Administrative Procedure 216

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.

Definitions

Career Programs refers to the BC Ministry of Education and Child Care program that allows students to earn graduation credits while exploring industries through Youth Train/Work in Trades, Youth Explore Trades Skills/Sampler, and Work Experience 12A/12B.

Work Experience (WEX) refers to the program which provides secondary school students (typically Grades 10–12) with supervised, hands-on, off-campus work placements.

Youth Work in Trades (formerly Secondary School Apprenticeship) is a Skilled Trades BC program that allows students to begin apprenticeship training (employer sponsored) as part of their secondary school education.

Procedures

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

1.1 Ministry of Education and Child Care requirements for programs are met

1.2 District procedures are followed

1.3 Parent/guardian 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

1.10 Accurate records are kept.

2. Operational Guidance

2.1 Career programs shall be developed and operated according to the Ministry of Education and Child Care policies and guidelines.

3. Worksites

3.1 Development of placement sites:

3.1.1 for Work Experience is the responsibility of the supervising school-based staff.

3.1.2 for Youth Work in Trades is the responsibility of district-based staff.

3.2 A site analysis to determine curricular links, working conditions, and safety considerations is required for each new placement. Site analyses:

3.2.1 for Work Experience is the responsibility of the supervising school-based staff.

3.2.2 for Youth Work in Trades is the responsibility of district-based staff.

3.3 Ongoing monitoring of placement sites is an essential component of the supervision process. For Work Experience (WEX), monitoring is conducted by school-based staff. For Youth Work in Trades, monitoring is conducted by district-based staff.

3.4 Monitoring includes:

3.4.1 for Work Experience (WEX): at least one in-person site visit in the first 20 hours that a student is at the site.

3.4.2 for Youth Work in Trades: at least one in-person site visit in the first 120 hours that a student is at the site.

3.5 Staff responsible for work placements (Work Experience and Youth Work in Trades) must maintain regular contact with both the student and the employer throughout the placement. They must also complete follow-up reviews based on the length, nature, and level of risk of the placement, and whenever any concerns arise about student learning, supervision, or safety. Staff must keep a record for each student that includes all contacts, visits, and relevant observations.

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 participating in Work Experience placements, while off campus, are considered to be in attendance at school. Students are expected to comply with all school and district Codes of Conduct during their placement. Their behaviour must also align with the applicable Ministry of Education resource: the Work Experience Program Guide or the Youth Work in Trades Program Guide, as appropriate.

4.3 Preparation for any off-campus work experience must take place prior to the student's first work experience and must include:

4.3.1 Job readiness skills

4.3.2 Workplace expectations, professional conduct and any role-specific clothing or personal protective equipment requirements

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 Awareness of applicable workplace rights and responsibilities, including human rights, employment standards, occupational health and safety, and workplace harassment requirements; and

4.3.8 Completion of required documentation

4.4 No student shall begin Work Experience until the appropriate District Work Education Agreement is signed by all parties (student, parent/guardian, principal, and employer) and filed at the school.

4.5 Students shall not be marked absent while attending off campus work experience.

4.6 Program planning and placement selection must consider students' accessibility and accommodation requirements and avoid unnecessary barriers.

5. Paid Work Experience

5.1 The use of paid employment may occur provided all Work Experience standards and learning outcomes are met, in accordance with the Ministry of Education and Child Care's Work Experience Program Guide.

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.

5.3 Approval of paid Work Experience is provided by the school-based teacher who is overseeing the WEX program.

Legal Reference:	Sections 20, 22, 65, 75, 85 School Act
	Workers' Compensation Act
	Workers' Compensation Coverage Order OIC344/11
	Graduation Program Order M222/24
	Work Experience Order M230/19

Career Education 10-12 Guide (Oct 2019)

Work Experience Program Guide (Aug 2024)

Youth Work in Trades Program Guide (2025)

Youth Train in Trades Program Guide (Nov 2023)

Special Education Services: A Manual of Policies, Procedures and Guidelines

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