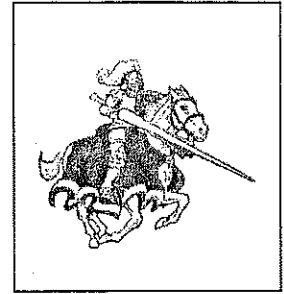


Career Prep Health Sciences 12



Welcome to your Graduation year! As you take part in the CP Health Sciences 12 at Hugh McRoberts you will hear about SEVERAL opportunities through which you can earn hours for credit for completing this course. This program requires that you engage in AT LEAST 100 hours of work/volunteer experience in order to EARN four credits.

As you begin a very busy graduation year, we strongly encourage you to meet with your CP teacher and arrange a volunteer placement early in the year so you may begin accumulating hours. As the year progresses, your time will become more and more in demand with course work and graduation activities. An early start will prevent a rush at the end of the year to try to complete the required volunteer hours.

Contact with your teacher will be through infrequent meetings and largely carried out by email. For this reason, it is crucial that you provide an up to date, accurate email address at the start of the year and that you check your email regularly for updates. Opportunities for placements often arise and email is an easy way for your teacher to communicate these with you.

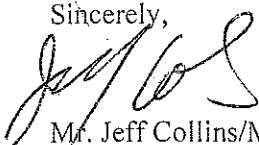

Your teacher will provide you with their email address at the first orientation meeting and will ask you to provide contact information for them in the form of the Profile Information sheet you will complete.

Your assessment in Career Prep Health Sciences 12 will be based on criteria that include:

- thoroughness of reflections provided on forms
- feedback from supervisors/work placements (“professionalism” while “on the job”)
- punctuality of submissions (Do I have to “chase” you for forms, phone home for reminders long after the activity has “wrapped up”?)
- “professionalism” of form completion (i.e. neatness, in pen, done with apparent thought and care, all “pieces” attached)
- completion of the required number of hours for this program

We look forward to a highly successful year and look forward to working with you as your coordinator for your volunteer experiences.

Sincerely,

  Rishmaswali

Mr. Jeff Collins/Ms. Rishma Swali
CP Health Sciences 12 Coordinators

CP Health Sciences 12 – Marks Breakdown

Mr. Collins/Ms. Swali

CP Health Sciences 12 is a work experience course that gives you the opportunity to volunteer in an area of Science that interests you. Below is an outline for how you will be assessed during this year. Please note that as this course is a completion-based course for the most part, deadlines for submitting paperwork etc. are non-negotiable and must be met to get any marks for that particular section of assessment. ** Please note: if you do more than one volunteer placement, some of the required paperwork will need to be completed again separately for each worksite. Extra copies of any forms you may need can be downloaded at <http://mrjcollins.weebly.com/career-prep-health-science-forms.html>

- 1.) Startup materials for the beginning of the course (10%)
Due by the end of Sept.**
 - profile information sheet (including timetable) (/5)
 - resume (/5)
 - Worksafe BC form (/5) and online assignment (/5)
 - Media consent form (/5)
 - Medical information/Emergency contact sheet (/5)

- 2.) Meets minimum requirements for hours to complete this course (60%)**
 - June 10th deadline – Mark will be (#hours/100)
 - ** before you may collect any hours, you must have submitted your worksite agreement (standard or non-standard), your work experience training plan and your completed Young Worker's Orientation Checklist for your job site. Any hours collected prior to this paperwork being handed in will not be counted.

- 3.) Log of hours and journal entries (10%) Due before 1st report card**

- 4.) End of program paperwork and evaluation (20%) Due June 10th**
 - self-evaluation form (/5)
 - employer evaluation form (/5)
 - thank you letter to your employer (/5)
 - final log of hours completed (/5)
 - quality of both evaluations (/10)

**** Any paperwork submitted before due dates is greatly appreciated. You do not have to wait until the last minute to hand in completed work ****

Ministry Standards for CP and WEX Programs (Students)

Hugh McRoberts Secondary School/CP Health Sciences 12

The Ministry standards that must be fulfilled by Work Experience and Career Prep students state that the experiences consist of authentic work placements. Authentic experiences are outlined as follows:

Work Experience VS. Career Preparation Programs:

- Each is 100-120 hours in length
- Each is four credits
- At least 90 hours must comprise authentic work experience placements that may take place at one or multiple sites.
- Remaining hours must include in-school learning/training, assessment activities or additional work placements. (These may be scheduled classroom settings, seminars, drop-in sessions, electronic instruction and one-on-one instruction.)

Prior to Starting a Work Experience/Career Preparation Placement:

STUDENTS WILL:

- Receive an in-school orientation to prepare them for the workplace
- Receive instruction on work site safety awareness including the learning outcomes related to:
 - hazard recognition and injury prevention skills particularly as it relates to their work placement
 - basic workplace incident and accident response procedures
 - workplace health and safety rights and responsibilities
- Document and maintain a record of these requirements once they have been met
- Be able to demonstrate:
 - Job seeking and job keeping skills
 - Knowledge of employment standards
 - Resume writing skills
 - Job interview skills





EXPECTATIONS FOR STUDENT CONDUCT

You are expected to treat your work experience placement like a real job. A lot of time and effort have been made to establish contact with employers and sponsors. In order to continue placing students with employers, a good working relationship between student and employer must be maintained. This working relationship is important to you as well if you expect to experience the benefits of the placement. The following are general expectations for student conduct and some hints for making your placement successful:

- Dress appropriately for the work site.
- Arrive to work on time.
- Give your employer notice if you will be absent for work. A phone call should be made by you to your employer to explain your absence. Please keep in mind that your absence may be a disruption to the employer's workplace, as they may be relying on you for certain day-to-day tasks. Poor attendance may result in termination of the placement. *(You will be required to find a new placement on your own should this occur).*
- Avoid leaving work early. Please keep in mind that you have made a commitment to the employer. Your work experience is a responsibility that you have and should be one of your priorities. It should not be taken lightly.
- Maintain professional behaviour and a professional attitude.
- Clarify tasks and duties with the employer if they are unclear to you.
- Ask questions. You are encouraged to take any opportunities to ask your employer questions about the career field that you are working in. Your work experience placement should provide you with useful information and useful contacts.



ROLES AND RESPONSIBILITIES

School District No. 38 (Richmond)

Employer

- provide a safe working and learning environment
- ensure each new worker is given a health and safety orientation specific to the work site (prior to the first shift)
- introduce the student to regular work site employees with an explanation of the student's position
- assign an employee sponsor to supervise the student
- whenever possible, select jobs appropriate for the length of time, skill and interest of the students while allowing the student to participate in a variety of working and learning experiences
- complete a student evaluation to provide feedback about his/her work performance
- discuss student progress with the teacher either by phone or during a site visit
- In the event of an Emergency:
 - Apply appropriate first aid on site, if necessary; transport the student to the hospital.
 - Immediately contact the parents and the school.
 - The school is responsible for filling out the WorkSafe BC's *Employers Report of Injury* form.

