

Program Information

WORKSAFE BC

Employers must have WorkSafe BC coverage. The Ministry of Education provides WorkSafe BC coverage for all students during the dates and hours stated on the Work Education Agreement.

INSURANCE

The Vancouver School Board maintains the liability insurance with respect to its liability and that of student workers involved in this program.

REMUNERATION

There is no expectation that students on work experience will be paid. Honorariums are acceptable when warranted.

PROCEDURES REGARDING INJURY AND WORKERS' COMPENSATION

The **student** must report any injury immediately to a supervisor/employer.

It is the responsibility of the **employer** to:

- Follow the same procedure that is followed for injured employees regarding first aid, hospitalization, etc.
- Immediately report injury to the Vancouver School Board Work Experience Facilitator at contact number listed on the Work Education Agreement.
- Communicate to the Vancouver School Board Work Experience Facilitator first aid administered to the student on site.

FOR FURTHER INFORMATION CONTACT:

Vancouver School Board
Career Programs- Job Training
Telephone 604-713-5060
careerprograms.vsb.bc.ca



Facebook @VSBCareerEd



Twitter @vsbcareered



Instagram @vsb_career_ed

JOB TRAINING

For Youth With Diverse Abilities



Work Experience

An Invitation to Students, Employers
and the Community

Job Training

The Job Training program integrates classroom learning with practical work experience. The program links resources of secondary schools, business/industry and community to provide youth with diverse abilities a highly motivating educational experience.

Through a work experience intake interview and discovery process, supported and independent work experience placements are provided based on student interest, support needs and career goals. Job training is voluntary with consent from student and guardian.

The Vancouver School Board appreciates the time and effort you contribute to Job Training. Together schools, students, parents, and employers share the commitment to create an inclusive and diverse workforce. Your valuable partnership in work experience prepares students to make the transition to employment, community, and further education.



Benefits to:

STUDENT

- build career awareness
- explore career options
- develop employability skills
- gain confidence and self-determination
- prepare for paid employment and post-secondary education

EMPLOYER

- foster an inclusive and diverse work environment
- provide leadership in development, training, and education for youth with diverse abilities
- create partnerships in community and the employment sector
- produce opportunities to employ successful and suitable candidates for hire

Responsibilities:

VANCOUVER SCHOOL BOARD

- prepare students for interview and work placement
- match student abilities and interests with employer's needs
- ensure that required documentation is signed and complete
- liaise with employers, students, parents, and school
- monitor student's progress
- provide evaluation procedures and assist employers in evaluating students
- develop and maintain good public relations with employer through regular contact, written communication and acknowledgments

STUDENT

- obtain required signatures on work education agreement form prior to commencing work
- follow all practices of the employee and the Vancouver School Board Job Training program
- follow instructions and direction from workplace supervisor
- demonstrate a willingness to learn
- notify employer and school if absent or late from work
- return work experience evaluation

EMPLOYER

- interview students and sign the work education agreement and retain a copy
- provide safety procedures and orientation at the work-site before commencement
- advise employees of the work experience expectations for the student while on work experience
- assign meaningful work and supervise student throughout the work experience
- notify the Work Experience Facilitator immediately of any problems or concerns
- provide ongoing feedback to the student
- complete the student evaluation form and return to the student upon completion of work

PARENTS

- carefully review Work Education Agreement with dates and return promptly to school
- ensure your child is prepared for work each day
- acquire clothing for work or interview prior to commencement
- contact VSB Work Experience Facilitator if you have any questions or concerns
- DO NOT contact employers at any time during the work experience placement