

CAREER PREPARATION AND WORK EXPERIENCE PROGRAMS

Background

Career programs offer the opportunity for students to get first-hand work experience in an occupational setting. These Ministry of Education designated educational programs combine related subjects with a work component and include such programs as: work experience, cooperative education, secondary school apprenticeships, and industry training/post-secondary dual credit offerings.

Work experience (which can include volunteer service) is a component of Graduation Transitions, a required course for graduation. Elective work experience extends beyond the thirty (30) hours required for graduation.

Procedures

1. The district authorizes work experience programs for students fifteen (15) years of age or older in accordance with the Ministry of Education policies, Ministerial Orders, and Workers' Compensation Board requirements for such programs.
2. Career programs shall be developed and operated according to Ministry of Education and district procedures, as outlined in the documents and references listed below.
3. Students participating in any work experience program must have consent from their parent(s) and an official of the school/district. The student, a parent, the employer, and the principal or designate must sign a copy of Work Study/Work Experience Education Agreement form before a placement is made.
4. Copies of this agreement will be given to the parent, the employer, the principal and the assistant superintendent or designate.
5. The secondary school's career coordinator shall ensure that before any student participates in a work experience program that a Workers' Compensation agreement form has been completed or an equivalent insurance coverage is provided.
6. Students will normally provide their own means of transportation to and from the work experience placement location. When this cannot be accomplished, the school district may provide a means of transportation.
7. The assistant superintendent shall annually review career preparation and work experience programs to ensure that these programs are meeting educational objectives.

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
Program Guide for Ministry-Authorized Work Experience Courses November 2014