

Student Work Experience Forms



Our Lady Mount Pleasant School

OCE Coordinator: Kevin Elliot

Phone: (780) 672-2975 (school)

Please read the entire booklet through, and ask any questions to Mr. Elliot. It is **YOUR responsibility to know and understand the requirements of the course, worker responsibilities and requirements of working safely.*

Hand-in Requirements

| Done? | Description | Due Date |
|--|---|--|
| | Student Information & Application | Before placement |
| | Off-Campus Agreement Form | Before placement |
| | Parental Consent | Before placement |
| X | Job Safety HCS 3000 Module | Before placement |
| *After this paperwork is complete a Workplace Inspection by Mr. Elliot needs to take place before ANY hours are earned. | | |
| | Work Station Orientation | 1 st week of placement |
| | Work Site Safety Orientation | 1 st week of placement |
| | Timesheets *Must be signed by the employer each week | 1 st week of each month |
| | Student Journals <i>*Completed 1 for every 25 hours worked</i> | *Completed 1 for every 25 hours worked |
| | Employer Skills Evaluation <i>*Done by employer every 75 or 125 hours</i> | <i>Done by employer every 75 or 125 hours</i> |
| | Student Self Evaluation | End of placement |
| | Thank You Letter – 2 copies (if applicable) | End of placement |

Table of Contents

| | |
|--|-------------------------|
| Course Hand-in Requirements | back side of cover page |
| Course Outline..... | pg. 4 |
| Responsibilities of Off-Campus Student | pg. 5 |
| Responsibilities of Supervisor/Employer..... | pg. 6 |
| What To Do If Injured on the Jobsite | pg. 7 |
| Thank You Letter Format (if applicable)..... | pg. 8 |
| Student Self-Evaluation (1 per 75 hours OR 125 hours) | pg. 9 & 10 |
| Employer Evaluation & Employability Skills Description | pg. 11-12 |
| Student Journal Evaluation (1 per 25 hours) | pg. 13 |
| Timesheets (monthly)..... | pg. 14 |
| Work Station Orientation (hand in ASAP) | pg. 15 |
| Work Site Safety Orientation (hand in ASAP) | pg.16 |
| Parental Information & Consent (hand in SIGNED ASAP). | pg. 17-18 |
| Off Campus Agreement (hand in SIGNED by employer, parent and student ASAP). | pg. 19 |
| Student Information (hand in ASAP). | pg. 20 |
| Work Experience Frequently Asked Questions..... | pg. 21 |

Course Outline: WORK EXPERIENCE 15, 25, 35

Off-Campus Education integrates a student's academic study and related work experience with cooperating employers in the appropriate fields of business, industry, government, social services and other professions.

The Off-Campus Education experience provides students with the opportunity to:

- explore occupations and test career decisions;
- acquire credible references for post secondary education and/or employment;
- rehearse and test job search skills with employers;
- obtain 3 to 30 high schools credits utilizing the workplace as the classroom.

General Outcomes:

The objectives of the Work Experience Program are that the students will:

- (a) have an opportunity to participate in meaningful work;
- (b) realize the importance of developing acceptable work habits and the need for self-discipline in the work place;
- (c) develop an understanding of positive attitudes for getting along in the work force;
- (d) observe employer and employee relationships in a work setting;
- (e) put into practice acquired knowledge of application forms, references, resume and job interview situations;
- (f) be enabled to explore career opportunities at the source;
- (g) generally receive assistance in making the transition from school to the working world.

Evaluation:

All three Work Experience courses will be evaluated based on Employability skills and Workplace skills as outlined on the Student Evaluation Form available from your Off-Campus Education Coordinator. Student marks are based on employer and teacher evaluations. **Students will receive credits based on their hours worked.** Final time sheets and student evaluations are required by January 15th for first semester reporting or June 15th for second semester reporting. Summer school reports are required by month end in July and August.

Students may receive credits at the 15, 25 and/or 35 level. Students receive **1 credit for every 25 hours** based upon successful completion of school and workplace learning expectations. Students must obtain a minimum of 75 hours (3 credits) to receive credit.