Teacher

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

Student

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

Parent / Guardian

- become informed about the work placement activities and objectives
- channel all concerns about work placement through the teacher/school work experience coordinator
- help the student plan for work experience
- ensure students have appropriate and safe transportation to and from the work site
- provide ongoing support to the student during the work placement



CAREER PROGRAM OPPORTUNITIES

School District No. 38 (Richmond)

CAREER PREPARATION (CP) / WORK EXPERIENCE (WEX) PROGRAMS:

- District-approved CP programs allow students to take focus area course work in grade 11 and continue this through the end of grade 12 (e.g. CP – Health Sciences, CP – Law).
- Some WEX programs are directly related to a specific career or skill area of interest such as Apprenticeship training (e.g. Cooking, Hair Design)
- In both CP and WEX, students participate in a 100-120 hour work experience component that is related to their course work (typically in their grade 12 year).
- Designed to prepare students for further study in a particular field at a post-secondary institution, in a degree-granting program, or through an apprenticeship.
- Provide students with entry-level skills for employment.

SPECIAL EDUCATION WORK EXPERIENCE:

- These placements are provided to special needs students in order to adequately prepare them for the workplace upon graduation. An approach that includes extensive on-site training and the provision of technical aids may be required.
- Some students may require pre-job preparation and extensive simulation and practice.
- Work placements vary in length and reflect the interests and abilities of each student.
- Work experience activities should be individualized for students with special needs.
- Such adjustments and support services should be documented in the student's IEP.

PRE-EMPLOYMENT PROGRAM:

- Students who are not on track to earn their BC high school diploma (Dogwood) are given an opportunity to earn a high school completion certificate.
- These students concurrently participate in a work experience opportunity that will assist them in being "work ready" upon leaving high school.

SCHOOL OR COLLEGE-BASED APPRENTICESHIP PROGRAMS (ACE IT):

- Allow students to receive work-based training while studying to earn high school and college credit on alternate days (linear) or during a semester.
- Students also receive credit for Level 1 Technical Training from the Industry Training Authority (ITA).

SECONDARY SCHOOL APPRENTICESHIP (SSA):

- SSA students attend their home school and take classes to work toward high school graduation while participating in paid workplace training.
- This can take place between grades 10 to 12.



PARTNERS IN EDUCATION

School District No. 38 (Richmond)

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.

We Believe:

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 *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; and
- 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 in general.

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 *Grad Transition Plan*; and
- 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 work site agreement signed by parents, employer, student and school administration
- students are covered by *WorkSafeBC* 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

CPWEHS PLACEMENT – STUDENT PACKAGE

✓ CHECKLIST

A. RESUME

- You are required to complete a resume and submit it to your CPWE teacher before the end of the second week of school.
- Please keep copies of your resume for yourself to give to prospective employers.
- Please follow the instructions on the Resume Reference Sheet in your CPWE folder.

B. INTERVIEW

- You are required to contact the employer for an interview.
- In preparation for the interview:
 - Learn as much as you can about the company/ organization in advance
 - Be prepared to answer questions about your schooling, interests, hobbies, etc
 - Prepare a resume

C. RSB-30 (WCB) FORM

- All sections of this form must be completed in full.
- The form must be signed by:
 - Student
 - Parent/ Guardian
 - Employer/ Supervisor
 - CPWEHS Teacher
 - School Administrator
- Return the form to your CPWEHS Teacher as soon as possible after acceptance of a job.
- *This form must be completed in full, signed by all parties, and received by your CPWEHS Teacher BEFORE the work experience can begin.*

D. PARENT CONSENT-MEDIA RELEASE/DATA COLLECTION FORM

- The form must be signed by your parent/ guardian and returned to your CPWEHS Teacher as soon as possible.

E. EMERGENCY CONTACT/MEDICAL INFORMATION FOR WORK EXPERIENCE FORM

- The form must be signed by your parent/ guardian and returned to your CPWEHS Teacher as soon as possible.

F. WORKSAFEBC RIGHT TO REFUSE UNSAFE WORK FORM

- The form must be signed by the student and your parent/ guardian and returned to your CPWEHS Teacher as soon as possible.

G. YOUNG WORKER SAFETY ORIENTATION CHECKLIST

- Every new worker to a company/ organization must receive an orientation by the employer or supervisor.
- The form must be signed by the student and your employer or supervisor and returned to your CPWEHS Teacher as soon as possible after the safety orientation.

H. STUDENT WORK/VOLUNTEER LOG

- The form must be completed by the student as the work placement progresses.
- The employer or supervisor must sign the bottom of each page.
- The completed form will be returned to your CPWEHS Teacher at the end of the work placement.

I. JORNAL ENTRIES

- A written record of your work placement must be made by you.
- You are required to write journal entries for your work placement based on the following schedule:
 - Placement of One Month or More : One journal entry every two weeks
 - Placement of One Month or Less : One journal entry every two days.
 - BC Ambulance Ride Along : One journal for every ride along.

J. SUPERVISOR EVALUATION WORK EXPERIENCE FORM

- Please provide your employer or supervisor with a minimum of two weeks of notice of when you plan to terminate your work placement. The more notice for the employer, the better.
- The form must be completed in full and signed by all parties at the end of the work placement.
- The completed form will be returned to your CPWEHS Teacher at the end of the work placement.

K. STUDENT EVALUATION WORK EXPERIENCE FORM

- The form must be completed in full by the student and returned to the CPWEHS Teacher at the end of the work placement.

L. THANK YOU LETTER

- A thank you letter addressed to your employer or supervisor must be sent within one week of the end of your work placement.
- Your thank you letter should be typed and formal. Please refer to the Thank You Letter handout for more information.

What to Put on a Resume:

Contact Information:

- Your name
- Your address
- Your phone number and professional email address

Education and Training:

- School name and location
- Grade/year completed or currently in
- Program of study/special courses
- Special honours, distinctions, awards (or put it its own section)

Skills and Abilities:

- Any transferable skills that relate to the job you are applying for
- Any special certifications you hold that relate to the job (e.g. First Aid, lifeguard, Superhost etc.)

Work and Volunteer Experience: (could be separated)

(list most recent date backward – try to limit to four items)

- Where you worked (include name of organization, city etc)
- Dates you worked there
- Position you held and brief summary of your duties

Interests:

- List any interests/hobbies/extra-curricular activities etc.

References:

- List them (with permission) with their contact information
- Try to avoid "Available Upon Request"

What NOT to Put on a Resume:

- | | |
|--|--|
| <input type="checkbox"/> Age, Gender, Marital Status | <input type="checkbox"/> Height, Weight etc. |
| <input type="checkbox"/> Social Insurance Number | <input type="checkbox"/> Why you left previous jobs |
| <input type="checkbox"/> Race or Religion | <input type="checkbox"/> Salary expectations |
| <input type="checkbox"/> Political affiliation/philosophies | <input type="checkbox"/> A photo, unless validly requested |
| <input type="checkbox"/> Negative Information (medical, criminal, fired) | <input type="checkbox"/> The heading "Resume" |

Tips for Designing Your Resume

There are SEVERAL things to consider as you design and format your resume. It is recommended that before you submit it you have AT LEAST two other people review it with their "fresh eyes" for formatting, content and overall appearance. (NOTE: There is one intentional error on this page. Can you find it?)

SPACING:

- Have enough white space so that the reader is not turned off by any overcrowding.
- Does it look too "empty"? If so, consider using a border to "fill in" some white space.
- Does it look too jam-packed? If so, consider a different font altogether or a smaller font size. (Just be careful; should not be smaller than 11-font for the reader.)

CONSISTENCY:

- Are all headings done the same way? (any combination of font type, size, bolded, underlined, italicized)
- Is the spacing before and after each main heading the same?
- Are the bullets you used the same size and same type for the same type of information?
- Are your tabs, margins and spaces the same throughout?

FONT:

- Have you used the same font for the same type of information?
- Have you used too many font types? ...too few for effect?
- Is the font style appropriate for the job applied for? (too casual?)
- Is the font size too big or small?

