



**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 58 (NICOLA-SIMILKAMEEN)**

PROCEDURE MANUAL

EDUCATION: CAREER PREPARATION PROGRAMS

PROCEDURES

The Board of Education recognizes 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 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 student conduct.

WORK EXPERIENCE REGULATIONS

1. In accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, and the Work Experience Program Guide, School District No. 58 authorizes participation in Work Experience programs for students who are fifteen (15) years of age or older.
2. Schools are responsible for implementing and evaluating the prescribed learning outcomes from the Program Guide for Ministry-Authorized Work Experience Courses.
3. Schools are responsible to ensure that, in accordance with Ministry guidelines and District Policy, all documentation is completed and filed as outlined in the District Career Preparation Program Guide, with specific attention to the Work Experience Placement Agreement and WorkSafe BC Clearance Letter.
4. All Work Experience placements must be related to a student's career focus and shall include hands-on work experience, job shadowing, and/or career mentoring at a standard work site, a non-standard community site created specifically for work experience or a career simulation.

5. All work experience students must be supervised by a designated on-site Work Site Employer that is subject to the Worker's Compensation Act; and, monitored and evaluated by an SD 58 educator in accordance with the Program Guide for Ministry- Authorized Work Experience Courses guidelines.
6. Compliance with WorkSafe BC standards and procedures is mandatory, with an emphasis on the orientation by a supervising educator before a workplace placement commences.
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 an IEP may include:
 - a) increased time for vocational training;
 - b) appropriate on-site supervision and support in the workplace; and,
 - c) 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 REGULATIONS

1. In accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, Secondary School Apprenticeship Program Guide, School District No. 73 authorizes students who are fifteen (15) years of age or older, and in grade 10, 11 or 12, to participate in SSA programs. Graduated School-Age Students may also participate in the SSA Program.
2. SSA educators are responsible for implementing and evaluating the prescribed learning outcomes from the Program Guide for Secondary School Apprenticeship.
3. Schools are responsible to ensure that, in accordance with Ministry guidelines and District Policy all documentation is completed and filed as outlined in the District Career Preparation Program Guide, with specific attention to the ITA Youth Apprentice and Sponsor Registration Forms and the WorkSafe BC Employer Clearance Letter.
4. Educators along with Employers/Sponsors must establish a training plan, as outlined in the District Career Preparation Program Guide, that articulates the skills and areas of knowledge to be developed, based on the program outline for the particular trade.

5. School District No. 58 Secondary School Apprenticeship 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 an SD 58 educator in accordance with the Program Guide for Secondary School Apprenticeship.
6. Compliance with WorkSafe BC standards and procedures is mandatory, with an emphasis on the mandatory orientation by a supervising educator before a workplace placement commences.

REFERENCES

District Career Preparation Program Guide (2015)
Elective Work Experience Courses and Workplace Safety Policy Ministerial Order 237/11
Program Guide for Ministry-Authorized Work Experience Courses Secondary School Apprenticeship Program Guide
Special Education Services: A Manual of Policies, Procedures and Guidelines Workers Compensation Act

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