NOTE: A **maximum of 15 credits** in Work Experience can be counted towards the High School Diploma. Students can receive credits for **paid or volunteer work.**

60% Employer Evaluation of Skills

20% Student Journal Reflections (*relate responses to learning plan*)

10% Worksite Safety and Orientation

10% Self-Evaluation (at end of course)

Responsibilities of the Off-Campus Education Student

To be eligible for an Off-Campus Education placement, the student must have completed the HCS 3000(Workplace Safety Systems) course and all registration documents. HCS 3010 (Workplace Safety Practices) and CTR 1010 (Job Preparation) are also recommended modules for Off-Campus Education. AG 3000 is the pre-requisite for the Green Certificate Program.

1. The student should recognize this learning experience as an opportunity to establish his/her credibility as a good worker. Employment experience, an employer reference, and high school credits are the rewards of this program. RAP students will also register hours towards their apprenticeship program.
2. As expected in any employment situation, the student must notify their supervisor of an absence prior to **every** occurrence.
3. **If the courtesy of reporting an absence is neglected, the off-campus contract may be terminated.**
4. The student recognizes the need for adequate training for any equipment, tools or machinery for student/employee use. The student understands their "Right of Refusal" to any task considered unsafe or when the student feels ill prepared to undertake an assigned task.
5. The student will recognize and respect the confidentiality of the workstation. Matters that pertain only to the workstation and staff will not be discussed outside the workstation. Genuine concerns regarding the workstation will only be discussed with the Off-Campus Education Coordinator.
6. If the student encounters an accident or injury while at the workstation, it **must** be reported immediately to the supervisor and then to the Off-Campus Education Coordinator.
7. The student accepts responsibility to maintain accurate and detailed "Time Sheets" or other Off-Campus Education documents as required. Timesheets should be signed weekly and handed in monthly. Student journals are required for every 25 hours of work and must be handed in before any credits are awarded. Please see the back side of the cover sheet for a list of required assignments.
8. The student accepts responsibility for transportation to and from the workstation.
9. Attendance and school work in other classes must not be affected by Off-Campus Education courses.
10. Students can only **work from 7:00am to 10:00pm, seven days a week** for Work Experience hours.
11. Students must conform to employers policies and practices, while accepting direction and assignments from supervisors.
12. Any acts or situations that a student deems to be unsafe at the workplace should immediately be communicated to the Work Experience Coordinator (Mr. Elliot).

Off-Campus Education

Responsibilities of the Employer /Workplace Supervisor

1. Provide an opportunity for the student to experience your hiring process and a “new employee orientation” informing the student of the performance expectations and safety regulations and protocols.
2. Provide adequate training for any equipment, tools or machinery that will be used by the student. Acknowledge the student’s “Right of Refusal” to any task the student considers unsafe or that he or she feels ill-prepared to undertake.
3. Provide supervision for the student, preferably a “job shadowing” situation until some basic routines are established.
4. Assist the students at the work site to do meaningful work according to their capabilities.
5. Ensure the worksite is “Occupational Health and Safety Act” compliant.
6. **The on-site instructor / supervisor shall be designated as the person who has primary responsibility for the students’ health and safety while they are at the work station or work site.**
7. Follow the “Off Campus Injury Protocol” in reporting any accident or injury involving the student on the work site. Contact the Off-Campus Education Coordinator within 48 hours.
8. Report any on-going attendance problem to the Off-Campus Education Coordinator. The student may work between **7:00 a.m.** and **10:00 p.m.** on days agreed upon by the student (Parent/Guardian if applicable) and the workstation supervisor.
9. Offer comments and sign the student’s time sheet on a monthly basis before it is turned into the Off-Campus Education Coordinator.
10. Provide an evaluation of the student’s work habits and job performance skills (final evaluations required).

What To Do If Injured on the Jobsite

***If this on-the-job injury requires medical treatment and you are unable to work the next calendar day, you will need to complete the following:**

1. **Tell your employer** you were injured on the jobsite. Your employer will need to fill out a Employer WCB Form, leaving the claim # blank and inform Mr. Elliot immediately.
2. **Visit a doctor and get treatment.** Tell them you work at a supervised site to earn school credits, were injured there and are covered by WCB through Alberta Learning. A WCB form will be filled out by your doctor.
- *2. Call Mr. Kevin Elliot at (780) 672-2975 within 24 hours of being injured. **If there is no answer, leave a message.**
3. Mr. Elliot will help you fill out your Worker's WCB Claim Form and submit on your behalf, in discussion with your parents.

