



CAREER PREPARATION PROGRAMS

APPROVED: 1992.07.07

REVISED: 2001.05.01

POLICY

The Board of Education supports career preparation programs as important options to help prepare students for the transition from secondary school to the world of work or further training and education.

DEFINITIONS:

"**Career education program**" means an educational program that includes work experience designed to prepare a student, in relation to a specific career sector, for continued studies in school, further study in a post-secondary institution or entry into the work force.

"**Non-standard work site**" is a work site that has been established solely for the purpose of establishing a venue for work experience or education and would not exist unless students were present. A non-standard work site is not covered by workers' compensation insurance under the *Workers' Compensation Act*.

"**Standard work site**" is a location where a worker performs the tasks and responsibilities related to an occupation or career under the general supervision of a work site employer or where a self-employed person performs the tasks and responsibilities related to that person's self-employment. A standard work site is covered by workers' compensation insurance under the *Workers' Compensation Act*.

Responsibility Centre: Director of School Services

References: *School Act*, Section 168 (2) (a)

Workers' Compensation Act, Section 3 (7) (b)

CAREER PREPARATION PROGRAMS

PREAMBLE

This policy reinforces the importance of career preparation programs as elective options for students. It stipulates the arrangements that are necessary to ensure that the work experience placement component of these programs is safe, healthy and appropriate for the variety of learners choosing the programs.

Approved: 2001.05.01



CAREER PREPARATION PROGRAMS

REGULATIONS:

1. Before authorizing the establishment of a career preparation program the Superintendent of Schools shall ensure that:
 - 1.1 A community advisory committee is established with representation from district career programs personnel, employers and/or workers, unions and post-secondary institutions.
 - 1.2 Guidelines are established with respect to the conduct, supervision and participation of students in the program.
 - 1.3 Articulation discussions, when appropriate, will occur with post-secondary institutions.
 - 1.4 Forms will be in place for the completion and filing of a Standard or Non-standard Work Study-Work Experience Agreement.
 - 1.5 Students participating in the program shall be a minimum of 15 years of age.
 - 1.6 Students will meet all requirements for secondary school graduation.
 - 1.7 All work experience placements shall be in accordance with Career Programs Work Experience Order 496/95 (M496/95), (M230/00) and Workers' Compensation Coverage Order OIC 1252/95.

Approved: 1992.07.07
Revised: 2001.05.01



CAREER PREPARATION PROGRAMS**ADMINISTRATIVE PROCEDURES:**

1. When developing a career preparation program, the following actions must be taken:
 - 1.1 Assess student interest.
 - 1.2 Assess external resources.
 - 1.3 Assess potential opportunities for work experience and employment after graduation.
 - 1.4 Assess post-graduate educational opportunities.
 - 1.5 Determine the availability of suitably qualified instructors and the suitability of the existing physical facilities and related equipment.
 - 1.6 Ensure that the courses offered are educationally valid for the career field.
 - 1.7 Articulate with appropriate post-secondary institutions or employers.
 - 1.8 Prepare a program outline stating the program category (e.g. communications media, business, mechanics, technology), goals of the program, courses required, instructional resources, evaluation procedures and potential work experience sites.
 - 1.9 Submit proposal for approval as per the following timeline::
 - 1.9.1 To the school principal by January
 - 1.9.2 To the District Career Programs Committee by February
 - 1.9.3 To the District Career Programs Advisory Committee by March
 - 1.9.4 To the Education Programs and Planning Committee by April
 - 1.9.5 To the Board of Education by April
 - 1.10 Prepare information for parents and.
 - 1.11 Inform the Ministry of Education of the locally approved program.

Approved: 1992.07.07
Revised: 2001.05.01

