

## **CAREER PREPARATION PROGRAMS**

### **Background**

Career Preparation Programs are important learning opportunities for students as they transition from secondary schools to the world of work. Career Preparation Programs include Work Experience courses and Youth Work in Trades courses governed by Work Experience Ministerial Order 237/11.

Work Experience and Youth Work in Trades courses are in addition to the thirty (30) hours work experience or community service graduation requirement. Elective work experience is defined in the Work Experience 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.

Youth Work in Trades programs are defined in the Youth Work in Trades Program Guide as “an educational program that consists of work-based training where secondary students register as apprentices with the Industry Training Authority”.

In the implementation of Career Preparation Programs, the standards for Ministry Work Experience and Youth Work in Trades programs must be upheld with an emphasis on worksite safety and student conduct.

### **Procedures**

#### **1. Work Experience**

- 1.1. Principals are responsible for implementing and evaluating the prescribed learning outcomes from the Program Guide for Ministry-Authorized Work Experience Courses. It is expected that school rules regarding student behaviour apply to worksites, and students are expected to comply with the general requirements of the school’s code of conduct.
- 1.2. Parental Permission
  - 1.2.1. For worksites covered by WCB, the appropriate District form shall be completed and signed prior to worksite activity.
  - 1.2.2. For worksites not covered by WCB, a school permission form shall be completed and signed prior to worksite activity, including statements regarding:
    - 1.2.2.1. The “employer’s” agreement to “employ” and supervise the student, and the student/parent agreement to be under the supervision of the “employer”. This includes the “employer’s” responsibility to provide any necessary safety notification or training;
    - 1.2.2.2. The understanding that it is the parent’s responsibility to provide or arrange safe transportation and/or accommodation (if necessary);

- 1.2.2.3. Notification that the District does not assume liability for the actions of the student or the “employer”;
- 1.2.2.4. The length, time and date(s) of the placement.
- 1.2.3. Additional permission forms may be required by the organization. If approved by school personnel, these shall be completed and signed prior to worksite activity.
- 1.3. Work experience activity, including student-operated businesses, shall exclude specific activity that is racist or sexist, or that promotes illegal activity or violence.
- 1.4. Work experience placements shall not affect either the job security of any employee of the employer, or the employer’s hiring and assignment practices.
- 1.5. School personnel may deny the student request for particular work experience placements that are, by their nature, hazardous or dangerous.
- 1.6. Students with special needs are to 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 an IEP may include:
  - 1.7.1 Increased time for vocational training;
  - 1.7.2 Appropriate on-site supervision and support in the workplace; and,
  - 1.7.3 Specific and direct opportunities to increase work related skills.
- 1.8 For students undertaking the Adult Graduation Certification, recognition of current or past work can be used for credit recognition through a prior learning assessment.

## 2. Youth Work in Trades

- 2.1 In accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, Youth Work in Trades Program Guide, the District authorizes students who are fourteen (14) years of age or older, to participate in Youth Work in Trades programs. Graduated School-Age Students may also participate in the Youth Work in Trades Program.
- 2.2 Youth Work in Trades educators are responsible for implementing and evaluating the prescribed learning outcomes from the Program Guide for Youth Work in Trades.
- 2.3 Principals are responsible to ensure that, in accordance with Ministry guidelines and District administrative procedures all documentation is completed and filed as outlined in the Youth Work in Trades Program Guide, with specific attention to the ITA Youth Apprentice and Sponsor Registration Forms and the WorkSafeBC Employer Clearance Letter.
- 2.4 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 the particular trade.
- 2.5 The District Youth Work in Trades programs must be related to a student’s career focus and be supervised by a designated on-site Work Site Employer that is subject to

the Worker's Compensation Act; and, monitored and evaluated by a District educator in accordance with the Program Guide for Youth Work in Trades.

- 2.6 Compliance with WorkSafeBC standards and procedures is mandatory, with an emphasis on the mandatory orientation by a supervising educator before a workplace placement commences.



Reference: Sections 20, 22, 65, 75, 85 School Act  
Workers' Compensation Act  
Workers' Compensation Coverage Order OIC344/11  
Graduation Program Order M302/04  
Work Experience Order M237/11  
Policy Circular 95-05 Earning Credits in Career Programs  
Youth Work in Trades Program Guide  
Secondary School Apprenticeship Program Guide  
Special Education Services: A Manual of Policies, Procedures and Guidelines

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