THANK-YOU LETTER -- FROM STUDENT TO WORK SITE SUPERVISOR

Style: Informal

Purpose: To express appreciation to your work site/work station supervisor for the learning opportunity and the training time provided to you.

Each paragraph in the thank-you note has a specific purpose.

- Salutation: e.g., Dear _____ and/or staff.
- The first paragraph indicates the purpose of the letter; e.g., to thank the work site/work station supervisor for the opportunity to.....
- The second paragraph indicates at least one specific reason why the “thank you” is given; e.g., that you enjoyed the placement, the things you learned, the people who were helpful.
- The third paragraph is a concluding paragraph underlining the sentiment of the letter.
- Close your letter with your signature, preceded by one of the following:
 - Sincerely
 - Cordially
 - Best Wishes
 - Respectfully yours

Return Address and Date

Salutation

First Paragraph

Second Paragraph

Third Paragraph

Closing

Source: Section 12: Off-Campus Education Handbook, Alberta Education, Alberta, Canada

STUDENT SELF-EVALUATION (After 75 or 125 hours)

For each statement, provide some written comments. Remember that a “self-evaluation” is what you think of what you did. Be honest with yourself.

1. At the start of each day at the work site, I took steps to find out what was expected of me for that day.

2. I took pride in my work, and I always tried to do my best.

3. Once a task was assigned to me, I was able to work without supervision, although I may have had to ask for clarification or assistance.

4. If nothing was assigned by my supervisor or I finished early, I found something worthwhile to do.

(continued)

5. I learned to accept criticism about my work or efforts without being personally hurt. When criticism was made, I did not blame someone else or the fact that the instructions may have been unclear.

6. I was enthusiastic and tried to convey the impression that I liked what I was doing.

7. I recognized that my attendance at the work site was important and that people were counting on me to be there.

8. If absent, I contacted both my job placement and the school.

9. The one area where I think that I made the most improvement during my placement:

10. The one area where I think that I could make further improvement:

EMPLOYER EVALUATION OF STUDENT (every 75 hours)

Student's Name: _____

School: **Our Lady Mount Pleasant School**

Employer: Evaluate this student as you would a novice worker in your employ and make a comment for each section about why you rated the student as you did. A description of each of the employability skills is located on the following page of this form. Not all of these skills will be applicable to all students in all situations. Place N/A beside any one that does not apply.

| Employability Skills Ratings | Excellent 5 | Good 4 | Satis- Factory 3 | Needs Improve- ment 2 | Comments |
|---------------------------------|----------------|-----------|------------------------|--------------------------------|----------|
| Listening skills | | | | | |
| Verbal Communication | | | | | |
| Written communication | | | | | |
| Reading comprehension | | | | | |
| Willingness to learn | | | | | |
| Self-esteem and confidence | | | | | |
| Ability to set and obtain goals | | | | | |
| Accountability for actions | | | | | |
| Personal ethics (honesty, etc.) | | | | | |
| Initiative | | | | | |
| Ability to think critically | | | | | |
| Uses technology effectively | | | | | |
| Acceptance of change | | | | | |
| Creativity | | | | | |
| Productivity (quality product) | | | | | |
| Performs tasks safely | | | | | |
| Respectful of diversity | | | | | |
| Cooperative (is a team player) | | | | | |

| | | | | | |
|---------------------------------|-----------|------|-------------------|---------------------------|---|
| TOTAL OVERALL RATING | Excellent | Good | Satis- factory | Needs Improve- ment | Has this report been discussed with the student? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | | | | | TOTAL PERCENTAGE: _____ |

No. of days late: _____ Reason: _____

No. of days absent: _____ Reason: _____

Recommendations for improvement: _____

Comment on the student's suitability for this type of employment: _____

If there were an opportunity for employment, would you consider hiring this student? Yes ☐ No ☐

Student's Signature

Supervisor's Signature

Source: Adapted with permission from materials supplied by Calgary Roman Catholic Separate School District No. 1

