



IN-DISTRICT STUDENT WORK EXPERIENCE

APPROVED: 1980.05.26

REVISED: 2001.02.27
2018.XX.XX

POLICY

The Board supports student work experience programs in compliance with Ministry of Education requirements.

Responsibility Centre: Director of School Services

References: *School Act*, Section 85, Section 168(2)(a)
Workers' Compensation Act, Section 3 (7) (b)
Ministry Work Experience Handbook, Policy Guidelines and Best Practices
School District No. 57 (Prince George) Handbook for Work Experience Placements

IN-DISTRICT STUDENT WORK EXPERIENCE**PREAMBLE**

The value of work experience programs to student success has been widely recognized. BC's redesigned Graduation Years curriculum 2018, includes Career Education as one of the essential pillars. Diverse work experience opportunities allow students to expand personal, academic, and practical competencies.

Approved: 2001.02.27
Revised: 2018.XX.XX



IN-DISTRICT STUDENT WORK EXPERIENCE**REGULATIONS:**

1. Departments in the school district shall identify various appropriate work site locations.
2. The school district shall comply with all of the work study/work experience program requirements.
3. In accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, and the Work Experience Program Guide, School District No. 57 authorizes participation in Work Experience Programs for students who are fifteen (15) years of age or older.
4. Schools are responsible for implementing and evaluating the prescribed learning outcomes from the Program Guide for Ministry-Authorized Work Experience Courses.
5. School Principals are responsible to ensure that, in accordance with Ministry guidelines and District Policy, all documentation is completed and filed as outlined in the District Career Programs Guide, with specific attention to the Work Experience Placement Agreement (Contract) and WorkSafe BC Clearance letter.
6. All work experience placements should be linked to a student's career focus and shall include hands-on work experience, job shadowing, and/or career mentoring at a standard work site, a non-standard community site created for work experience or a career simulation.
7. All work experience students must be supervised by a designated on-site Work Site Employer that is subject to the Worker's Compensation Act; and, monitored and evaluated by an SD 57 educator in accordance with the Program Guide for Ministry-Authorized Work Experience Course guidelines.
8. Compliance with WorkSafeBC Standards and procedures is mandatory, with an emphasis on the orientation by a supervising educator before a workplace placement commences.
9. Students with special needs should have access to all career education opportunities available to other students in the school they attend if one or more career objectives are identified in the student's Individual Education Plan (IEP). Within the regular curriculum, accommodations for students with an IEP may include:
 - a) Increased time for vocational training;
 - b) Appropriate on-site supervision and support in the workplace; and,
 - c) Specific and direct opportunities to increase work related skills



IN-DISTRICT STUDENT WORK EXPERIENCE

10. For students undertaking the Adult Graduation Certification, recognition of current or past work can be used for credit recognition through a prior learning assessment.

Approved: 1980.05.26
Revised: 2001.02.27, 2018.XX.XX

