

# WORK EXPERIENCE PROGRAM

## Background

The Division supports opportunities for work experience through school/community partnerships to help students acquire knowledge, skills and attitudes, and to gain practical experience related to life skills and career opportunities.

## Definitions

Work experience means experiential learning undertaken by a senior high school student:

- As an integral part of a planned school program;
- Under the cooperative supervision of a teacher and an employer; and
- That constitutes a separate course based on a pre-determined number of hours per credit.

Work study means experiential learning integrated with a course undertaken by a junior or senior high school student:

- As an integral part of an approved school course or program;
- Under the cooperative supervision of a teacher and an employer; and
- Where no additional credit is earned; and
- Where there is flexibility in the number of hours and in the number of times the student may register in the program.

## Procedures

1. The Principal is responsible for the administration, implementation and evaluation of the work experience and work study programs. The Principal is expected to maintain a working knowledge of the relevant legislation, regulation and policy of the Government of Alberta regarding these programs.
2. Work experience education shall be carried out and evaluated by a teacher. The evaluation shall be conducted in partnership with the employer. The means of evaluation shall be conveyed to the student and the employer, subject to the approval of the Principal.
3. The teacher shall specify the learner expectations for the student in consultation with the employer and the student.

4. Work experience shall include an in-school job orientation and debriefing component to facilitate the development of knowledge, skills, and attitudes that students must acquire in order to enter, adjust, and advance in a career.
5. The work experience teacher shall determine that a work site meets the following criteria:
  - 5.1 A trade, occupation or profession is represented;
  - 5.2 A person who is qualified in the trade, occupation or profession will supervise and give direction to the student on the job;
  - 5.3 The work site meets the standards of legislation, policy, and regulation of the federal, provincial and municipal governments; and
  - 5.4 The placement is acceptable to the Principal, the student's parents, and/or the student in terms of its educational content.
6. The Principal shall ensure that the necessary forms have been completed, approved, and signed by the appropriate authorities including:
  - 6.1 The Work Site/Station form approval signed by the Superintendent or designate.
    - 6.1.1 The Application for Approval of Work Sites/Stations shall be completed by the Principal in the spring preceding the proposed period of work experience and submitted to the Superintendent or designate for approval.
  - 6.2 The Agreement for Work Education Program signed by the employer, the student, the parent and the work experience teacher.
  - 6.3 A list of participants in the program and their program placements.
7. The above-named agreements shall remain on file at the school and be completed prior to the student's commencing the program.
8. The working hours for senior high school work experience students are restricted to 7:00 a.m. to 10:00 p.m. Whenever students are required to work later than 6:00 p.m. and/or on Saturdays, the teacher shall make available to students the telephone number of the teacher or the Principal or designate.
9. The teacher shall contact the work experience/work study site or station once a month during the placement period. The Principal and teacher shall ensure that adequate supervision is provided for students in placements.
10. The teacher and Principal shall prepare and submit to the Superintendent an annual evaluation of the program by June 30 which shall include:
  - 10.1 Enrolment figures for work study and work experience programs;
  - 10.2 Problems encountered and methods used to address them;
  - 10.3 Innovations in the program; and
  - 10.4 Feedback received from the employer.

11. The Work Experience education program shall be monitored every five (5) years.
12. Students and their parents are encouraged to purchase school insurance.
13. In the case of a Workers' Compensation Board claim, the teacher shall submit the necessary forms to the Superintendent or designate. The Superintendent or designate shall then submit the forms together with a copy of the Application for approval of Work Site/Stations to the appropriate office of the Government of Alberta for filing with the Workers' Compensation Board.

Reference: Section 18, 20, 39, 54, 60, 61, 113 School Act  
Section 75 Employment Standards Code  
Freedom of Information and Protection of Privacy Act  
Labour Relations Code  
Occupational Health and Safety Act  
Worker's Compensation Act  
Student Record Regulation 225/2006  
Guide to Education ECS to Grade 12