DESCRIPTION OF EMPLOYABILITY SKILLS

The following is a description of the employability skills appearing on the previous page. Refer to this description for a standardized explanation of what each term means.

| | |
|---------------------------------|--|
| Listening skills | Listens to gain information and to understand. |
| Verbal communication | Understands and speaks the language in which the business is conducted, including proper use of specialized terminology. |
| Written communication | Writes effectively in the language in which the business is conducted, including proper use of specialized terminology. |
| Reading comprehension | Reads, understands and uses written materials related to the business, including graphs, charts and displays, if applicable. |
| Willingness to learn | Shows a positive attitude toward learning and lifelong learning. |
| Self-esteem and confidence | Shows faith in himself or herself to do the job well. Shows an increasing ability to handle constructive criticism. |
| Ability to set and obtain goals | Demonstrates an ability to set goals and priorities in work and personal life, and also shows an ability to manage time and other factors to achieve these goals. |
| Accountability for actions | Assumes responsibility for actions he or she takes, and deals effectively with the consequences. |
| Personal ethics | Demonstrates honesty and a morality that is consistent with expected behaviour at the workplace, including confidentiality, if required. |
| Initiative | Demonstrates an ability to begin new tasks when it is appropriate to do so, and shows energy and persistence to get the job done. |
| Ability to think critically | Sees issues clearly and truly in order to judge them fairly, and acts logically to evaluate situation, solve problems and make decisions. |
| Uses technology effectively | Is able to learn how to use the technology of the business, and makes appropriate decisions while using it. |
| Acceptance of change | Demonstrates a positive attitude to change by being flexible and adaptable to new situations. |
| Creativity | Is able to suggest new or innovative ideas to get the job done when the situation warrants it. Also implies the enterprising entrepreneurial spirit. |
| Productivity (quality product) | Understands the standards of the workplace, and is able to produce work that meets the standards, including operating within the time constraints of the business. |
| Performs tasks safely | Wears appropriate safety gear, and acts responsibly and safely toward self and others. |
| Respectful of diversity | Recognizes and respects people's diversity and individual differences. |
| Cooperative (is a team player) | Is able to understand and work within the culture of the group and exercise "give and take" to achieve group results. |

Off-Campus Education **WORK EXPERIENCE**
Student Journal Evaluation Report

* **At least one journal report is required for each credit or 25 hours of Work Experience**

NAME _____

DATE _____

HOURS OF WORK TO DATE

During my Work Experience course and within my current career planning I am committed to being successful. By evaluating my efforts and learning, I plan to manage my personal goals more effectively.

Within my current work experience placement:

These are the tasks I have been completing in the past 25 hours:

*This is what I am **doing well** at work:*

*This is what I can **improve on**:*

*These are **new skills, knowledge or tasks** I have learned about : (myself, my work, co-workers, my company, safety) (Please circle one)*

Do you have any **safety concerns** (physical, environmental, psychological) at work? If so, what are they:

Do you recall any “**near miss**” incidents? Yes / No. If yes, Please describe .

Have you ever had to exercise your safety “**Right of Refusal**” at work? Yes / No. If yes, please describe.

MONTHLY HOURS SUMMARY REPORT

| | | | |
|-----------------|-------------------|--------------------------|--|
| Student: | | Month: | |
| Company: | | Supervisor: | |
| Previous Hours: | Hours This Month: | Total Hours Accumulated: | |

| Date | Day of Week | Time In | Time Out | Total Hours Today | Duties/Tasks/Activities Performed |
|------|-------------|---------|----------|-------------------|-----------------------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | Supervisor's Initial: |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | Supervisor's Initial: |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |
| 24 | | | | | |
| 25 | | | | | |
| 26 | | | | | Supervisor's Initial: |
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |
| 31 | | | | | |

Total Hours for Month:

Student Worker's Compensation coverage through the Government of Alberta applies only
Between the hours of 7 a.m. & 10 p.m. (Monday to Sunday)

WORK STATION ORIENTATION ASSIGNMENT

Student's Name: _____ Date: _____

Employer: _____

When you meet with your Work Station Supervisor, it is your responsibility as the student to complete the following questions for your Work Station and Safety Orientation.

