

ADMINISTRATIVE REGULATIONS

TITLE: CAREER PROGRAMS

CATEGORY: EDUCATION

NUMBER: 1050

I. Rationale:

From Kindergarten to graduation, Career Education offers students many opportunities to explore and develop their: personal interests, strengths, confidence, knowledge and competencies. Through experiential learning, students make connections to career-life possibilities and post-graduation opportunities. Career Education helps students succeed in personal, educational and workplace contexts throughout life. Career Education, through the guidance of teacher-mentors, recognizes the importance of experiential learning and personal reflection, and community involvement. The provincial Career Education K-12 Curriculum (<https://curriculum.gov.bc.ca/curriculum/career-education/>) provides more information about the rationale and goals of provincial Career Education.

Elective Work Experience courses are monitored by schools and are offered as part of a formal career program (<http://www.bced.gov.bc.ca/careers/>). Those involved in Work Experience or Secondary School Apprenticeship electives must follow required steps to address workplace safety and related student insurance coverage.

II. General:

A. For the purpose of career programs, each Work Experience course shall consist of 120 hours, which will usually consist of approximately 30 hours of course work along with 90 hours of unpaid work at a standard work-site. All Work Study Programs, including Work Experience or Apprenticeship courses must abide by all relevant Ministry of Education Policy Statements or Orders and Curriculum Program Guides.

B. Students shall only participate in work experience if:

1. The student participates in an orientation prior to the commencement of the Work Experience placement.
2. The school has on file a Work Experience Agreement Form signed by all parties for each work-site placement;
3. They are supervised by an employer-approved adult supervisor;
4. The work-site is visited initially, and then periodically, by the work experience teacher;
5. The student has completed the work-site safety and injury prevention intended learning outcomes;

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6. The Work Experience teacher has:
 - a) Informed the employer that they have a duty to provide work-site specific safety orientation before the student starts work;
 - b) Discussed with the employer the goals of the placement and the student's abilities relating to the placement;
 - c) Established assessment criteria for evaluating the student for the Work Experience placement.
- C. Credit shall only be granted if a Work Experience agreement is completed.
- D. Student's conduct on work-site placements is expected to be the same as that at school and that expected of adult workers on that site. Participation in work experience can be ended anytime by the work experience teacher and/or employer. Students must observe the times required in the contract and inform the employer and work experience teacher of any variation.
- E. If a student has a work-site accident:
 1. a WorksafeBC injury report must be completed by the school and submitted within three days to WorksafeBC. A copy of the report and the work experience agreement must be sent to the Ministry of Education: and
 2. an incident report must be filled with School Protections Program.
- F. Secondary School Apprenticeship students must have an employer willing to provide employment for at least 120 hours of work-site based apprenticeship and an Apprenticeship and Trades Worker Number. Expectations for schools providing the placement, along with the student and employer will be the same as for Work Experience courses, although, students shall be in a paid placement.

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References: