

WORK EXPERIENCE PROGRAMS

Background

Career Programs are designated by the Ministry of Education as educational programs focusing on a career or career sector which combines related subjects with a work component. Career Programs include Career Preparation Programs (including Work Experience), Career Technical Centre Programs, Co-operative Education Programs and Secondary School Apprenticeship Programs.

Work experience, which can include volunteer service, is required as a component of the Graduation Portfolio Assessment and is a graduation requirement in the 2004 Graduation Program. 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 for career-related studies in post-secondary educational institutions and 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 fifteen (15) 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 Ministerial Order 282/04 (M282/04) Effective July 21, 2004
 - 1.2 Program Guide for Ministry-Authorized Work Experience Courses
 - 1.3 Program Guide for Secondary School Apprenticeship
 - 1.4 Student WorkSafe: Grades 10 to 12
 - 1.5 Ministerial Order 302/04, the Graduation Program Order
 - 1.6 Ministerial Orders 205/95 Graduation Requirements Order
 - 1.7 Policy Circular 95-05 Earning Credits in Career Programs
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 (Form 217-1) before a placement is made.
3. Copies of this agreement will be given to the parent, the employer, the school and the Secretary Treasurer.

Legal Reference: Sections 22, 65, 85 School Act; Workers' Compensation Act Work Experience Ministerial Order M282/04