1. What is the official Business or Company name?
2. What services and or products does the business or company provide?
3. Who are the KEY people in the organizational structure of the business or company?
e.g. owner/president, manager(s), department supervisor(s), etc.
4. What is the first and last name of your direct Supervisor?
5. What are the company or business policies pertaining to employees regarding:
 - (a) *Attendance / punctuality?*
 - What hours are agreed upon for Off-Campus Education?
 - What is the acceptable arrival time for work?
 - What is the name and telephone number of the person you should contact if you are absent or late?
 - What is earliest / expected time this contact should occur?
 - What are the times and duration of lunch and breaks (if applicable)?
 - (b) *Dress code?*
 - (c) *Parking (if applicable)?*
6. What are your initial tasks or duties as described in your job description?
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
 - (e) _____
 - (f) _____
 - (g) _____

WORK SITE SAFETY ORIENTATION

The workplace supervisor and the student are required to review and complete this Safety Orientation prior to beginning any work at the work site. Signatures are required when completed.

1. What are the specific health and safety concerns that apply to your particular work area?
2. Ask and provide the answers to the following questions from Alberta Workplace Health and Safety where applicable to your work.
 - (a) What are the dangers or safety aspects of my job?
 - (b) Are there any other hazards (noise, chemicals, radiation) that I should know about?
 - (c) Will I receive job safety training? When?
 - (d) Is there any safety gear I'll be expected to wear? Will I receive training in how to use it? When?
 - (e) Will I be trained in emergency procedures? When?
 - (f) Where are fire extinguishers, first aid kits, and other emergency equipment located?
 - (g) What are my health and safety responsibilities? Who do I ask if I have a safety question?
 - (h) What do I do if I get hurt? Who is the First Aid person?
3. **Will I receive training in the operation of tools, equipment or vehicles? If so, when?**

Supervisor

Student

****IMPORTANT*** ***Please return this assignment to the school when completed.***

PARENTAL / GUARDIAN CONSENT FORM

Parent's/Guardian's Name _____ Telephone: _____
(Residence)

Address: _____ Telephone: _____
(Business)

Student's Name: _____ School: _____

Email Address: _____

I hereby consent to the above-named student being placed in a registered work site for the purpose of work experience:

I understand that:

- the school or the board shall not be held liable or responsible for the student's transportation to and from the workplace
- there may be no remuneration
- work and examinations missed in other classes must be completed
- the student will be expected to:
 - be prompt and regular in attendance at work
 - conform to company rules and regulations
 - accept direction and assessments from authorized supervising personnel
- the student may be withdrawn from a work site or work station at the request of the employer, by notice to the school off-campus coordinator

Signature: _____ Date: _____

PARENTAL INFORMATION LETTER/ CONSENT FORM

Dear Parent / Guardian:

Your son/daughter has requested to participate in off-campus education activities this semester. The intention of this letter is to let you know about the unique conditions and circumstances of the Off-Campus Education Program.

The main purpose of off-campus education is to help students research and identify their **educational** and **occupational** goals.

Additional objectives are:

- to explore career opportunities at their source for career planning decisions;
- to practice knowledge and skills in the use of application forms, resumes, reference letters and job interview situations;
- to acquire credible experience to enter employment after graduation;
- to attain hours that may be recognized toward a trade apprenticeship, if registering in the Registered Apprenticeship Program (RAP);
- to achieve three or more schools credits, 10 of which can be recognized as a 30-level subject toward an Alberta High School Diploma;
- to acquire credible experience and references for applying to post-secondary institutions.

As part of the Off-Campus Education Program, students will be required to complete in-class work related to job preparation, with an emphasis on workplace health and safety. As part of career planning, they may be required to conduct research on specific occupations of personal interest, prior to placement at an off-campus work site.

Employers are willing to provide training and work experience only when assured that the student is genuinely interested in the occupation and trying to meet employer expectations. Teachers within our district contribute considerable time and effort in locating the job sites, arranging this opportunity and mentoring and monitoring student performance. In this program, students will:

- be monitored at the work site by an off-campus coordinator on a regular basis;
- be covered by Workers' Compensation;
- be granted credits upon successful completion of the program;
- be provided training and work assignments by a specified supervisor;
- be required to telephone the employer and the school, if absent from work;
- not be required to work on school holidays or examination days, but may work on such days if an agreement is made by the student, off-campus coordinator and the employer's supervisor.

