



CAREER PROGRAMS

School District No. 38 (Richmond)

PARTNERS IN EDUCATION

Career Development is an ongoing process through which learners integrate their learning from personal, family, work, school, and community experiences to facilitate career and lifestyle choices.

For *businesses, industry and labour*, partnerships improve the quality of their workplace and provide employees with unique learning experiences and a new understanding of the changing educational system

For *students*, partnerships provide opportunities for career exploration and through their direct involvement, students are challenged by activities and projects that apply the knowledge and skills they learn in the classroom. Partnerships also provide opportunities for students to carry out short-term assignments for businesses.

For *educators*, partnerships bring new resources to enrich the curriculum and to ensure that their teaching is relevant to the knowledge and skills needed in business, industry and society.

For the *community* as a whole, the dividends will appear in the form of prepared employees and a stronger sense of cooperation and sharing between important components of our community.

Work experience is intended to accomplish the following:

- To help prepare students for the transition from secondary school to the world of work or to further training and education
- To increase the relevance of school by helping students connect what they learn in the classroom with the skills and knowledge needed in the workplace and in society

Work experience gives students the following opportunities:

- To observe and practice the employability skills and attitudes required in the workplace
- To explore possible career directions as articulated in their Student Learning Plans
- To develop the self-reliance, self-direction and confidence necessary for effective teamwork, life-long learning and workplace success

General Information:

- Students must be at least 15 years of age and have parental permission
- Work experience is preceded by a study of the various aspects of work
- Work hours are arranged with the employer
- There is no pay, with the exception of Apprenticeships
- Students have a Standard Worksite Agreement signed by parents, employer, student and school administration (for unpaid work only)
- For unpaid work experience, students are covered by *WorkSafe BC* through an agreement with the Ministry of Education; paid work experience requires coverage by the employer
- Evaluation by the employer will be discussed with the student
- Students are responsible for their own transportation



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TYPES OF WORK EXPERIENCE

Career Preparation

Students begin course work in this program in Grade 11 and continue working through to the end of Grade 12 and graduation, with the work experience component occurring during the Grade 12 year (and grade 11, on occasion). Career Preparation programs are designed to prepare students for further study in a particular field at a post-secondary institution in a degree granting program, or an apprenticeship and to provide them with entry-level skills for employment. These programs are district approved and currently consist of 16 credits of study (2 focus courses, 1 support course and 1 Work Experience course) related to a career field, including a minimum of four credits (120 hours) of related work experience.

Each Secondary School in Richmond has their own unique Career Preparation Programs in a variety of areas.

Graduation Portfolio Work/Volunteer Experience

As part of Graduation Transitions, students are required to gain employability skills through participation in at least 30 hours of work experience and/or community service. These hours may be acquired through grades 10-12. In developing their new skills, students are expected to work effectively and safely with others, describe the duties performed, the connections between the experience and employability/life skills, and the benefit to the community and to the student. Documentation of the work experience and/or community service may include a copy of a pay slip, a letter, form or certificate signed by an employer or community person. Students may explore more than one type of placement while acquiring their 30 hours and should complete a work experience form for each activity. This form is found in the District Grad Transitions Support Binder.

Special Education Work Experience

Work experience programs for students with special needs include significant pre-placement work study to ensure that students are adequately prepared for the workplace. These programs include work study and work experiences that reflect the student's interest and abilities. Work experience programs are intended to expose students to a variety of hands-on experiences.

Take Your Kids to Work Day

All grade 9 students have a one-day work experience opportunity in November of their grade 9 school year.

In the Event of an Emergency

1. Apply appropriate first aid on site, if necessary; transport student to hospital
2. Immediately contact the parents and the school
3. For unpaid work experience, the school is responsible for filling out the *WorkSafe BC's* Employers Report of Injury form



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ROLES & RESPONSIBILITIES

Employer

- To provide a safe working and learning environment
- To introduce the student to regular work site employees with an explanation of the student's position
- To assign an employee sponsor to supervise the student
- To select jobs, whenever possible, appropriate for the length of time, skill and interest of the student, while allowing the student to participate in a variety of working and learning experiences
- To complete a student evaluation to provide feedback about his/her work performance
- To discuss student progress with the teacher either by phone or during a site visit

Student

- To abide by the conventions and practices of the assigned work place, including showing up at the proper time and adhering to dress codes
- To understand the rights and responsibilities of employers in the work place
- To notify the employer and teacher supervisor when unable to report to work
- To adhere to the rules and regulations associated with the work placement, particularly with respect to safety regulations
- To respect the confidential nature of information within the work site
- To participate in evaluation meetings, as required, by the employer and/or teacher
- To continue to attend all scheduled school program-related activities as required

Parent/Guardian

- To become informed about the work placement activities and objectives
- To channel all concerns about the work placement through the teacher
- To help the student plan for work experience
- To ensure the student has appropriate and safe transportation to and from the work site
- To provide on-going support to the student during the work placement

Teacher

- To familiarize the student with the responsibilities and experience associated with participating in a work placement
- To discuss, with the employer, any information relevant to the student's placement
- To advise the student of the need for confidentiality in the work place and of his/her responsibility not to disclose personal information he/she may access while on placement
- To endeavor to place the student in appropriate situations, taking into account each student's abilities, personality and career aspirations
- To inform the employer of the intent of the program and of the evaluation procedures
- To monitor the student's progress
- To establish a line of communication between the work site and the school