

WORK EXPERIENCE

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What are the Minimum student requirements?

- 15 years of age
- Enrolled in grades 10, 11 or 12
- Completion of prerequisite HCS 3000 Workplace Safety Systems and recommended CTR 1010 Job Preparation (2nd WEx) CTR 3010 Preparing for Change (3rd WEx)



What are Work Experience Roles?

Student	Employer	Off-campus Coordinator
Complete required course work	Provide a safe work environment	Locate appropriate worksites for students
Obtain permission from parents for Work Experience involvement	Complete required contract and safety check with Off-campus coordinator	Conduct a work site inspection
Obtain a Work Experience placement with the assistance of the Off-campus coordinator	Offer work which is consistent with the developed learning plan	Ensure parental approval for Work Experience
Complete required contract / Off-campus work agreement form	Allow for progressive development of occupation related knowledge and skills	Coordinate the development of learning plans
Attend the workplace on time and on scheduled days	Provide effective and appropriate supervision	Provide orientation for students and employers
Inform the employer if he/she is unable to go to work due to serious circumstance	Complete, with the Off-campus coordinator, evaluation of student progress	Act as a liaison between student, employer and the school
Do workplace tasks to the best of his/her ability	Report accidents according to established procedure	Coordinate, with the employer, an evaluation of the student's progress
Follow all safety and security policies of the workplace		Complete all required forms
Complete and turn in all required records		

How can I get more information?

- Off-campus Education [website](#)



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What is Work Experience?

It is an Off-campus program where students develop employability and workplace skills at community based worksites.

How does it work?

Students are matched with employers who provide appropriate work according to the interest and aptitude of the student and the needs of the employer.



What is in it for High School Students?

- Allows students to apply, in the workplace, the knowledge, skills and attitudes developed in school courses and other activities
- Encourages students to discover career interests and aptitudes in meaningful work activities
- Allows for practical experience in a realistic work setting
- Eases the transition from school to work or post-secondary education
- Provides references and contacts for securing future employment

What is in it for Employers?

- Provides an excellent source of future employees with skills already practiced
- Gives recognition in the school community for commitment to education
- Develops supervisory skills in existing employees
- Assists the school to keep courses relevant to changes in the work world
- Increases influence and involvement in the development of future workers

What will students learn?

- Employability Skills:
 - Safety
 - Personal Management
 - Working with Others
 - Thinking, Planning and Organizing
 - Managing Transitions
 - Managing Change
- Workplace Skills related to work placement

How do students earn credits for Work Experience?

- Students may earn credits in:
Work Experience 15, 25, 35 (3 – 10 credits each level, 1 credit /each 25 hours)
- Although a student may earn up to 30 credits in Work Experience, only 15 credits count toward the student's high school diploma
- There is no requirement for the completion of a lower level Work Experience to enroll in a higher level course