The student's success in off-campus activities is greatly dependent upon personal accountability. As parents / guardians, you can play an important role in helping your dependant decide if he or she is ready to commit to the program and by encouraging your son/daughter to have a positive attitude toward work and other requirements of the program.

In order for your son/daughter to participate in the requested course or program, your informed consent is required.

Please sign the Parental Consent and Program Work Agreement Form. If you have any questions or concerns, I can be contacted at the school and will be most willing to provide any further information you may require.

I hope this program can be a meaningful experience that meets your son or daughter's objectives.

Sincerely,

Kevin Elliot

OFF-CAMPUS EDUCATION PROGRAM AGREEMENT

Between: Elk Island School district #41 (The "Division") and the undersigned "Employer", "Student", and "Parent/Legal Guardian."

"Whereas the Student agrees to be employed and the Employer agrees to employ the Student as part of the "Off Campus Program" ("The Program"), the parties agree to be bound by the following terms and conditions of the Agreement".

| | |
|--|--|
| Student's Name _____ | Parent or Guardian Name _____ |
| Address _____ | Student/Parent/Guardian Telephone (Home) _____ |
| City/Postal Code _____ | Student/Parent/Guardian Telephone (Work) _____ |
| School <u>Our Lady Mount Pleasant</u> | Off-Campus Program _____ Hours _____ |
| School Contact <u>Kevin Elliot</u> | Telephone <u>(780) 672-2975</u> Cell: (_____) |
| Business Name: _____ | Supervisor Name: _____ |
| Company Address _____ | Telephone _____ Fax: _____ |

A. General Terms

1. This agreement shall be in force from _____ (Program Start Date) to _____ (Program End Date), unless terminated earlier in accordance with this Agreement.
2. Any Party may terminate this Agreement prior to completion by giving to the other party's notice of such termination. Such notice shall be effective on the date of delivery of such notice.
3. Protection from Liability: In consideration of the Division having arranged for the Program with the Employer, it is agreed by the Student and the Parent/Guardian that neither the Division nor the Employer shall be liable for any damage or injury or claim whatsoever arising out of the Program, employment provided hereunder by the Employer for the Student, or any act or omission of the Division or any other party to this Agreement. The undersigned Student and Parent/Guardian hereby release the Division, the employer, and their corporate affiliates, officers, directors, agents, and employees from any such liability.
The undersigned Student and Parent/Guardian agree to indemnify and save harmless the Division and the Employer and its corporate affiliates with respect to any expenses, costs or liability whatsoever arising out of any damage or injury occurring in or in connection with employment provided hereunder for the Student.
4. Important Information: The Student is considered to be a "worker" of the Government of Alberta for purposes of Worker's Compensation while working under this agreement and the Division shall ensure that proper coverage is in place for the Student in this respect for the duration of the Program between 7:00 am and 10:00 pm. The hours of work for the Student and a Student Learning Plan shall be determined mutually by the Student, the Employer and the Off-Campus Coordinator at a time early in the program.

B. Student's Obligations

1. Work Diligently: The Student will diligently perform work for the Employer according to the Student Learning Plan.
2. Follow Rules: The Student agrees to follow the instructions of the Employer and obey all of the Employer's safety regulations and rules. The Student must also comply with any Division policies or rules applicable to the Program.

C. Employer's Obligations

1. Supervision: The Employer will directly supervise the work of the Student according to the Student Learning Plan during the work periods.
2. Access: The Employer will allow the Division representatives access to the employment site and Student at all times.
3. Safety: The Employer will ensure that the Student is provided with safe working conditions and is not exposed to any unreasonable or unlawful risk or dangers on the work site. The Employer confirms that the work site is in compliance with all applicable legislation, including but not limited to, the Employment Standards Code, the Labour Relations Code, the Occupational Health and Safety Act, the Labour Act (Canada), Workplace Hazardous Materials Information System guidelines, and local and provincial health, safety and building standards.
4. Assessment: The Employer will provide information relating to the Student's work performance and complete any related documentation provided by the Division for the purpose.
5. The Employer understands that the Student is inexperienced and that there is no warranty as to his or her qualifications.
6. Protection for Other Employees: The Employer will not allow the student's employment to affect the job security of any of its full-time employees or the availability of full-time employment for other persons.
7. Insurance: The Employer confirms that the student is covered in the same manner as other employees under valid general liability and automobile insurance policies.

