

AP 217 – Work Experience Programs

Background:

Career Programs are designated by the Ministry of Education as educational programs focusing on career development which includes a work, community service or volunteer component. Career Programs include Ministry authorized Work Experience courses, ITA Youth Programs (Industry Training Authority), Post-secondary partnership programs and Career Education courses, including Career Life Connections, which has a work or community service requirement for Graduation.

Work experience, which can include volunteer service, is a Graduation requirement included in the Career Life Connections course. Elective work experience extends beyond the thirty (30) hours graduation requirement.

The District recognizes that Career Programs including Work Experience can assist students in their preparation for the world of work and career-related studies in post-secondary educational institutions and ITA Youth apprenticeship programs. Work Experience Programs will comply with Ministerial Orders, Ministry Regulations and other legal and statutory requirements. The District authorizes Work Experience programs for students fourteen (14) years of age or older in accordance with the Ministry of Education policies and Ministerial Orders and Workers' Compensation Board requirements for such programs.

Procedures:

1. Career programs shall be developed and operated according to Ministry of Education and District regulations and guidelines, as outlined in the documents and references listed below.
 - 1.1 Work Experience Ministerial Order 237/11(M033/09) Effective August 16, 2011
 - 1.2 Worker's Compensation Coverage Order OIC344/11 Effective July 21, 2011
 - 1.3 Program Guide for Ministry-Authorized Work Experience Courses
 - 1.4 Program Guide for Secondary School Apprenticeship
 - 1.5 Student WorkSafe: Grades 10 to 12
 - 1.6 Ministerial Order 302/04, the Graduation Program Order, Amended M307/16
 - 1.7 ITA Youth Train in Trades Program Guide September 2016
 - 1.8 Youth Work in Trades Registration Requirements

2. Students participating in any work experience program must have consent from their parent(s) and an official of the School / District. The student, a parent, the employer, and a School official must sign a copy of Work Study/Work Experience Education Agreement before a placement is made.
3. Copies of this agreement will be given to the parent and the employer, as well as being stored at the school for a minimum of one year post-graduation or school completion.