

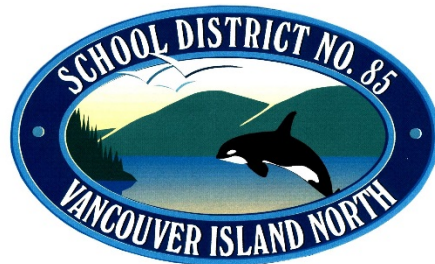
NORTH ISLAND SECONDARY SCHOOL

Student Handbook For Work Experience 12 (WEX 12)

Name of Student: _____

Location of Work Experience: _____

- 10% Sample Cover Letter & Resume**
- 10% Completed Student Work Experience Handbook/Training Plan**
- 70% 100 – 120 Hours of Work Experience & Approval Form**
- 10% Bi Weekly Meetings & Completion of School Based Training Workshop**



Mr. Jay Dixon/Ms. Stacia Johnson
Work Experience Coordinator
North Island Secondary School
Email: niss@sd85.bc.ca

SD#85 - WEX 12 - Young Workers Orientation Checklist

Employee/Student name: _____

Position (tasks): _____

Date hired: _____ Date of orientation: _____

Person providing orientation (name and position): _____

Company name: _____

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: _____ Telephone #: _____			
2. Rights and responsibilities (a) General duties of employers, workers, and supervisors			
(b) Worker right to refuse unsafe work and procedure for doing so			
(c) Worker responsibility to report hazards and procedure for doing so			
3. Workplace health and safety rules a) _____ b) _____ c) _____ d) _____			
4. Known hazards and how to deal with them a) _____ b) _____ c) _____ d) _____			
5. Safe work procedures for carrying out tasks a) _____ b) _____ c) _____ d) _____			

Topic	Initials (trainer)	Initials (worker)	Comments
6. Procedures for working alone or in isolation			
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
8. Personal protective equipment (PPE) — what to use, when to use it, and where to find it a) _____ b) _____ c) _____ d) _____			
9. First aid (a) First aid attendant name and contact information			
(b) Locations of first aid kits and eye wash facilities			
(c) How to report an illness, injury, or other accident (including near misses)			
10. Emergency procedures (a) Locations of emergency exits and meeting points			
(b) Locations of fire extinguishers and fire alarms			
(c) How to use fire extinguishers			
(d) What to do in an emergency situation			
11. Where applicable, basic contents of the occupational health and safety program			
12. Hazardous materials and WHMIS (a) What hazardous materials are in the workplace			
(b) Purpose and significance of hazard information on product labels			
(c) Location, purpose and significance of material safety data sheets (MSDSs)			
(d) How to handle, use, store and dispose of hazardous materials safely			
(e) Procedures for an emergency involving hazardous materials, including clean-up of spills			
13. Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative			

NORTH ISLAND SECONDARY SCHOOL - COURSE OUTLINE

Course: WORK EXPERIENCE - WEX 12A & WEX 12B

Coordinator(s): Mr. Jay Dixon Ms. Stacia Johnson
jdixon@sd85.bc.ca sjohnson@sd85.bc.ca

Course Objectives & Goals:

The primary goal of work experience is to help students prepare for the transition from secondary school to the world of work. Through work experience, students have the opportunity to observe and practice generic employability skills required in the workplace, as well as technical and applied skills relating to specific occupations or industries. Other goals include helping students to:

- connect what they learn in the classroom with the skills, knowledge and attitudes needed in the workplace
- gain the knowledge, skills, and attitudes needed to be successful in the world of work
- develop job readiness skills for specific occupations and careers
- understand the similarities and differences in behaviour standards between the workplace and school

(Program Guide for Ministry-Authorized Work Experience Courses
https://www2.gov.bc.ca/assets/gov/education/kindergarten-to-grade-12/teach/pdfs/curriculum/healthcareer/2014pg_minauthworkexper.pdf)

Course Requirements:

Work experience students must complete 2 components to successfully earn credit:

- In School / Online Component:
 - Sample Resume & Cover Letter
 - Weekly online “drop in session” & “discussion” requirements
 - Training Plan for Focus Area (*required for any paid work experience*)
- Out of School / Work Component:
 - Seek out a worksite placement that should match the interests and abilities of the student. A workplace setting that is appropriate for one student may not be appropriate for another.
 - Complete between 100 – 120 hours of work experience before the end of the current school year.
 - Complete Work Experience Student Workbook
 - Employer/Student/District Agreement Form

Evaluation:

Although an employer’s evaluation of a student’s performance on a work placement is an important part of the work experience course mark, it is only one aspect in determining the final course mark.

As in any other course, evaluation of work experience courses is based on how well the student has achieved all of the learning outcomes for the course. The prescribed learning outcomes are listed on pages 12 and 13 of the program guide listed above.

Below is how WEX 12A & 12 B will be graded at NISS:

10% Sample Cover Letter & Resume

10% Completed Student Work Experience Handbook/Training Plan

70% 100 – 120 Hours of Work Experience & Approval Form

10% Bi Weekly Meetings & Completion of School Based Training Workshop

Other Important Information:

- Some of the learning outcomes for Work Experience 12A and 12B will also help students create evidence for their Graduation Transition Credits.
- Ministry work experience courses consist of authentic workplace experiences. These authentic workplace experiences should:
 - *provide students with new learning experiences that go beyond those they receive in a school setting*
 - *provide students with opportunities to apply in-school learning to the world of work*
 - *provide students with opportunities to prepare them for the transition from a school environment to a workplace environment be community-based*
- In those cases where paid employment for credit for Work Experience 12A or Work Experience 12B may be in a student's best interests, the paid employment must coincide with a student's Focus Area, and the school must contact the employer to establish a training plan and evaluation criteria. (For more information on Focus Areas see www.bced.gov.bc.ca/graduation/focus.htm.) The training plan should include such information as hours to be worked, duties or tasks to be performed, employability skills to be practiced, and workplace-specific skills to be developed.
- In order for a work experience placement to be effective, a student must:
 - *abide by the behaviour standards and practices of the workplace*
 - *understand the rights and responsibilities of employees in the workplace*
 - *understand and meet the expectations of the employer*
 - *work the days and hours of work as agreed with the work site supervisor*
 - *notify the work site supervisor and school when unable to report to work*
 - *adhere to all safety-related rules and regulations at the work site*
 - *notify the work site supervisor and school immediately of any injuries, emergencies, or problems at the work site*
 - *respect the confidential nature of information at the work site*
 - *participate in evaluation meetings as required by the work site supervisor or work experience teacher*
 - *continue to attend all in-school courses at times other than those assigned to work experience*

Work Experience Placement Agreement form for a Standard Work-Site

A Standard Work-Site is defined as a location, other than a work-site created specifically for work experience:

- a) At which a worker performs the tasks and the responsibilities related to an occupation or career under the general supervision of a work-site employer; or
- b) At which a self-employed person performs the tasks and responsibilities related to that person's self-employment.

SCHOOL INFORMATION	STUDENT INFORMATION	WORK-SITE INFORMATION
North Island Secondary School Box 100 Port McNeill, BC V0N 2R0 Ph: 250-956-3394 Fx: 250-956-2035	Name: _____ Date of Birth: _____ Address: _____ Phone: _____ Parent: _____ Care Card #: _____	Business Name: _____ Physical Address: _____ City/Prov/Postal Code: _____ Phone: _____

This agreement will be in effect for: Work Experience Field Studies Job Shadow

Must complete 120 hours for Work Experience 12 credit.

Date from: ____ / ____ / ____ to: ____ / ____ / ____

Working Hours shall be from: _____ until: _____

NOTE: NONE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT APPLY BEYOND THE TIMES AND DATE SPECIFIED ABOVE.

By their signatures the parties signify their agreement to the terms and conditions set out above and on the back of this form.

_____	_____
Per School District No. 85	Student Signature
_____	_____
Work Site Employer Signature	Parent Signature

TERMS AND CONDITIONS

1. **STUDENT DUTIES**
The Student agrees to perform without payment those duties assigned to the Student from time to time by the Work-Site Employer in consultation with the School Board's representatives. The Student agrees to comply with the Work-Site Employer's rules and all applicable safety regulations. Special Rules and Regulations are to be communicated by the Work-Site Employer's rules and all applicable safety regulations. Special Rules and Regulations are to be communicated by the Work-Site Employer to the Student.
2. **DAYS AND HOURS OF THE WORK EXPERIENCE PLACEMENT**
The Student agrees to perform those duties as assigned by the Work-Site Employer in accordance with condition No. 1 on the days and during the hours indicated on page one, or at such times, in writing, as may be agreed by the Work-Site Employer, School Board and Student. **If the Student is employed by the Work-Site Employer beyond the days and hours agreed upon by the Work-Site Employer, School Board and Student, none of the provisions of this agreement apply.**
3. **SUPERVISION**
The student agrees to be under the direct supervision of the Work-Site Employer and/or their designate and the Work-Site Employer agrees to supervise the Student, at all times during the work experience placement.
4. **SITE SAFETY ORIENTATION**
The Student will be provided with work and Work-Site specific training by the Work-Site Employer and the Work-Site Employer will not permit the Student to perform any duties, unless the Student has all the safety equipment required for the tasks to be performed by the Student.
5. **BOARD ACCESS**
The Work-Site Employer agrees to allow School Board representatives to have reasonable access at any time to the Work-Site Employer's Work-Site and the Student.
6. **TRANSPORTATION**
The parties agree that the parent(s) or guardian(s) and the Student are solely responsible for arranging the Student's transportation to and from the Work-Site Employer's Work-Site except where alternate arrangements have been made.
7. **EVALUATION**
The Work-Site Employer will evaluate the Student's performance of the Student's duties and report that evaluation in the form required by the School Board and consult with School Board representatives about the evaluation.
8. **WORKER'S COMPENSATION ACT INJURY COVERAGE – STANDARD WORK-SITE**
Students in a work experience placement at a Standard Work-Site are covered by the *Worker's Compensation Act* and are considered to be workers of the Government of British Columbia for Worker's Compensation purposes only. **Coverage is limited by the terms and conditions set out in the Minutes of the Worker's Compensation Board dated August 3, 1995.**
9. **NOTICE OF INJURY**
The Work-Site Employer will, if a Student is injured, immediately report the occurrence of injury to the school work experience contact.
10. **INDEMNITY**
The School Board agrees to indemnify and hold harmless the Work-Site Employer, its employees and agents from any and all claims, demands, action, and costs whatsoever that may arise out of the negligent acts or omissions of the School Board, the School Board's employees and the Student, in their performance of this agreement, unless such negligent acts or omissions are at the direction of, or occasioned by the Work-Site Employer, its employees or agents. The Work-Site Employer agrees not to require the Student to perform any task unless such tasks might reasonably be expected to be within the scope of the Student's training and abilities.
11. **INSURANCE**
The School Board shall maintain liability coverage to protect the School Board's employees, and the Student during their performance of the agreement. The School Board will not be responsible for any loss or damage to the Work-Site Employer's property unless such loss or damage is due to the wilful acts or omissions of the Student or is caused by the Student acting outside of the Student's authorized duties.
12. **MINIMUM AGE**
The parent(s) or guardians(s) of the Student warrant the the Student is **fifteen** years of age or older at the date of this agreement.
13. **EFFECT ON EMPLOYEES**
The Work-Site Employer agrees that the placement of the Student will not affect the job security of any employee of the Work-Site Employer and will not affect the Work-Site Employer's hiring practices. The placement of the Student will be in addition to the Work-Site Employer's full complement of employees. The Student will not be a representative for any employee.
14. **TERMINATION OF THIS AGREEMENT**
Any party to the Agreement may end it at any time upon mutual agreement of all parties.
15. **REFERENCE**
In this Agreement a reference to the School Board includes School Board Officers, employees or representatives acting within the scope of their employment.
16. **CONFIDENTIALITY**
All parties agree to maintain in the strictest confidence, information that comes to their knowledge during the work experience.

OVERVIEW AND INTRODUCTION OF WORK EXPERIENCE 12

Why Work Experience?

- Learn new skills
- Explore career options
- Network with people
- Prepare for part-time or summer employment
- Establish short term or long term goals
- Earn ministry approved high school credits outside of the school setting
- Build a strong resume

Finding a Job/Work Experience

- Is there a “Focus Area” or direction that you would like to pursue after graduation?
- Do you want to try something new?
- Do you already have a job that you want to learn more about?
- Students must meet with the Work Experience Coordinator to discuss what direction they will take in this course. Students are encouraged to make first contact with a potential employer and make arrangements to complete the required hours.

How many hours do I need to complete?

- Students must complete 120 hours of paid or non-paid work during the school year (September – June)
- Students may work at more than one job, however they must complete the required paperwork for all positions
- It is the students responsibility to record hours and provide evidence regularly to the Work Experience Coordinator

Remember to do the best you can, show interest, be on time, and most importantly always bring a smile 😊

WORK EXPERIENCE

Parent/Guardian Consent for Work Experience

Student Name:	Home Phone:
School: North Island Secondary School	Birthdate/Age:

I (parent/guardian) hereby give my consent for _____	
To participate in a work experience as arranged by the School District No. 85 Work Experience Coordinator.	
I hereby verify that my son/daughter is 15 years or older.	

Signature of parent/guardian	Date

Education and Work Experience Conditions:

I understand that my son/daughter is expected to:

- Arrange transportation to and from the workplace
- Consistently arrive at work on time
- Attend all classes except when at the work placement
- Complete all assignments required by teachers, keeping up to date in all courses
- Obey all company rules and regulations and maintain confidentiality regarding the individuals and activities at the work placement
- Phone the employer and the school before the start time of work in the event of serious illness or other justifiable absence
- Discuss any problems arising from the work placement with the Work Experience Coordinator

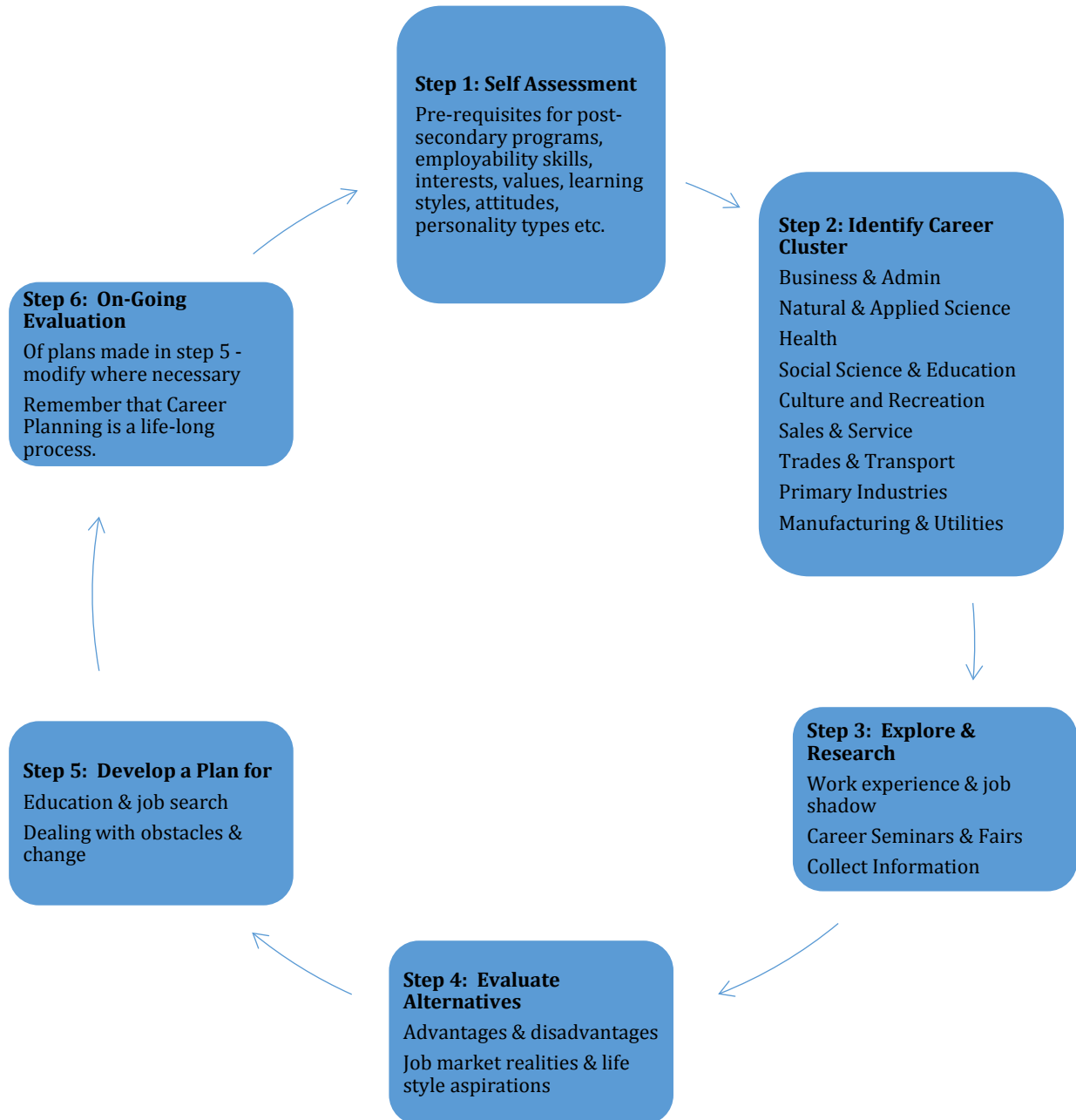
Communication with Parents:

Please provide the following information:

Parent _____	Home phone _____
Parent _____	Daytime phone _____
Family Doctor _____	Carecard # _____

WORK EXPERIENCE

The Career Planning Process



WORK EXPERIENCE

Self-Assessment – Choosing the Right Work Experience

Describe Yourself (Personality, Interests, Character)

List Your Top 5 Employability Skills

Personal Work Values

	Least - Most
Variety	1 2 3 4 5
Independence	1 2 3 4 5
Structure	1 2 3 4 5
Creativity	1 2 3 4 5
Security	1 2 3 4 5
Impact	1 2 3 4 5
Teamwork	1 2 3 4 5
Authority	1 2 3 4 5
Prestige	1 2 3 4 5
Time	1 2 3 4 5

Self-Assessment Activities

Activity	Results
_____	_____
_____	_____
_____	_____
_____	_____

Future Trends – Labour Market Information

Occupation:	_____	_____	_____
	2017	2024	2034
Number Employed:	_____	_____	_____
	Growth	Attrition	Total
Estimated Openings:	_____	_____	_____
Other Information:	_____		

The Career Cluster(s) I Will Explore Through Work Experience is/are:

WORK EXPERIENCE

Oath of Confidentiality

As a condition of participation in a Work Experience placement, I understand and agree that:

1. I must conform to all orders, rules and regulations of the work-site and that I understand that the violation by me of any of the said orders, rules and regulations may result in termination of my training.
2. That I must at all times – even after my training with the company – maintain secrecy with regard to the company or organization’s business and the business of its customers or clients, and that unless authorized, I must not make public any information relative to this company/organization.

Student Signature

Employer Signature

Safety in the Workplace

Safety is both the employer’s and worker’s responsibility. By discussing these five questions with your employer, you will ensure a healthier and safer work environment for both you and your co-workers.

1. Are there any risks or hazards I should be aware of in my job?
2. Are there any health and safety procedures I should follow?
3. What safety gear will I be expected to wear?
4. When will I receive job safety training?
5. If I get hurt, who is the first aid person?

Safety Training Completed:

Date of Training

Name of First Aid Person:

WORK EXPERIENCE

Work Experience Evaluation and Attendance Report

Company/Information	Supervisor Signature	Month(s)					
1. Remembers and follows directions?	5	4	3	2	1	N/A	
2. Accepts constructive criticism?	5	4	3	2	1	N/A	
3. Sustains a routine?	5	4	3	2	1	N/A	
4. Gets along with coworkers?	5	4	3	2	1	N/A	
5. Sees things to be done?	5	4	3	2	1	N/A	
6. Appears to like his/her work?	5	4	3	2	1	N/A	
7. Dresses appropriately for the job?	5	4	3	2	1	N/A	
8. Shows respect for authority?	5	4	3	2	1	N/A	
9. Concentrates on what he/she is doing?	5	4	3	2	1	N/A	
10. Works well on his/her own?	5	4	3	2	1	N/A	
11. Takes care of tools and equipment?	5	4	3	2	1	N/A	
12. Is neat and clean when required?	5	4	3	2	1	N/A	
13. Does his/her share of the work?	5	4	3	2	1	N/A	
14. Observes safety rules and regulations?	5	4	3	2	1	N/A	
15. Does well when meeting the public?	5	4	3	2	1	N/A	
16. Has the potential to be successful in this type of work?				YES	NO	N/A	
17. Has become more efficient?				YES	NO	N/A	
18. The quality of work is satisfactory?				YES	NO	N/A	
19. Did the student call in when absent?				YES	NO	N/A	
20. Has the student returned uniform/tools etc.?				YES	NO	N/A	

Comments: _____

WORK EXPERIENCE

21. I have more self confidence now as a result of my work experience: 5 4 3 2 1 N/A
22. I was able to communicate effectively with customers, employers and co-workers: 5 4 3 2 1 N/A
23. I am more aware of the need to develop my own communication skills: 5 4 3 2 1 N/A
24. I realize the importance in learning to work with others: 5 4 3 2 1 N/A
25. I now have a more realistic idea of my capabilities related to the occupation(s) that I explored: 5 4 3 2 1 N/A
26. List the strengths that you have identified as a result of your placement(s):
- a. _____
- b. _____
- c. _____
27. List the weaknesses that you have identified as a result of your placement(s):
- a. _____
- b. _____
- c. _____
28. I became more aware that certain courses offered in school do provide preparation for future careers: 5 4 3 2 1 N/A
29. Name three courses that have more relevance because of work experience:
- a. _____
- b. _____
- c. _____
30. I have a greater interest now and will continue preparation for this occupational field: 5 4 3 2 1 N/A
31. As a result of my work experience I will: _____
32. List other career paths that you will seek information about: _____
-

WORK EXPERIENCE

Work Experience Journal

Provide an example of your Work Experience responsibilities:

Name of Company/Organization: _____

Date & Hours Worked:
Journal Entry:

Date & Hours Worked:
Journal Entry:

Date & Hours Worked:
Journal Entry:

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WORK EXPERIENCE

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Date & Hours Worked:
Journal Entry:

Date & Hours Worked:
Journal Entry:

Date & Hours Worked:
Journal Entry:

WORK EXPERIENCE

Career Investigation Assignment

Pick a job that you are interested in and complete the questions below:

Job title: _____

1. Nature of Work (i.e. What are the job duties?)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____
- k. _____

2. Working Conditions:

- a. Working hours: _____
- b. Overtime: _____
- c. Downtimes: _____
- d. Break Times: _____
- e. Sick Leave Provisions: _____
- f. Learning time/probationary period: _____
- g. Union: _____
- h. Reasons for dismissal: _____
- i. Vacation entitlement/pay: _____
- j. Leave of absence procedures: _____
- k. Health/safety: _____
- l. Other: _____

WORK EXPERIENCE

Qualifications Necessary for Success

- a. Educational requirements: _____
- b. Skills and abilities: _____
- c. Physical qualities: _____
- d. Personal character: _____
- e. Other: _____
- f. Best place to get training/education: _____

Employment Advancement:

- a. Job openings (near future): _____
- b. Promotion possibilities: _____
- c. Other influences: _____

Remuneration:

- a. Starting salaries: _____
- b. Pay increments: _____
- c. Benefits: _____

Advantages:	Disadvantages:

Related Occupations: _____

Outline the typical career path in this occupation from entry level to the top:

What can I do today to be preparing for this job? _____

How has your work experience(s) influenced you with regard to this occupation? _____
