

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 (Skilled Trades BC), Post-secondary partnership programs and Career Education courses, including Career Life Connections, which has an experiential learning 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.

Section 1: 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 Skilled Trades BC Youth apprenticeship programs. Work Experience Programs comply with Ministerial Orders, Ministry Regulations and other legal and statutory requirements. The District authorizes Work Experience programs in accordance with the Ministry of Education policies and Ministerial Orders and Workers' Compensation Board requirements for such programs.

Section 2: The District ensures that any person providing instruction in a trade or occupation to students in a Career Program is competent in the trade or occupation being taught.

Section 3: The District has Work Experience placement guidelines respecting the conduct, supervision, evaluation and participation of students in the Work Experience.

Section 4: The District does not permit students to participate in a Work Study Program unless

- (a) the student is 14 years of age or older,
- (b) the student will be covered by the Workers Compensation Act; and
- (c) there is on file at a location designated by the board for that purpose, guidelines respecting the conduct, supervision, evaluation and participation of students in the Work Experience.

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(M230/19) Effective July,2019
 - 1.2 Worker's Compensation Coverage Order OIC 406/08 Effective July 21, 2011
 - 1.3 [Program Guide for Ministry-Authorized Work Experience Courses](#)
 - 1.4 [Program Guide for Youth Work in Trades](#)
 - 1.5 [Student WorkSafe: Grades 10 to 12](#)
 - 1.6 Ministerial Order 302/04, the Graduation Program Order- M183/23 Effective June 19, 2023
 - 1.7 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 Agreement form before a placement is used for course requirements.
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.
4. Copy of the WVS Work Experience/ Youth Work In Trades Checklist will be kept by the teacher and stored at the school for a minimum of one year.