LANGUAGE:

- Never, ever use the first-person ("I", "mine", "my", "our" etc.)
- Use the "active voice". Start phrases with action words to best describe what you did.
- Avoid acronyms that people are not familiar with.
- Do not use slang.

OTHER:

- Keep it short and succinct. One to two pages should be sufficient to convey your accomplishments etc.
- Use neutral but good quality paper. Choose white, off-white, buff or cream colours.
- Print on a good quality printer. Do not send in a photocopy.
- Avoid using resume templates (too "cookie-cutter"). Your resume will look like every other person's who used the same template. Also is less flexible for editing/formatting changes.
- Never staple other documents (e.g. cover letter) to your resume. Use a paper clip.
- Never fold your resume. Mail it in a 9" x 12" envelope or submit it in a file or folder.

Sample Resume #1

(For Students with Minimal Work Experience)

JOHN JONES

123 Log Dam Road,

Beaver Creek, BC

1Z1 Z1Z

Phone: 604-555-1234

email: jjones@beavercreek.com

EDUCATION:

Cedar Hill High School, Beaver Creek Road

Completed Grade 10 – entering Grade 11 in September

Special Courses: Drama 10, Art 10, Carpentry/Woodwork 10

SKILLS AND ABILITIES:

- Certified Lifeguard
- Sociable and enjoy working with others
- Strong public speaking and acting skills
- Basic carpentry skills
- Patient and caring with children
- Excellent organizational ability

WORK AND VOLUNTEER EXPERIENCE:

Cedar Hill High School (*June 2010 – present*)

Position: School Mascot

- Act as a mascot for all sports events at Cedar Hill High
- Entertain students and children for various school events

Buster Beaver (*May – August 2009*)

Position: Dam Cleaner

- Cleaned Mr. Beaver's office for him once a week

INTERESTS AND HOBBIES:

- Public speaking and water-polo
- Hockey – member of the Beaver Creek Junior Hockey League
- Acting – member of the Beaver Creek Youth Theatre Troupe

REFERENCES:

- Mr. Log Jam – Science Teacher – Cedar Hill High School (604-555-9876)
- Others Available Upon Request

Sample Resume #2

(For Students with More Work Experience)

SUZIE STUDENT

123 View Crescent

Richmond, BC

V4V 4V4

Phone: (604) 555-4545

email: SS@richmond.com

CAREER GOAL

To acquire retail experience leading to a role in management.

EDUCATION

2010 - present

Attending Grade 12 at Super Secondary School, Richmond, BC

- Subjects include: English, French, Marketing, Drama, Biology, Accounting and Life Skills
- Completed training for Superhost Fundamentals

WORK EXPERIENCE

2010 - present

Weekend Cashier

SuperSave Drug Mart, 123 First Avenue, Richmond, BC V2V 2V2

- Hired as a stock clerk and promoted to cashier in November
- Duties include operation of store cash register and stocking shelves

2009 - present

After school Daycare

Mr. and Mrs. Parents, Richmond, BC

- Supervise two children (6 and 9 years old) in their home after school on weekdays (3:30 - 6:00 p.m.)
- Duties include preparing snacks, organizing outings to playground, skating and swimming lessons and helping with homework

Summer 2009

Cashier

Ice Cream Hut, 85 Airport Road, Richmond, BC

- Took customer orders and operated cash register
- Assisted manager in preparing and decorating frozen cakes

SKILLS AND ABILITIES

- Working knowledge of spreadsheet, database, accounting software using Microsoft Office
- Word Processing (45 WPM)
- Excellent organizational and interpersonal skills

ACTIVITIES AND INTERESTS

- Swimming instructor; lifeguard qualifications
- Racquet sports and dance

REFERENCES

- Mr. John Health - Manager (SuperSave Drug Mart - (604) 555-3333)
- Ms. Cathy Cone - Supervisors (Ice Cream Hut - (604) 555-3456)
- Mr. Math Man - Teacher (Super Secondary School - (604) 555-1212)



SCHOOL DISTRICT NO. 38 (RICHMOND)
7811 Granville Avenue, Richmond, B.C. V6Y 3E3

Original To: Coordinator of Career Programs
Copies To: -Employer
-Teacher
-Student

NON-STANDARD WORK-SITE AGREEMENT

A Non-standard Work-Site is defined as a work-site

- a. which has been established solely for the purpose of establishing a venue for work experience or education and would not exist unless students were present.
- b. NOT covered by WCB.

STUDENT INFORMATION		SCHOOL INFORMATION	
Student name:		School name:	
Pen No:	Grade:	Teacher:	
Student address and P.C.:		Address:	P.C.:
Date of Birth:(D/M/Y)			
Guardian:		Phone:	Fax:
Phone:			
SUPERVISING EMPLOYER INFORMATION			
Business:		Phone:	Fax:
Address:		Supervisor:	Position:
PLACEMENT INFORMATION			
Position Name:			
Activity Code:		Business Code:	
Start Date:	End Date:	Working Hours shall be:	
NOTE: NONE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT APPLY BEYOND THE TIMES AND DATES SPECIFIED.(Refer to Condition #2 on reverse.)			
NATURE OF WORK AND SPECIAL ARRANGEMENTS:(Special Time Schedules, etc.)			
(Refer to Conditions #1 and #6 on reverse.)			

SIGNATURES: Contract valid when all signatures are complete

By their signatures, the parties agree to a work experience placement for the Student with the Work Site Employer as set out on the attached terms and conditions on reverse. PLEASE READ CAREFULLY THE ATTACHED TERMS AND CONDITIONS; THIS IS AN IMPORTANT AND LEGALLY BINDING DOCUMENT.

Student Signature	Employer/Supervisor	Supervising Teacher
-------------------	---------------------	---------------------

Date of Signing: _____	Date of Signing: _____	Date of Signing: _____
------------------------	------------------------	------------------------

Parent/Guardian Signature	School Administrator
---------------------------	----------------------

Date of Signing: _____	Date of Signing: _____
------------------------	------------------------

IN CASE OF EMERGENCY CONTACT: Parent/Guardian; School Contact; School Administrator or District Career Development Coordinator, Phone 668-6060 Fax: 668-6191 (See Condition #10 on reverse).

GENERAL TERMS AND CONDITIONS (Non-Standard Work-Site Agreement)

The parties agree to a work experience placement for the Student with the Work Site Employer on the following terms and conditions.

