



School District #57



**Valemount
Timberwolves**

COMMUNITY CONNECTIONS



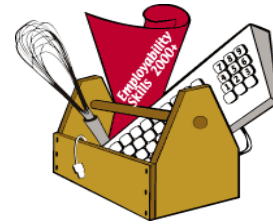
**Graduation Transitions
Guidebook**

**CONTENTS FOR
COMMUNITY CONNECTIONS
Graduation Transitions Guidebook**

Ministry of Education Prescribed Learning Outcomes for Community Connections	3
Guidebook Introduction for Community Connections Requirements Community Service Defined Why Volunteer? Examples of Community Service Why 30 hours of Work Experience? Examples of Work Experience Employability Skills Defined	4-5
Community Connections Worksheet (Criteria # 1-5)	6-8
Employability Skills 2000+ Reference	9
Volunteer Prince George (useful contact information)	10
Community Connections Verification of Work Experience and/or Community Service	11

**** STUDENTS CAN CHOOSE FROM EITHER WORK EXPERIENCE OR
COMMUNITY SERVICE OR DO A COMBINATION OF THE TWO ****

COMMUNITY CONNECTIONS



<p>Name: _____</p> <p>Date: _____</p> <p>Teacher: _____</p> <p>All 5 Criteria completed: _____ YES _____ NO</p>	<h2 style="text-align: center;">Community Connections</h2> <p><i>It is expected that students will:</i></p> <ul style="list-style-type: none"> demonstrate the skills required to work effectively and safely with others and to succeed as individual and collaborative workers, by <ul style="list-style-type: none"> - participating in at least 30 hours of work experience and/or community service - describing the duties performed, the connections between the experience and employability/ life skills, and the benefits to the community and to the student 	
<p>Quality = Action + Reflection</p>	<p>Tips to help you create your evidence</p>	
<p>Community Connections</p> <p><i>You <u>must</u> complete <u>all five</u> criteria to receive credit for this component of Graduation Transitions.</i></p> <p>★ Criteria #1</p> <p>Completes 30 or more hours of work experience and/or community service.</p> <p>★ Criteria #2</p> <p>Documents participation in 30 or more hours of work experience and/or community service (must be completed in grades 10-12).</p> <p>★ Criteria #3</p> <p>Describes the type of work done and the tasks/duties performed.</p> <p>★ Criteria #4</p> <p>Identifies the employability skills (fundamental, personal management, teamwork) used or developed in your work experience and/or community service.</p> <p>★ Criteria #5</p> <p>Describes the benefits to the community and/or the student of the work experience and/or community service.</p>	<p>Criteria Check</p> <div style="background-color: #cccccc; height: 100px; width: 100%;"></div>	<p>Community service:</p> <ul style="list-style-type: none"> supports your community to make it a better place. You can choose to be involved in a service activity that happens within your school in one of your classes or outside of class time. You can choose to be involved in a service activity that happens outside of school. <p>Work experience:</p> <ul style="list-style-type: none"> Employability skills are generic skills needed for success in the workplace. The Employability Skills 2000+ resource defines three categories of generic skills. The three categories of employability skills are fundamental, personal management, and teamwork skills. Refer to the attached handout . Investigate elective Work Experience courses offered in your school.

GUIDEBOOK INTRODUCTION FOR COMMUNITY CONNECTIONS

Requirement: Participate in at least thirty hours of work experience and/or community service. (Can be either community-based or a school-based).

Community Service Defined: performing a service without payment for a non-profit group, association or organization. (Community Service is NOT working free for someone who will make a profit from your efforts).

Why Volunteer?

- Volunteering supports your community to make it a better place to live. It can lead to career improvement, socialization (making new friends), improved self-esteem, a better understanding of other people, and the ability to reflect on your social values.
- Volunteering connects you to your community and makes you a contributing member.
- Prospective employers, colleges and universities, and scholarship and bursary donors, etc., look for volunteerism on resumes and applications.
- See Volunteer Prince George information on page 10.

Examples of Community Service:

School-based Examples	Community-Based Examples
Students' Council	24 Hour Relay for Life
School Dance Organization	Children's Festival volunteer
Milk Run	Terry Fox Run
Coaching a School Team	Coaching a Community Team
Mentoring International students	Exploration Place
Library Helper	PGARA Raceway volunteer
School recycling program	Organizations assisting street people
Organizing school events /Leadership	Junior Volunteer at the hospital
Coordinating Graduation activities	Assist with Seniors Activities
Peer-tutoring	SPCA

Why 30 hours of Work Experience?

