form

3.1.3 request the employer to complete a WSBC Form 7 "Employer's Report of Injury or Industrial Disease"

- If first aid was administered, the "First Aid Record" must be attached

- If the student worker completes a Form 6A "Worker's Report of Injury or Industrial Disease to Employer", this form must also be attached

3.1.4 arrange to pick up/receive the completed WSBC form(s) (originals only) from the employer within 48 hours of the injury's occurrence.

3.2 The Work Experience teacher/district personnel shall ensure that within 72 hours of the day of the injury, copies of the required forms (copies attached) are distributed as follows:

Form(s)	To:
WSBC Injury Report form(s) (originals <u>only</u>), and Copy of Work Experience Agreement	Work Safe B.C. 6951 Westminster Highway Richmond, B.C. V7C 1C6 Telephone: 273-2266
Copy of WSBC Injury Report form(s), and Agreement	Coordinator Career Programs Copy of Work Experience Curriculum Development Branch Ministry of Education Parliament Buildings Victoria, B.C. V8V 2M4
Copy of WSBC Injury Report form(s), Experience Agreement, and Copy of Student Incident	Trades and Transition Coordinator Copy of Work Winslow Centre (During school holidays, send to Assistant Secretary-Treasurer, School Board Office)
School Incident Report form (original and yellow)	Assistant Secretary-Treasurer School Board Office (For action with insurance carriers)

Copy of WSBC Injury Report form(s),
Experience Agreement, and
Copy of School Incident Report Form

School file regarding student Copy of Work
injuries

Reference: Work Safe B.C. Regulation

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