1. **STUDENT DUTIES:** The Student agrees to perform for the employer the duties included in the job description/training plan as determined from time to time by the employer, in consultation with the school representative. The Student agrees to comply with the Work Site Employer's rules and all applicable safety regulations.
2. **DAYS AND HOURS OF THE WORK EXPERIENCE PLACEMENT:** The Student agrees to perform those duties as assigned by the Work Site Employer in accordance with Condition No. 1, on the days and during the hours indicated on page 1, or at such other times, in writing, as may be agreed by the Work Site Employer, School Board and Student. If the Student is employed by the Work Site Employer beyond the days and hours agreed upon by the Work Site Employer, School Board and Student, none of the provisions of this Agreement apply.
3. **SUPERVISION:** The Student agrees to be under the direct supervision of the Work Site Employer and the Work Site Employer agrees to supervise the Student, at all times during the work experience placement.
4. **SITE SAFETY ORIENTATION:** The Work Site Employer will provide the Student site and work specific safety training and will not permit the Student to perform any duties, unless the Student has all the safety equipment required for the tasks to be performed by the Student.
5. **BOARD ACCESS:** The Work Site Employer agrees to allow School Board representatives to have access at any time to the Work Site Employer's work site and the Student.
6. **TRANSPORTATION:** The parties agree that the parent(s) or guardian(s) and the Student are solely responsible for the Student's transportation to and from the work site, except where alternate arrangements have been made (see special arrangements on page 1).
7. **EVALUATION:** When requested by the School Board the Work Site Employer will evaluate the Student's performance of the Student's duties and consult with the School Board representative about the evaluation.
8. **REMUNERATION:** The Work Site Employer shall not be obligated to remunerate the Student for the services performed by the Student as outlined in this Agreement.
9. **NON-STANDARD WORK SITE:** Students in a work experience placement at a NON-STANDARD WORK SITE are not covered by Worker's Compensation Act. Students are required to have Student Accident Insurance.
10. **NOTICE OF INJURY:** The Work Site Employer will, if a Student is injured, immediately report the occurrence of injury to the school work experience contact.
11. **INDEMNITY AGREEMENT:** The School District agrees to indemnify and hold harmless the Employer, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of the negligent acts or omissions of the School District, the School District's employees or agents, or the students, in their performance of this agreement, unless such negligent acts or omissions are at the direction of, or occasioned by the Employer, its employees or agents.
The Employer agrees that he/she will not require any Student to perform any task unless such task might reasonably be expected to be within the scope of the Student's training and abilities.
12. **LIMITED LIABILITY OF BOARD:** The parties acknowledge and agree that the School Board:
 - a. does not assume any responsibility for the actions of the Student and that the School Board is not responsible for any loss, damage, injury, or expense (collectively, "loss") suffered by the Work Site Employer, the Work Site Employer's employees or other persons which may be caused by any act or omission of the Student, and the School Board will not reimburse the Work Site Employer or others for any such loss; and
 - b. does not assume any responsibility for the actions of the Work Site Employer's employees or other persons with whom the Student might come into contact through this work experience placement; and
 - c. is not responsible for any loss suffered by the Student or the parents or guardians of the Student arising out of the work experience placement, other than loss deliberately or negligently caused directly by the School Board itself or any of its employees acting within the scope of their employment.
13. **LIABILITY COVERAGE:** The School District shall maintain liability coverage to protect the School District, the School District's employees and agents, and the students during their performance of this Agreement.
The School District will not be responsible for any loss or damage to the Employer's property unless such loss or damage is due to the willful acts or omissions of the Student or is caused by the Student acting outside the Student's authorized duties.
14. **MINIMUM AGE:** The parent(s) or guardian(s) of the Student warrant that the Student is fifteen years of age or older at the date of this Agreement. (A Student must be at least 15 years of age to participate in a work experience placement, however, with the School Board's express approval, a student of fourteen years of age and enrolled in Career and Personal Planning 11 or 12 may participate in a work experience placement.)
15. **EFFECT ON EMPLOYEES:** The Work Site Employer agrees that the placement of the Student will not affect the job security of any employee of the Work Site Employer and will not affect the Work Site Employer's hiring practices. The placement of the Student will be in addition to the Work Site Employer's full complement of employees. The Student will not be a replacement for any employee.
16. **TERMINATION OF THE AGREEMENT:** Any party to this Agreement may end it at any time by giving notice in writing to all other parties at the addresses given in this Agreement.
17. **REFERENCE:** In this Agreement a reference to the School Board includes School Board officers, employees or representatives acting within the scope of their employment.



STANDARD WORK-SITE AGREEMENT

COMPLETE AND FORWARD TO YOUR
SCHOOL CAREER EDUCATION FACILITATOR

Date _____ 20__

This is an important and legally binding document. Please read carefully before signing.

The parties to this agreement are the Board of School Trustees of School District #38 (Richmond), the employer, the parent(s) or guardian(s) of the student, and the student. By their signatures the parties indicate their agreement to the terms and conditions of this agreement.

<p>STUDENT'S NAME _____</p> <p>Address _____</p> <p>Postal Code _____</p>	<p>P.E.N. _____</p> <p>Home Tel. No. _____ Birth M/D/Y _____</p> <p>Career Program CP CAPP SP.ED. PRE. EMP.</p> <p>X Student's Signature _____</p>
<p>PARENT / GUARDIAN _____</p> <p>Address _____</p> <p>(if different from student's) _____</p> <p>Postal Code _____</p>	<p>Home Tel. No. _____</p> <p>Bus Tel. No. _____</p> <p>X Parent / Guardian's Signature _____</p>
<p>COMPANY NAME _____</p> <p>Address _____</p> <p>Postal Code _____</p> <p>Telephone _____ Fax _____</p>	<p>Career Code _____</p> <p>Supervisor _____</p> <p>Title _____</p> <p>Signature of Union if applicable _____</p> <p>X Supervisor's Signature _____</p>
<p>OF SCHOOL TRUSTEES - District #38 (Richmond)</p> <p>Supervising Teacher (Print) _____</p> <p>X Supervising Teacher's Signature _____</p>	<p>District Office Phone No. 668-6000 District Fax No. 668-6161</p> <p>School Phone No. _____</p> <p>School Fax No. _____</p> <p>X School Administrator's Signature _____</p>
<p>In case of emergency, contact :</p> <ul style="list-style-type: none"> • Parent or guardian; or • School administrator; or • School listed above; or • District office 	

TERM

(a) This Agreement shall, unless sooner terminated, be effective from _____ 20__ until _____ 20__ (Dates)

(b) The hours / days of work shall be: CIRCLE

DAY: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

TIME: _____

OTHER: _____

OR OTHER SUCH HOURS / DAYS AS MAY BE AGREED UPON.

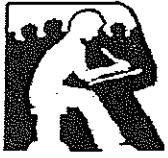
TRANSPORTATION: The parties agree that the parent(s) or guardian(s) and the Student are solely responsible for the Student's transportation to and from the Employer's Work site, except

(If no exception, complete by writing "not applicable". If school Board or Work Site Employer transportation will be provided, describe in detail.)

INFORMATION VERIFIED BY: _____, RECORDED BY: _____
School Career Ed Facilitator Career Information Advisor