To be able to provide evidence to future employers, you must document past work experience in order to demonstrate the employability skills that employers are looking for.

Examples of Work Experience

Community-based Examples	School-Based Examples
Paid work experience such as:	School organized work experience
Fast Food Restaurants	School organized job shadow
Retail Stores	<i>*all of the above must be covered by the Workers' Compensation Board</i>
Summer Employment	

Employability Skills Defined:

Employability Skills are generic skills that all students need to make successful transitions into the workplace. The Conference Board of Canada organizes these skills into three categories:

- Fundamental Skills
- Personal Management Skill
- Teamwork Skills

*Open the *Employability Skills 2000+* site by the Conference Board of Canada http://www.conferenceboard.ca/Libraries/EDUC_PUBLIC/esp2000.sflb

What are fundamental skills?

Fundamental skills form the basis for further skills development. They include communication skills, managing information, using numbers, and problem-solving.

What are personal management skills?

Personal management skills describe positive attitudes and behaviours that determine student potential for growth. They include evidence of responsibility, adaptability, continuous learning, and working safely.

What are teamwork skills?

Teamwork skills are required for students to contribute productively in any environment. These skills include working with others and participating in projects and tasks.

COMMUNITY CONNECTIONS WORKSHEET

Student Name: _____ Student Number: _____

Please respond to the following: (all criteria must be answered)

Criteria #1: Completes 30 or more hours of work experience and/or community service.

Please check all that apply:

<input type="checkbox"/>	My 30 hours was work experience	<input type="checkbox"/>	My 30 hours was community service
<input type="checkbox"/>	My 30 hours was school-based	<input type="checkbox"/>	My 30 hours was community-based

Place(s) of work experience and/or community service?

Dates of 30 hours work experience and/or community service:

What was/is your job title(s)?

Criteria # 2: Documents participation in 30 or more hours of work experience and/or community service.

Provide and attach evidence that you have participated in 30 or more hours of work experience and/or community service.

Examples of evidence:

- Letter of reference/recommendation from a supervisor
- Certificate
- Copies of pay stubs, Revenue Canada T-4 slips, or Official Record of Employment that prove at least 30 work experience hours
- A copy of your report card indicating you have passed a Work Experience or Peer Tutoring course
- Completed COMMUNITY CONNECTIONS Verification of Work Experience and/or Community Service (on page 11)

Note: Documentation of work experience and/or community service may be subject to verification by your teacher or Graduation Transitions Supervisor.

Criteria #3: Describes the type of work done and the task/duties performed.

Briefly describe the type of work you did and your duties and responsibilities.

Criteria #4: Identifies the employability skills (fundamental, personal management, teamwork) used or developed in your work experience and/or community service.

* Refer to the *Employability Skills 2000+* site

<http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx>

Describe the **Fundamental Skills*** you used or developed in your work experience and/or community service:

Describe the **Personal Management Skills*** used in your work experience and/or community service:

Describe the **Teamwork Skills*** used in your work experience and/or community service:

Criteria #5: Describes the benefits to the community and the student of the work experience and/or community service

Identify the benefits that were received because of the work experience and/or community service.

By others: _____

By you: _____



Mailing Address PO Box 544, Stn A
Prince George, BC V2L 4S8

Telephone (250) 564-0224

Fax (250) 564-0232

Email volunteerpg@telus.net

Website www.volunteerpg.com

Location #505-1600-3rd Ave, Prince George





COMMUNITY CONNECTIONS

Verification of Work Experience and/or Community Service

To be completed by the student:

Student Name:	
Student Number:	
Place of Work Experience or Community Service: (Name of Company)	
Worksite Address:	
Worksite Phone Number:	
Worksite Fax Number:	
Name of Supervisor:	
Position of Supervisor:	
Dates of Work Experience or Community Service:	
Total Hours at this Location:	

To be completed by the Supervisor:

(Please check the appropriate box(es))

<input type="checkbox"/>	This was a paid work experience	<input type="checkbox"/>	School organized work experience
<input type="checkbox"/>	Student was covered by WCB	<input type="checkbox"/>	School organized job shadow
<input type="checkbox"/>	This was unpaid community service	<input type="checkbox"/>	School organized community service activities

Supervisor please complete the following:

Student name: _____ has
completed _____ hours of work experience at our site.

Supervisor's signature _____ Date _____

Supervisor's Name: _____ Title: _____