

## WORK EXPERIENCE

Work experience is intended to meet the needs of students by preparing them for the transition from secondary school to the world of work or further training and education. Work experience also allows students to connect what they learn in school with the skills and knowledge needed in the work place and society in general. To satisfy graduation requirements, all students must complete a work experience component.

Through work experience, students will be provided an opportunity:

- to observe and practice employability skills required in the workplace
- to observe and practice attitudes required in the work place
- to use the work place to reflect upon possible career directions

Through work experience opportunities, the community provides a 'classroom' where students are able to gain knowledge and experience about the work place, providing them with a frame of reference by which to review their career development goals. The term "community" is meant to be defined in a broad sense, extending education beyond the traditional four walls of our schools. Our community provides a wide and varied number of work experience opportunities including, but not limited to, small businesses, resource-based industries, government facilities, Crown corporations, and volunteer organizations.

1.00 The School District will coordinate resources and guidelines to assist schools with planning and implementing work experience programs. Topics will include Worker's Compensation requirements, travel, evaluation, supervision, criteria for placements, types of placement, etc. The Ministry of Education will provide guidelines for the types of activities that may be considered for work experience credit.

1.01 Work experience placements may be loosely divided into two types, based on whether the placement is arranged by the school specifically to meet course or career requirements or whether work experience has been arranged by the student independent of school initiatives or programs. The District will develop an equivalency process to evaluate non-school arranged Work Experience.

1.02 School arranged work experience placements will be monitored and expectations of student conduct and performance will be provided in accordance with District guidelines.

1.03 Employee sponsors should provide students with an accurate view of the type of work and the expectations that must be met on the site.

1.04 All students participating in school arranged, community based work experience at standard work sites have coverage under the Worker's Compensation Act. Guidelines specified by the Workers' Compensation for standard work site coverage will apply to students, ie. age, supervision, work site, etc.

1.05 The Schools Protection Program will protect the school district and all employees in the

performance of their duties against liability claims.

1.06 Students are responsible for their own unsupervised travel arrangements to and from the work site, based on the written consent of a parent or guardian.