

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO.
EDUCATIONAL PROGRAMS/ SERVICES	<u>Career Programs and Work Experience</u>	

**DATE ADOPTED:**  
**DATE AMENDED:**

The Board of Education supports and encourages school programs which offer work experience opportunities to students in District schools. Work experience provides students with experiences which contribute to shaping their future job or career planning.

Work experience, which can include volunteer service, is required as a component of Graduation Transitions and is a graduation requirement in the current Graduation Program. Elective work experience extends beyond the 30 hours graduation requirement.

The Board of Education recognizes that Career Programs including Work Experience can assist students in their preparation for the world of work and for career-related studies in post-secondary educational institutions and apprenticeship programs.

### REGULATIONS

Each school wishing to establish career preparation or work experience programs must establish guidelines respecting the conduct, supervision and participation of students in the program. Such guidelines will be made available to the Superintendent of Schools.

#### Participation in a Work Study Program

The school will not permit a student to participate in a work study program unless:

- a) the student is
  - i. 15 years of age or older, or
  - ii. Approved by the Superintendent of Schools
- b) the student will be covered by the Workers' Compensation Act; and,
- c) there is on file at the school, a written agreement setting out the terms of the work experience placement in accordance with the Ministry of Education policies and Ministerial Orders and WorkSafe BC requirements for such programs completed by:
  - i. the employer who has agreed to supervise the student during the placement;
  - ii. the student, and the student's parent, in the case of a minor student; and,
  - iii. the school

References:

Work Experience Ministerial Order M282/04

Program Guide for Ministry-Authorized Work Experience Courses:

- [http://www.bced.gov.bc.ca/careers/work\\_experience.pdf](http://www.bced.gov.bc.ca/careers/work_experience.pdf)

Policy Document: Elective Work Experience Courses and Workplace Safety:

- [http://bced.gov.bc.ca/policy/policies/elective\\_work\\_experience.htm](http://bced.gov.bc.ca/policy/policies/elective_work_experience.htm)

WorkSafe Injury Report Form:

- <http://www.worksafebc.com/forms/assets/PDF/7.pdf>

Work Experience Requirements for Graduation and Workplace Safety:

- [http://www.bced.gov.bc.ca/policy/policies/work\\_experience\\_req.htm](http://www.bced.gov.bc.ca/policy/policies/work_experience_req.htm)

WorkSafe Student WorkSafe Program:

- <http://youngworker.healthandsafetycentre.org/s/Resources-Educators.asp>

Approved for Circulation Feb 22 2010