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| Section: | Students and Instruction |
| Title: | Career Preparation Programs |

Purpose

The Board of Education supports career preparation programs as important options to prepare students for the transition from secondary school to the workplace or further training and education. Career Preparation programs include, but are not limited to, Work Experience (WEX), Youth Work in Trades (WRK), and Employability Skills Program (ESP).

This procedure reinforces the importance of career preparation programs as elective options for students. It clearly defines the measures taken to ensure that the work experience component is safe, healthy, and appropriate for a diverse group of learners.

School districts are required to have administrative procedures for these programs highlighting ***student conduct, supervision, evaluation, and participation.***

Definitions:

- **“Work Experience”** means that part of an educational program that provides a student with an opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career, including participation in community service under a graduation course requirement established by the minister.
- **“Youth Work in Trades”** (formerly called SSA) means an educational program that consists of workplace-based training where secondary students register as apprentices with Skilled Trades BC.
- **“Standard Worksite”** is a location where a worker performs the tasks and responsibilities related to an occupation or career under the general supervision of a work site employer or where a self-employed person performs the tasks and responsibilities related to that person’s self-employment. A standard work site is covered by workers’ compensation insurance under the *Workers’ Compensation Act*.
- **“Non-Standard Worksite”** is a worksite that has been established solely for the purpose of establishing a venue for work experience or education and would not exist unless students were present (RCMP, Fire Academy). A non-standard work site is not covered by the *Workers’ Compensation Act*.
- **“Workers of the Crown”** WorkSafeBC has the authority to extend coverage to secondary school students participating in Ministry-authorized work experience programs with employers at standard work sites. These students are called Workers of the Crown in the right of the province.
- **“Hidden Apprentice”** Students that have worked in a trade area but were not enrolled in the WRK program or registered with Skilled Trades BC are still able to validate hours as a hidden apprentice. District staff can ensure recognition of up to 240 hours of paid, prior work-based, training hours.

Procedures:

1. Participation:

Work Experience offers two ADST electives (WEX 12A/12B) that are available to all Mission School District students including students on an Adult Graduation Program. Each course is worth 4 credits.

- 1.1 In accordance with the Ministry of Education Policies, Work Experience, Ministerial Order, and the Work Experience Guide, the District authorizes participation in Work Experience programs for students who are fourteen (14) years of age or older.
- 1.2 The Ministry of Labour's Employment Standards regulation identifies age restrictions and hazardous work for youth. *"Schools are advised that under Section 32(1)(b) of the Regulation, secondary school students in a Ministry-authorized and school-supported work study, work experience or occupational study class are exempt from these provisions, as are trainees or apprentices registered with SkilledTradesBC".*
- 1.3 Work Experience educators are responsible for implementing and evaluating the prescribed learning outcomes from the Program Guide for Work Experience. Emphasis will be placed on work-based learning (80%).
- 1.4 District staff and district educators are responsible for ensuring that all documentation is completed and filed before placement commences. (*See Documents section*).
- 1.5 Skills learned in all Work Experience placements must be related to a student's career focus and shall include hands-on work experience, job shadowing, and/or career mentoring at a standard worksite, a non-standard community site created specifically for work experience, or a career simulation. Students participating in paid work can also be used if the placement meets all work experience standards and learning outcomes.
- 1.6 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 a District Educator in accordance with the Program Guide for Ministry-Authorized Work Experience Course guidelines.
- 1.7 Work Experience is an inclusive program and students with diverse needs have access to career education opportunities through the Employability Skills Program (ESP). This program offers placements within the community that prepare students with transition from school to work readiness.
- 1.8 Compliance with WorkSafeBC standards and procedures is mandatory, with an emphasis on a safety orientation by the supervising educator, and confirmation of a worksite safety orientation provided. An active/good standing WorkSafeBC clearance letter must be confirmed and confirmation that the employer is not registered only for Personal Optional Protections (POP) coverage, and the employer is insured by WorkSafeBC for employees, before a workplace placement commences.
- 1.9 No student shall begin work experience (WEX/YWIT) until the following required documents are signed by all parties and the Career District Coordinator has confirmed availability (*see Documents section*).

Youth Work in Trades:

Youth Work in Trades offers four ADST elective WRK 11A, 11B, 12A, and 12B that are available to students ages 15-19 that have paid placement by an approved SkilledTradesBC sponsor. If requirements are met, students can access the program from all secondary options in the Mission School District. Each course is worth 4 credits.

- 1.10 In accordance with the Ministerial Order, Youth Work in Trades Program Guide, and SkilledTradesBC, the District authorizes students who are fifteen (15) years of age or older, and in grades 10, 11, and 12, to participate in Youth Work in Trades Program.
- 1.11 The Ministry of Labour's Employment Standards regulation identifies age restrictions and hazardous work for youth. *"Schools are advised that under Section 32(1)(b) of the Regulation, secondary school students in a Ministry-authorized and school-supported work study, work experience or occupational study class are exempt from these provisions, as are trainees or apprentices registered with SkilledTradesBC".*
- 1.12 Youth Work in Trades Educators are responsible for implementing and evaluating the prescribed outcomes from the Program Guide for Youth Work in Trades. Emphasis will be placed on work-based training (80%) under the supervision of a sponsor.
- 1.13 Youth Work in Trades Educators are responsible to ensure that, in accordance with Ministry Guidelines, all documentation is completed and filed as outlined in the Youth Work in Trades Program Guide (see *Documents section*).
- 1.14 The District Youth in Trades programs must be related to a student's career focus and be supervised by a designated on-site Work Site Employer that is subject to the Worker's Compensation Act and monitored and evaluated by a district educator in accordance with the Program Guide for Youth Work in Trades.
- 1.15 Compliance with WorkSafeBC standards and procedures is mandatory, with an emphasis on a safety orientation by the supervising educator, and confirmation of a worksite safety orientation provided. An active/good standing WorkSafeBC clearance letter must be confirmed and confirmation that the employer is not registered only for Personal Optional Protections (POP) coverage, and the employer is insured by WorkSafeBC for employees, before a workplace placement commences.

Documents Required (Before Placement):

- **Work Experience Agreement Form (WEX only):** an agreement in writing signed by Parent/Guardian, Employer, Student, and School District Official, governing the terms under which the student will be participating in the Work Study Program placement and specifying by date, the period during which the student will be participating in the Work Study Program, and the location or locations of the standard worksite.
- **Application for Youth Apprentice and Sponsor with Skilled Trades BC (YWIT only):** this registration form requires a sponsor with a red seal number. Signed by Sponsor, Parent/Guardian, Apprentice, and School District Official. Information used to register with DCMS (dual credit management system).
- **Worksite Analysis (WEX/YWIT):** is conducted by the WEX/YWIT educator to ensure a safe, appropriate work placement for the student.
- **Clearance Letter (WEX/YWIT):** a document confirming Employers WCB account number and good standing status.
- **Training Plan (WEX/YWIT):** a document signed by Parent/Guardian, Employer, WEX Teacher, and Student, outlining skills and area of knowledge to be developed and demonstrates student's progress for each course.
- **In-School Safety Orientation (WEX/YWIT):** is proof of an in-school orientation, including safety, workers' rights and responsibilities, and pre-placement Curricular Competencies.

2. Student Conduct:

Students must:

- 2.1.1 abide by the Mission School District's Code of Conduct.
- 2.1.2 abide by the behaviour standards and practices of the workplace.
- 2.1.3 work the days and hours agreed on by the work site supervisor and notify employer/teacher when unable to work.
- 2.1.4 adhere to all safety-related rules and regulations at the work site, wear required PPE and immediately notify worksite supervisor, WEX/YWIT teacher if injured on the job.
- 2.1.5 respect the confidential nature of the worksite.

3. Supervision/Monitoring WEX/YWIT:

- 3.1 Monitoring students on WEX/YWIT placements should include a worksite visit as well as regular communication with both the designated workplace supervisor and student so that any problems in the workplace can be addressed immediately.
- 3.2 After the initial worksite visit/orientation, the WEX/YWIT teacher will continue to monitor throughout the duration of the placement by text, email, phone call, and/or video conferencing. Additional in person visits will be at the discretion of the educator and will consider duration of employment, type of work, location, feedback gathered, and request from parties.
- 3.3 WEX/YWIT teacher must be available during student working hours (weekends, breaks). District and school-based administrators must make provisions for staff to monitor all students that are registered in ministry authorized WEX/YWIT courses.
- 3.4 Monitoring activities should be documented with date/time, communication method (in-person, phone, email, text-message), and any important notes/details.

4. Assessment:

- 4.1 An educator with a valid teaching certificate must evaluate the performance of all students in WEX/YWIT and assign final grades.
- 4.2 Educators should incorporate clear criteria and utilize a variety of assessment strategies.
- 4.3 Assessment tools will be used before placement (pre-assignment, activities), collecting assessment information during monitoring visits, and after with reflection and journal entries. Special attention must be paid to attendance, punctuality, as well as the demonstration of positive attitudes, adaptability, and workplace safety.
- 4.4 Sponsor feedback and observations are integral components of work experience and may be included in discussion and inform instruction but may not be used as part of a student's formal evaluation or final grade.

***Important to note that currently in the Mission School District, the roles of the Work Experience Educator, Youth Work in Trades Educator, Employability Skills Coordinator, and District Career Programs Coordinator, are performed by the same person.*

Date Approved: **October 2025**

Cross References: *Mission Code of Conduct*
 Worker's Compensation Coverage Order OIC344/11
 Program Guide for Ministry-Authorized Work Experience Courses
 Program Guide for Ministry-Authorized Youth Work in Trades
 Employability Skills Program Guide
 Work Experience Order MO237/11
 Qualicum School District Policy 508