D. Division Obligations

1. Approval of Program: Division staff is responsible for planning and approving the student's Off-Campus program including the specific knowledge skills and attitudes the student is to acquire based upon the learning plan.
2. Evaluation: Division staff will evaluate the knowledge, skills and attitudes the student acquires to determine if the awarding of credits will be recommended.
3. The Board maintains insurance with respect to its liability and that of the Student under this program. The Employer has the right to inspect the policy.

SIGNATURES

| | |
|---------------------------|-------------------------------------|
| Employer _____ | Student _____ |
| Teacher/Coordinator _____ | Parent or Guardian of Student _____ |

Please Provide Copies: 1. – Division 2. – Employer 3. – Student & Parent / Guardian

OFF-CAMPUS EDUCATION STUDENT APPLICATION & INFORMATION

Personal Data (Please Print)

| | | | |
|--|--|----------------|--|
| Last Name: | | First Name: | |
| Address | | City/Province | |
| Student Home Ph. # | | Student Cell # | |
| Parent/Guardian: | | Ph. # | |
| EMERGENCY INFORMATION | | | |
| Name of Emergency Contact: | | Ph # | |
| Name of Family Doctor: | | Cell# | |
| Address: | | Ph. # | |
| Any Medical Alert Problems? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Please Note: | | | |
| | | | |

OFF-CAMPUS EDUCATION PROGRAM

| | |
|--------|--------------------------|
| Grade: | Date Completed HCS 3000: |
|--------|--------------------------|

EMPLOYMENT INFORMATION

| | | | |
|-----------------------------|-------------------|----------------------------------|--|
| Place of Employment | | Address of Employment | |
| Supervisor Name: | | Supervisor Ph # and Email | |
| # of Hours Per Week | | Days of the Week Usually Worked: | |
| Shift Times Usually Worked: | | | |
| School Schedule | Semester 1 | Semester 2 | |
| Block 1 | | | |
| Block 2 | | | |
| Block 3 | | | |
| Block 4 | | | |

Work Experience Program - Frequently Asked Questions

Who may go into Work Experience?

Any student in grade 10, 11, or 12 who has a part-time job during the school year, a position during the summer months, or who volunteers can sign up for Work Experience.

What do I need to do?

Talk to your employer. If they allow you to do work experience, pick up the work experience forms. Return the completed forms to the same office. **When these forms are returned to the school you will be officially enrolled in work experience.** Arrangements will be made by the Off-Campus Education Coordinator to meet with your employer to approve the worksite, review your Learning Plan, review WCB regulations, and go over the evaluation procedure with them. The students must regularly submit their timesheets, employer evaluations (after every 125 hours) be a hardworking, positive employee and regularly stay in touch with the Off-Campus Coordinator.

How do I earn credits?

Students can earn anywhere from 3 to 10 credits in one work site or on one skill-set. Credits are based on time worked. Each credit requires 25 hours of work (for example: 5 credits will require 125 hours of work). The maximum number of credits that can be issued in Work Experience is 30. Evaluations must also be done regularly in order for Work Experience course marks to be calculated.

Do I have to quit my job after 10 credits and get a new one to continue earning Work Experience Credits?

In order to meet Alberta Education curricular requirements you must have a new learning plan in place for every 10 credits. The new learning plan should include new goals and new skills being developed.

Is there a time limit of when the credits must be completed?

No, students' work schedules vary from one student to another and therefore students earn Work Experience credits on an individual basis.

May I use more than one job for Work Experience?

Yes, as long as the paper work is completed for each work site.

What are the advantages of being in Work Experience?

- 15 credits may be used towards earning a high school diploma
- Great skills gained in the workplace
- Students continue to work without having to alter their timetables
- Build upon your resume for future employment and references
- WCB insurance provided for all Work Experience students through Alberta Education

Can I use a job in the summer for Work Experience?

Yes, students have 3 summers for Work Experience - the summer after grade 10, the summer after grade 11, and the summer after grade 12. All the paper work must be completed before the summer begins.