TERMS continued on back

- EXCEPTION:** In the event the student shall be employed by the employer outside the scope of this agreement, the student shall be deemed to be an "employee" or "worker" for the purpose of all Statutes of British Columbia.
- NOTICE OF INJURY:** The Employer will, if a Student is injured, immediately report the occurrence of injury to the School Board, by contacting the School in this agreement.
- MINIMUM AGE:** The parent(s) or guardian(s) of the Student warrant that the Student is 15 years of age.
- EMPLOYMENT:** The student worker agrees to enter the employ of the employer and the employer agrees to employ and supervise the student worker.
- DUTIES:** The student worker agrees to perform for the employer the duties included in the job description as determined from time to time by the employer. The student worker agrees to abide by the employers rules and the School Board's guidelines respecting the conduct of students in work experience programs.
- SUPERVISION:** During the hours of employment herein set forth the student shall be under the direct supervision and control of the employer; provided however, the employer shall at all times permit the School Board or its representative access to the employment site and the student.
- WORK STUDY-
WORK EXPERIENCE
EVALUATION:** The employer shall at the request of the School Board or its representatives, evaluate the student in the performance of his duties hereunder and report such evaluation on a form from time to time provided to the employer by the School Board.
- REMUNERATION:** The employer shall not be obligated to remunerate the student for the services performed by the student pursuant to this agreement.
- WORKERS'
COMPENSATION:** By Order in Council the students, for the purposes of the Workers' Compensation Act have been deemed to be "workers" of the Government of the Province of British Columbia. Coverage under the Workers Compensation act is restricted to the hours and dates specified in this agreement.
- INDEMNITY
AGREEMENT:** The School District agrees to indemnify and hold harmless the employer, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of the negligent acts or omissions of the School District, the School District's employees or agents, or the students, in their performance of this agreement, unless such negligent acts or omissions are at the direction of or occasioned by the employer, its employees or agents.
The employer agrees that it will not require any student to perform any task unless such task might reasonably be expected to be within the scope of the student's training and abilities.
- LIABILITY
COVERAGE:** The School District shall maintain liability coverage to protect the School District, the School District's employees and agents, and the students during their performance of this agreement.
The School District will not be responsible for any loss or damage to the employer's property unless such loss or damage is due to the willful acts or omissions of the student or is caused by the student acting outside the student's authorized duties.
This form requires signatures of all parties (School District, employer, student) to the agreement.
- EFFECT ON
EMPLOYEES:** The Employer agrees that the placement of the Student will not affect the job security of any employee of the Employer and will not affect the Employer's hiring practices. The placement of the student will be in addition to the Employer's full complement of employees. The Student will not be a replacement for any employee.
- TERMINATION OF
THE AGREEMENT:** Any party to this agreement may end it at any time by giving notice in writing to all other parties at the addresses given in this Agreement.
- CONFIDENTIALITY:** The School Board retains the right to disclose to employers whatever information is necessary regarding the students who will be supervised by these employers.
The employer agrees to keep this information confidential and not to disclose it without the consent of the student and / or School Board.



School District #38

Young Worker Safety Orientation Checklist**

**This (non-legal) RSB38 document has been adapted from
the WorkSafe BC sample worker orientation checklist.

The Occupational Health and Safety Regulation under the Workers Compensation Act states that "an employer must ensure that before a young or new worker begins work in a workplace, the young or new worker is given health and safety orientation and training specific to that young or new worker's workplace".

Every day in BC, 34 young people between the ages of 15 and 24 are hurt at work. Five are permanently disabled each week. Most injuries occur during the first six months on the job. Consequently, student workers should ensure that they receive the training they need to work safely and that they understand and use their training. Young worker is asked to check off the items covered on the list below. If a topic is not applicable, it should be indicated as such in the chart below.

Employee (Young Worker) name: _____

Position (tasks/duties): _____

Date hired: _____ Date of Orientation: _____

Trainer providing orientation (name/position): _____ / _____

Company Name: _____ Company Phone #: _____

WorkSafe Topic	Check/Initial as Covered (Young Worker)	Topic Not Applicable (Trainer Initial)	Notes
Rights and Responsibilities:			
a) Of the Employer, Supervisor and Worker	<input type="checkbox"/> _____		
b) Worker right to refuse unsafe work + procedure for doing so	<input type="checkbox"/> _____		
c) Worker responsibility to report hazards + procedure for doing so	<input type="checkbox"/> _____		
Workplace Health and Safety Rules _____ _____ _____	<input type="checkbox"/> _____		
What are the Workplace Hazards and the Safety Procedures for dealing with them _____ _____ _____	<input type="checkbox"/> _____		
Safe work procedures for carrying out required duties/tasks _____ _____ _____	<input type="checkbox"/> _____		
Personal Protective Equipment (PPE) – what to use, when use it, and where to find it _____ _____ _____	<input type="checkbox"/> _____		

WorkSafe Topic	Check/Initial as Covered (Young Worker)	Topic Not Applicable (Trainer Initial)	Notes
Procedures for working alone or in isolation	<input type="checkbox"/> _____		
Measures (to be) taken to reduce risk of violence in the workplace and procedures for dealing with violent situations	<input type="checkbox"/> _____		
First Aid			
a) know attendant name and contact info	<input type="checkbox"/> _____		
b) know locations of first aid kits and eye wash facilities	<input type="checkbox"/> _____		
c) know how to report an illness, injury, or other accident (including near misses)	<input type="checkbox"/> _____		
Emergency Procedures			
a) Locations of emergency exits and meeting points	<input type="checkbox"/> _____		
b) Locations of fire extinguisher and fire alarms	<input type="checkbox"/> _____		
c) How to use fire extinguishers	<input type="checkbox"/> _____		
d) What to do in an emergency situation	<input type="checkbox"/> _____		
Hazardous Materials and WHMIS			
a) Am aware of what hazardous materials are in workplace	<input type="checkbox"/> _____		
b) Understand the meaning of the hazard content shown on product labels	<input type="checkbox"/> _____		
c) Know location, purpose, and how to use material safety data (MSDS) sheets	<input type="checkbox"/> _____		
d) Know how to safely handle, use, store and dispose of hazardous materials	<input type="checkbox"/> _____		
e) Understand how to properly carry out procedures for emergencies involving hazardous materials (including clean-up of spills)	<input type="checkbox"/> _____		
Occupational Health and Safety			
a) know basic contents of program, where applicable	<input type="checkbox"/> _____		
b) know contact info of health and safety representative (where applicable)	<input type="checkbox"/> _____		
Other Topic(s) not Listed			
a)	<input type="checkbox"/> _____		
b)	<input type="checkbox"/> _____		

We verify that the safety topics initialed above were clearly covered and understood in this Young Worker's safety orientation. Items not applicable have been indicated by the trainer.

Employee (Young Worker) Signature: _____

Date: _____

Trainer Signature: _____

Date: _____



DEAR PARENTS & STUDENT:

Please read carefully and signoff at bottom of page.



WORKING TO MAKE A DIFFERENCE

Regulation 3.12

Refusal of Unsafe Work

3.12 Procedure for refusal

(1) A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

(2) A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.

(3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and

(a) ensure that any unsafe condition is remedied without delay, or

(b) if in his or her opinion the report is not valid, must so inform the person who made the report.

(4) If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of

(a) a worker member of the joint committee,

(b) a worker who is selected by a trade union representing the worker, or

(c) if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.

(5) If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

We hereby certify that we have read and understood the above information

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

WorkSafe BC
Rights & Responsibilities Assignment

As you participate in your Work/Volunteer Experience, it will be essential that you KNOW YOUR RIGHTS AND RESPONSIBILITIES as a worker.

Go to the following site: <https://www.worksafebc.com/en/for-workers>

In the **Health & Safety** box half-way down the page, click on the “**Young & new workers**” link, and answer the following questions:

1. What is the difference between a “young worker” and a “new worker”?
2. List 6 typical reasons why young and new workers are injured.
3. Open the “Getting a Job? Ask Questions About Safety” related Resource at the bottom of the page.
 - a) What are your 3 basic health & safety rights as a worker?
 - b) What are 6 questions you might ask during an interview with respect to your health & safety in the workplace?
 - c) Whose responsibility is it to report concerns?
 - d) What do you do if you have a concern?
4. How do you contact WorkSafe BC if you need more information or are unsure about your workplace rights and responsibilities?

Go back to the **Health & Safety** box and click on the “**Roles, rights and responsibilities**” link, and answer the following questions:

5. What are the responsibilities of the employer?
6. What are the responsibilities of the supervisor?
7. What are the responsibilities of the worker?

Click on the side link “**Refusing Unsafe Work**” and answer the following questions:

8. If you refuse unsafe work without being disciplined by your employer? Are you able to still be paid?
9. What are the steps to follow when you feel work might be unsafe?

In the **Health & Safety** section, click on the “**Young & new workers**” link again.

On the side menu, select “**I am a...**” then select “**Student**”.

Open the “**Workplace Rights and Responsibilities**” -an interactive web book and answer the following questions:

10. Complete the “Test Your Knowledge” 10 question quiz beginning on page 2.
11. Look at your responses to question 3b. Are there any additional questions you might ask during an interview with respect to your health & safety in the workplace?
12. What are the rights of the supervisor? The employer?
13. On page 8, watch the cross-examination video.
14. Watch the 3 short video clips on pages 9-11 and complete the “Test yourself” questions.
15. What is meant by the term “Due Diligence”?



Parent Consent - Media Release/Data Collection

Information provided at the time your child was registered at school was collected under the authority of Sections 13 and 79 of the *School Act*. The information will be used for educational purposes and where required, may be provided to persons providing health, social or other support services as outlined in section 79 (2) of the *School Act*.

The information on student registration forms will be protected under the *Freedom of Information and Protection of Privacy Act*. Questions about the use and disclosure of this information should be directed to the administrative officer of your school or to Mr. Ken Morris, Secretary/Treasurer and Freedom of Information and Protection of Privacy Coordinator, School District No. 38 (Richmond), 7811 Granville Avenue, Richmond, BC, V6Y 3E3; Phone: 668-6011 or 668-6012.

Student's Name: _____ (Surname) _____ (Usual first name) (Please print)

School Name: _____

In accordance with the Freedom of Information and Protection of Privacy Act, School District No. 38 requires consent to use personal information for purposes unrelated to educational programs.

Release of Information to School District Personnel, Parent Advisory Councils and BC School Sports

1. There are occasions when your school would like to have contact with parents to consult them directly about school issues or meetings, or to plan school related activities (e.g. District-wide Parent Meeting discussions or Parent Advisory Council (PAC) events or feedback). To contact you for these purposes, consent is needed for the disclosure of your name, home address and phone number to school district personnel, Parent Advisory Councils or others responsible for organising these types of activities. Your personal information will not be disclosed to anyone for business or commercial purposes. Any student participating in secondary athletics in Richmond will be registered with BC School Sports.

- Yes I give my consent for release of my home address and phone number for purposes consistent with the above.
- No I do not permit the release of my home address and phone number.

Images, Names and Media Coverage

2. It is tradition in our school district to allow district staff and the media to use images of individual students and groups of students to commemorate events and to promote various educational, sports and cultural events taking place in the district. While images of students add to the community life of our school, they are not required for educational purposes. As such, consent for release of your child's name, image and comments is required. Students' names, images and comments may be published in the school yearbook or newsletter, and on occasion, in school district material such as newsletters, brochures, annual reports, school and district websites and other Internet-based communications medium that is operated under the authority of the Board of Education, or in news media such as local newspapers and on rare occasions, videos, DVDs, or television footage.

- Yes I give my consent for the use of my child's name, image and comments for school publication purposes.
- No I do not permit the use of my child's name, image and comments for school publication purposes.
- Yes I give my consent for my child's name, image or comments to be used for media coverage purposes.
- No I do not permit the publication of my child's name, image or comments for media coverage purposes.

Signature of Parent/Guardian _____ Date _____

Please complete this form and return it to your child's school. This information will be kept as part of your child's student file as long as he/she attends a school in School District No. 38. Please note that you are responsible for notifying the school should the status of your permission change.

*Sections of the School Act which apply to the School District Data and Media Waiver Form***Registration**

13. (1) A parent of a child who is required under section 12 (Home Education) to provide the child with an educational program must register the child on or before September 30 in each year with
- (a) a school of the parent's choice that is operating in the school district in which the parent resides,
 - (a1) if the child is an eligible child, a school referred to in paragraph (a), (b) or (c), or a francophone school of the parent's choice that is operating in the francophone school district in which the parent resides,
 - (a2) if the child is an eligible child, a school referred to in paragraph (a), (b) or (c), or a francophone school of the parent's choice that is operating in the francophone school district in which the parent resides, but only if the francophone education authority responsible for that school permits the parent to register that child.
 - (b) a distance education school providing services to the school district in which the parent resides or with the minister if no distance education school provides services to that district, or
 - (c) an independent school operating in British Columbia.
- (2) If, in accordance with subsection (1), a parent is entitled to register his or her child with a school or, in the case of an eligible child or immigrant child, a francophone school.
- (a) the board that has jurisdiction over the school must ensure that the administrative officer for that school registers the child, or
 - (b) the francophone education authority that has jurisdiction over the francophone school must ensure that the francophone administrative officer for that francophone school registers the child.
- (3) A school or francophone school that registers a child under this section must provide the child with access to educational services with the regulations.
- (4) A person who contravenes subsection (1) commits an offence.

Student Records

79. (1) Subject to the orders of the minister, a board must
- (a) establish written procedures regarding the storage, retrieval and appropriate use of student records, and
 - (b) ensure confidentiality of the information contained in the student records and ensure privacy for students and their families.
- (2) Despite subsection (1), a board must, if required by the orders of the minister, permit a person providing health services, social services or other support services access to information in student records required to carry out that service.
- (3) Subject to the orders of the minister, a board must establish and maintain a record for each student and for each student registered with the board under section 13.



MEDICAL INFORMATION FORM (SA55)

School District No. 38 (Richmond)

Student Name:	Grade:
Home School:	Gender: M F
Parent/Guardian (1):	Relation to Student:
Parent/Guardian (2):	Relation to Student:
Student Lives With:	Siblings:
Student Address:	
Home Phone Number:	Alternate Phone:

Emergency Contacts/People authorized to pick up my child in case of an EMERGENCY (other than parent):

1. Name:	Phone (Day):
Relation to child:	Phone (Night):
2. Name:	Phone (Day):
Relation to child:	Phone (Night):
Out of Province Contact:	
3. Name:	Phone (Day):
Relation to child:	Phone (Night):

Doctor:	Phone:
Dentist:	Phone:
Care Card #	

MEDICAL CONCERNS: Does the student have any medical problems, health concerns, and/or diet restrictions and/or allergies of which the teacher or school nurse should be aware of?
 YES NO *If YES, please complete the questions below.*

My child has the following medical conditions (please check where applicable):

DIABETES

EPILEPSY - If YES, has your child had seizures in the past year? YES NO

ALLERGIES causing a life-threatening response, which needs immediate emergency medical case such as adrenalin given by school staff. Allergic to: _____ *Only list bee/wasp stings if emergency medical care is required.*

RESPIRATORY CONDITIONS, which may require medical care at school (eg. Asthma). If YES, has your child needed emergency medical care in the past year? YES NO

RESTRICTIONS - Are there restrictions (food, activities to be avoided) that the school staff should be aware of? _____

MEDICATION - Does your child carry medication with him/her? If so, what? _____

OTHER MEDICAL CONDITIONS such as a serious heart condition, blood disorder, immune system disorder or other serious chronic conditions which will need any attention: _____

The purpose of this form is to enable the parent or guardian of a student (1) to make the school aware of any medical condition the student has that might be affected by, or, that might prevent him/her from engaging in any student activity including P.E. classes, day field studies and overnight trips, and (2) to provide the school with the telephone numbers where the parent/guardian and emergency contact can be reached in the event of an emergency. It is assumed by the school that, where necessary, the parents have sought the advice of student's physician prior to completing this form. The information supplied on this form is to be regarded as strictly confidential and shall be made available only to appropriate persons as deemed necessary by School Administration. Please note: The responsibility lives with the parent/legal guardian to advise the school if any change occurs in the medical or physical condition of the student.

IN CASE OF EMERGENCY: I hereby give permission to qualified health personnel (the family physician, school nurse, other outside emergency personnel or staff who possess a current first aid certificate) to provide treatment for my child. I understand that the teacher and the School Board are NOT responsible for medical care costs.

Signature of Parent/Guardian	Date
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EMERGENCY CONTACT INFORMATION FORM FOR WORK EXPERIENCE SUPERVISORS & TEACHERS

School District No. 38 (Richmond)

Student Name:	Grade:
Home School:	Gender: M F
Home Phone Number:	Student Cell Phone:

TYPE OF WORK EXPERIENCE:

CP
 WEX
 PreEmp
 Sp Ed
 Apprenticeship Program (specify): _____

Parent/Guardian (1):	Relation to Student:
Phone Number:	Cell Phone:
Parent/Guardian (2):	Relation to Student:
Phone Number:	Cell Phone:
Student Address:	

Emergency Contacts/People authorized to pick up my child in case of an EMERGENCY (other than the parent):

1. Name:	Phone (Day):
Relation to child:	Phone (Night):
2. Name:	Phone (Day):
Relation to child:	Phone (Night):

Out of Province Contact:

3. Name:	Phone (Day):
Relation to child:	Phone (Night):

Doctor: Dr.:	Phone:
Dentist: Dr.:	Phone:

MEDICAL CONCERNS: Does the student have any medical problems, health concerns, and/or diet restrictions and/or allergies that should be identified for Work Experience?

YES
 NO
 If YES, please describe: _____

I verify that all of the above information is correct. I agree to share this information with my child's worksite placement.

Parent/Guardian Name	Parent/Guardian Name	Date
----------------------	----------------------	------

**To the Supervisor of the Work Placement:
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

Work Experience TRAINING PLAN – (CP/WEX)



Student Name: _____ Home School: _____

Company Name: _____

Supervisor Name: _____ Position: _____

Career Area: _____

On-Site Safety Orientation will be provided on: Date: _____ Employer Initials: _____

Approximate weekly schedule (days / hours to work): _____

Outline (general description of nature of work to be performed by apprentice)

Specific Duties / Tasks	Performed with help	Performed independently
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____

Specific Knowledge/Employability Skills Learned <i>*(Refer to the Employability Skills 2000+ on reverse)</i>	Performed with help	Performed independently
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____
• _____	_____	_____

Acceptance of this Training Plan is acknowledged by the parties below:

WEX Student: _____ (signature) Date: _____	Employer (Supervisor): _____ (signature) Date: _____	Teacher Sponsor (SD38): _____ (signature) Date: _____
--	--	---

Employability Skills 2000+

The skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as a part of a team.

These skills can also be applied and used beyond the workplace in a range of daily activities.

<p align="center">Fundamental Skills</p> <p align="center">The skills needed as a base for further development</p>	<p align="center">Personal Management Skills</p> <p align="center">The personal skills, attitudes and behaviours that drive one's potential for growth</p>	<p align="center">Teamwork Skills</p> <p align="center">The skills and attributes needed to contribute productively</p>
<p>You will be better prepared to progress in the world of work when you can:</p> <p>Communicate</p> <ul style="list-style-type: none"> • read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams) • write and speak so others pay attention and understand • listen and ask questions to understand and appreciate the points of view of others • share information using a range of information and communications technologies (e.g., voice, e-mail, computers) • use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas <p>Manage Information</p> <ul style="list-style-type: none"> • locate, gather and organize information using appropriate technology and information systems • access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities) <p>Use Numbers</p> <ul style="list-style-type: none"> • decide what needs to be measured or calculated • observe and record data using appropriate methods, tools and technology • make estimates and verify calculations <p>Think & Solve Problems</p> <ul style="list-style-type: none"> • assess situations and identify problems • seek different points of view and evaluate them based on facts • recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem • identify the root cause of a problem • be creative and innovative in exploring possible solutions • readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions • evaluate solutions to make recommendations or decisions • implement solutions • check to see if a solution works, and act on opportunities for improvement 	<p>You will be able to offer yourself greater possibilities for achievement when you can:</p> <p>Demonstrate Positive Attitudes & Behaviours</p> <ul style="list-style-type: none"> • feel good about yourself and be confident • deal with people, problems and situations with honesty, integrity and personal ethics • recognize your own and other people's good efforts • take care of your personal health • show interest, initiative and effort <p>Be Responsible</p> <ul style="list-style-type: none"> • set goals and priorities balancing work and personal life • plan and manage time, money and other resources to achieve goals • assess, weigh and manage risk • be accountable for your actions and the actions of your group • be socially responsible and contribute to your community. <p>Be Adaptable</p> <ul style="list-style-type: none"> • work independently or as a part of a team • carry out multiple tasks or projects • be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done • be open and respond constructively to change • learn from your mistakes and accept feedback • cope with uncertainty <p>Learn Continuously</p> <ul style="list-style-type: none"> • be willing to continuously learn and grow • assess personal strengths and areas for development • set your own learning goals • identify and access learning sources and opportunities • plan for and achieve your learning goals <p>Work Safely</p> <ul style="list-style-type: none"> • be aware of personal and group health and safety practices and procedures, and act in accordance with these 	<p>You will be better prepared to add value to the outcomes of a task, project or team when you can:</p> <p>Work with Others</p> <ul style="list-style-type: none"> • understand and work within the dynamics of a group • ensure that a team's purpose and objectives are clear • be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group • recognize and respect people's diversity, individual differences and perspectives • accept and provide feedback in a constructive and considerate manner • contribute to a team by sharing information and expertise • lead or support when appropriate, motivating a group for high performance • understand the role of conflict in a group to reach solutions • manage and resolve conflict when appropriate <p>Participate in Projects & Tasks</p> <ul style="list-style-type: none"> • plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes • develop a plan, seek feedback, test, revise and implement • work to agreed quality standards and specifications • select and use appropriate tools and technology for a task or project • adapt to changing requirements and information • continuously monitor the success of a project or task and identify ways to improve



STUDENT WORK/VOLUNTEER LOG

School District No. 38 (Richmond)

Please maintain this student Work/Volunteer Log during your Work Experience. Record the date, hours worked and an accurate description of the work activity and have it signed off by your supervisor. Use a separate sheet for each placement.

Student Name: _____ Home School: _____

Name & Location of Work Experience: _____

Supervisor's Name _____

Type of Work Experience:

CP WEX PreEmp Sp Ed Apprenticeship Program (specify): _____

DATE	# OF HOURS	WORK ACTIVITY (provide details)

Total Number of Hours on This Page: _____

Supervisor's Signature

Date of Supervisor's Signature



STUDENT WORK/VOLUNTEER LOG continued

School District No. 38 (Richmond)

DATE	# OF HOURS	WORK ACTIVITY (provide details)

Total Number of Hours on This Page: _____

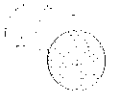
Supervisor's Signature

Date of Supervisor's Signature

JOURNAL ENTRY

DATE: _____

Lined area for journal entry with 25 horizontal lines.



For School Staff Use Only

Date Received: _____

Credit Hours Granted: _____

hrs.

Supervisor Contacted (date): _____

20____



**WORK/VOLUNTEER EXPERIENCE FORM
SUPERVISOR EVALUATION/ STUDENT REFLECTION**

School District No. 38 (Richmond)

******Students may work and/or volunteer at more than one location to accumulate credit hours. Each location must be accompanied by one of these forms. Provide evidence of your work through one or more of the following: pay slip, time log, employer log, letter etc.******

Please complete the following before handing in:

- Submit form by the deadline Due Date: _____
- Ensure that completed Supervisor's Evaluation is completed (pg 2)
- Attach Business Card of Supervisor**
- Complete Self Evaluation (pgs 3-4)

Type of Work/Volunteer Experience: (check one) Sponsor Teacher Name: _____

- Work Exp (WEX) Career Prep Grad Transitions Sp Ed Apprent. Pgm (specify): _____

Student Name: _____ Student No. _____ Home School: _____

Parent/Guardian Name(s): _____ Phone #: _____

Address: _____ Postal Code: _____

Please provide the following information (*your employer/volunteer coordinator will be asked for confirmation*):

Company/Organization Name: _____ Phone #: _____

Address: _____ Postal Code: _____

The information provided in this document is complete and accurate to the best of our knowledge:

(Student Signature) _____ Date: _____

(Parent/Guardian's Signature) _____ Date: _____

(Sponsor Teacher's Signature) _____ Date: _____



SUPERVISOR'S EVALUATION OF STUDENT

School District No. 38 (Richmond)

To be completed by the SUPERVISOR ONLY in INK.

**Please provide student with a BUSINESS CARD

Student's Name: _____ Dates of Placement: _____
 Supervisor's Name: _____ Position: _____
 Evaluator Phone #: _____ Evaluator email: _____
 Hours completed (as accurate as possible please): _____ Signature: _____ Date: _____

1. This student is requesting that experiences gained at your company/organization be accepted for school credit towards Work Experience. Your constructive assessment enables us to determine whether credit is earned. Please evaluate the student by circling the number that BEST represents his/her performance.

(5) Excellent (4) Good (3) Satisfactory (2) Fair (1) Poor (NA) Not Applicable

Please circle below

(comments optional)

	Excellent					Poor					Comment	
Fundamental Skills:												
Is able to solve problems	5	4	3	2	1	NA	_____					
Follows directions - listens to understand (and learn).....	5	4	3	2	1	NA	_____					
Communicates well with colleagues & public	5	4	3	2	1	NA	_____					
Uses technology effectively	5	4	3	2	1	NA	_____					
Recognizes problems and effectively deals with them	5	4	3	2	1	NA	_____					
Personal Management Skills:												
Attendance and Punctuality	5	4	3	2	1	NA	_____					
Dresses appropriately.....	5	4	3	2	1	NA	_____					
Honest and Ethical (incl. confidentiality).....	5	4	3	2	1	NA	_____					
Shows enthusiasm	5	4	3	2	1	NA	_____					
Adjusts to new situations	5	4	3	2	1	NA	_____					
Manages time effectively	5	4	3	2	1	NA	_____					
Works independently	5	4	3	2	1	NA	_____					
Works productively	5	4	3	2	1	NA	_____					
Concentrates on tasks	5	4	3	2	1	NA	_____					
Demonstrates safe work practices	5	4	3	2	1	NA	_____					
Teamwork Skills:												
Works well with other employees respecting diversity.....	5	4	3	2	1	NA	_____					
Shows initiative where appropriate	5	4	3	2	1	NA	_____					
Accepts constructive feedback	5	4	3	2	1	NA	_____					
Participates effectively in projects and tasks	5	4	3	2	1	NA	_____					
Has a positive attitude towards duties	5	4	3	2	1	NA	_____					

2. Does this student have aptitudes/attitudes necessary to become a good employee/volunteer?

(Circle one) Yes Possibly No NA

3. Do you think your field would be appropriate for this student?

(Circle one) Yes Possibly No NA

4. Supervisor's Comments or Recommendations:



STUDENT SELF-EVALUATION & REFLECTION

School District No. 38 (Richmond)

To be completed by the STUDENT ONLY in INK

Student Name: _____ Student No. _____ Home School: _____

1. Describe the nature of the work/volunteer experience you did:

2. Describe (in detail) how you acquired this work/volunteer experience:

3. In point form, list the job/volunteer duties you had to perform:

- _____
- _____
- _____
- _____
- _____
- _____

4. What did you enjoy the most about this work/volunteer experience and why?

5. What was your greatest challenge and why?

6. The following is a list of skills, attitudes and behaviours necessary for successful employment/volunteer experiences. Please evaluate how you see yourself at this time.

(5) Excellent (4) Good (3) Satisfactory (2) Fair (1) Poor (NA) Not Applicable
Please circle below

	Excellent					Poor	
Fundamental Skills:							
Able to solve problems	5	4	3	2	1	NA	
Follow directions - listen to understand (and learn).....	5	4	3	2	1	NA	
Communicate well with colleagues & public	5	4	3	2	1	NA	
Use technology effectively	5	4	3	2	1	NA	
Recognize problems and effectively deal with them	5	4	3	2	1	NA	
Personal Management Skills:							
Attendance and Punctuality	5	4	3	2	1	NA	
Dresses appropriately.....	5	4	3	2	1	NA	
Honest and Ethical (incl. confidentiality).....	5	4	3	2	1	NA	
Show enthusiasm	5	4	3	2	1	NA	
Adjust to new situations	5	4	3	2	1	NA	
Manage time effectively	5	4	3	2	1	NA	
Work independently	5	4	3	2	1	NA	
Work productively	5	4	3	2	1	NA	
Concentrate on tasks	5	4	3	2	1	NA	
Demonstrate safe work practices	5	4	3	2	1	NA	
Teamwork Skills:							
Work well with other employees respecting diversity.....	5	4	3	2	1	NA	
Show initiative where appropriate	5	4	3	2	1	NA	
Accept constructive feedback	5	4	3	2	1	NA	
Participate effectively in projects and tasks	5	4	3	2	1	NA	
Have a positive attitude towards duties	5	4	3	2	1	NA	

7. Explain how your work/volunteer experience has helped you to develop the above skills:

8. How does this work/volunteer experience relate to your career goals for the future?

Student's Signature

Date of Student's Signature

SAMPLE LETTER OF THANKS TO BE SENT BY THE STUDENT TO THE EMPLOYER UPON RETURN FROM WORK EXPERIENCE.

YOU MAY USE THIS FORMAT AS A GUIDE BUT DO NOT COPY IT VERBATUM. EMPLOYERS ARE NOT IMPRESSED WHEN THEY RECEIVE THE SAME LETTER FROM SEVERAL STUDENTS.

IN SOME INSTANCES, A THANK YOU NOTE OR CARD MAY BE SUITABLE - CHECK WITH YOUR CAREER PREP TEACHER.

STUDENT THANK YOU LETTER

Date _____

Supervisor's name and official title _____

Name of business _____

Street address _____

City, Province _____

Postal code _____

Dear Mr./Mrs./Ms. _____:

I would like to thank you for giving me the opportunity to learn more about _____
_____ (the job) during my Work Experience week.

Second paragraph could mention specific things that were learned or appreciated and mention a particular helpful person.

Third paragraph should mention the value of the experience to you personally, e.g. how to meet the expectations of business; how to work cooperatively with colleagues; what additional knowledge and skills you need to acquire in terms of your career objectives.

I appreciate the time that _____ (company name) provided for my training. Thank you for this opportunity.

Yours sincerely,

