

Career Preparation Programs

Policy 6230

May 24, 2016

Revision: March 1, 2018

The Board of Education recognizes that Career Preparation Programs can be of benefit in helping prepare students for the transition from secondary school to the world of work, and/or further education and training. Career Preparation Programs include Work Experience courses and Secondary School Apprenticeship programs governed by Work Experience Ministerial Order 237/11.

Work Experience (WEX) and Secondary School Apprenticeship (SSA) courses are in addition to the thirty (30) hours work experience or community service graduation requirement in the Graduation Transitions program. Elective work experience is defined in the WEX Program Guide as “part of an educational program which provides a student with an opportunity to participate in, observe, or learn about the performance tasks, and responsibilities related to an occupation or career” (p. 3). Secondary School Apprenticeship programs are defined in the SSA Program Guide as “an educational program that consists of work-based training where secondary students register as apprentices with the Industry Training Authority” (p.3).

In the implementation of Career Preparation Programs, the standards for Ministry Work Experience and Secondary School Apprenticeship programs must be upheld with an emphasis on work-site safety and responsible student conduct.

Work Experience Guidelines

1. The District authorizes Work Experience programs for students (15) years of age or older in accordance with the Ministry of Education policies and Ministerial Orders and WorkSafe BC’s requirements for such programs.
2. Schools are responsible to ensure that, in accordance with Ministry guidelines and District Policy, all documentation is completed and filed with specific attention to the Work Experience Placement Agreement and WorkSafe BC Clearance Letter.
3. Students participating in unpaid work experience-based, Independent Directed Studies, or Board Authority work experience courses that meet the requirements set out in the “Elective Work Experience Courses and Workplace Safety” as outlined in the program guide shall receive WorkSafe BC coverage as workers of the Crown.
4. Students participating in any work experience program must have a consent from their parent(s) and an official of the school/District. The student, a parent, the employer, and the

Principal or designate must sign a copy of Work Study/Work Experience Education Agreement (Form 215-1) before a placement is made.

5. Copies of this agreement will be given to the parent, the employer, and the Principal or designate and kept on file at the school.
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; Students will be monitored and evaluated by an SD 81 educator in accordance with the Program Guide for Ministry-Authorized Work Experience Courses guidelines.
7. Students with special needs should have access to all career education opportunities available to other students in the school they attend if one or more career objectives are identified in the student's Individualized Education Plan (IEP). Within the regular curriculum, accommodations for students with IEPs may include increased time for vocational training; appropriate on-site supervision and support in the workplace; and specific and direct opportunities to increase work-related skills.
8. For students undertaking the Adult Graduation Certification, recognition of current or past work can be used for credit recognition through a prior learning assessment.

Secondary School Apprenticeship Guidelines

1. The District authorizes Secondary School Apprenticeship programs for students (15) years of age or older, and in grades 10, 11, or 12 to participate in SSA programs in accordance with the Ministry of Education policies, Ministerial Order 237/11 and the Secondary School Apprenticeship Program Guide. Graduated School-Age Students may also participate in the SSA Program.
2. Schools are responsible to ensure that, in accordance with Ministry guidelines and District Policy, all documentation is completed and filed with specific attention to the ITA Youth Apprentice and Sponsor Registration Forms and WorkSafe BC Employer Clearance Letter.
3. Educators along with Employers/Sponsors must establish a training plan that articulates the skills and areas of knowledge to be developed, based on the program outline for that particular trade.

4. All SSA students must be supervised by a designated on-site Work Site Employer that is subject to the Worker's Compensation Act; Students will be monitored and evaluated by an SD 81 educator in accordance with the Program Guide for Secondary School Apprenticeship.

References: Sections 20, 22, 65, 75, 85, 168 (2) (a) School Act
 Work Experience Order M237/11
 Workers Compensation Act Reg. 3.12 & 3.13
 Workers' Compensation Coverage Order OIC344/11
 Graduation Program Order M302/04