

CAREER PROGRAMS

Background

Career Education curriculum supports students in the process of becoming successful, educated citizens by providing them with opportunities to explore a variety of careers and options for their future. It provides a bridge between classroom learning and workplace and post-secondary realities, and is intended to make students' learning meaningful and relevant.

The District supports Career Programs that integrate classroom learning with practical experience in the workplace.

Procedures

1. Co-ordination

Co-ordination of career programs is required both at the District and school level to ensure that:

- 1.1 Ministry of Education requirements for programs are met,
- 1.2 District procedures are followed,
- 1.3 Parental understanding and consent is secured,
- 1.4 All students receive appropriate preparative instruction for off-campus work experience,
- 1.5 The required forms and authorizations are completed and processed,
- 1.6 Employer support is developed and maintained,
- 1.7 New programs are developed as required by students and the Ministry,
- 1.8 Labour market and post-secondary information is provided and used as a basis for program development and promotion,
- 1.9 Appropriate supervision and evaluation is provided, and accurate records are kept

2. Approval and Operation

- 2.1 Career programs shall be developed and operated according to the Ministry of Education as outlined in the documents listed below:

2.1.1 Graduation Program Order 302/04 (M302/04), (Amended by M307/16, July 2016)

2.1.2 Ministry of Education Guidelines for Secondary School Apprenticeship

3. Worksites

- 3.1 Development of placement sites is the joint responsibility of District-and school-based staff.
- 3.2 A site analysis to determine curricular links, working conditions, and safety considerations is required for each new placement. Site analyses are the shared responsibility of District-and school-based staff.
- 3.3 On-going monitoring of placement sites is part of the supervision process and is the responsibility of school-based staff.
- 3.4 Monitoring includes at least one in-person site visit for every 20 hours that a student is at the site.

4. Work Experience

- 4.1 Work experience supports classroom learning in all curricular areas. The District recognizes work experience as creditable units that must be supervised, assessed, and reported following standard procedures.
- 4.2 Students on work experience off campus are in attendance at school.
- 4.3 Preparation for any off-campus work experience shall include:
 - 4.3.1 Job readiness skills;
 - 4.3.2 Appropriate attitudes, behaviour, and dress;
 - 4.3.3 Ethics and confidentiality;
 - 4.3.4 Workplace safety, including harassment;
 - 4.3.5 Accident procedures;
 - 4.3.6 Job and company research and expectations;
 - 4.3.7 Human rights legislation (*Employment Standards Act* and *Labour Relations*);
 - 4.3.8 Completion of required documentation.
- 4.4 Preparation, as described above, must take place **prior** to the student's first work experience.
- 4.5 No student shall begin work experience until the appropriate District Work Education Agreement is signed by all parties (student, parent, Principal and employer) and filed in the school.
- 4.6 Students shall not be marked absent while attending off campus work experience.

5. Paid Work Experience

- 5.1 The use of paid employment may occur as long as all work experience standards and learning outcomes are followed.
- 5.2 Paid hours to be used for work experience may only begin after the school has contacted the employer and a training plan has been developed.

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

Adopted: June 17, 1996

Revised: October 2000; September 2016; October 2016; September 24, 2018