

Saanich School District Work Experience 12A/12B Student Handbook

Work Experience 12A/12B Goals & Evaluation Criteria

Ministry of Education approved **Work Experience 12A** and **Work Experience 12B** courses are each 100 to 120 hour courses of work-based training in a co-operative partnership between the student, the school, and the sponsor/employer. Through work-based training, students observe and practice employability skills and learn new technical and applied skills related to specific occupations or career sectors.

The main goal of **Work Experience** is to provide students with an opportunity to learn and develop skills that are transferable to other employment scenarios and participate in learning that helps them make sound career and education decisions.

Evaluation Criteria

PREPARATION FOR WORK EXPERIENCE **40%**

- Student Interview and discussion with school-based career teacher 1%
 - Creation & Assessment of Resume 10%
 - Creation & Assessment of Cover Letter 10%
 - Completion of Work Safe B.C. Research Assignment (**WEx 12A only**) 10%
 - Completion of Employment Standards Act Assignment (**WEx 12B only**) 10%
 - Participate in the Interview Process 1%
 - Student Responsibility & Pre -Worksite Orientation 2%
 - Worksite Orientations/Safety Checklist 2%
 - Training plan 2%
 - SD63 (Saanich) Work Experience Agreement Form 2%
- Total 40%**

EMPLOYER/SPONSOR FEEDBACK **40%**

- The Sponsor/Employer feedback will influence 40% of the total mark given for this course.

TIME LOGS **15%**

- Remember to follow the “**3-D approach**”: **Day, Date, Duties**, and the number of **hours** worked each shift when completing your time logs.

STUDENT REFLECTION **5%**

- Student to complete a reflection activity and self evaluation.

SIGNATURES

- All documents must have student, employer, parent, and teacher signatures where indicated.

TOTAL **100%**

Worksite Inspection Form - Work Experience 12A and 12B

Student Responsibility Agreement & Pre-Worksite Orientation

This checklist must be completed by the student with the Career Teacher and logged in the student file before any work can commence at the worksite.

Student's name: _____ Worksite: _____

PRE-WORKSITE INFORMATION

Date: _____

STUDENT: – reviewed with School Career Counsellor (check ✓ or N/A)

- I will maintain regular attendance as scheduled, or, in advance, notify my workplace if unable to report to work.
- I will demonstrate honesty, punctuality, courtesy, a co-operative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- I will communicate any worksite difficulties to my workplace supervisor and/or school coordinator.
- I will respect business and client confidentiality.
- I understand that it is the ***sole responsibility of the student to track and log the hours of work*** and further understand that I will not receive school credits for this work experience if the necessary logs and evaluations are not completed fully and submitted to my Career Counsellor in a timely fashion.
- I understand I must comply with employer expectations regarding the use of personal electronic devices.
- I understand that I must check in regularly with my school Career Counsellor to review my work log and discuss my progress.

SAFETY:

- I am aware that I must abide by all WorkSafe B.C. standards as they apply to my worksite and comply with standard business practices and procedures.
- I am aware that I have the right to refuse unsafe work as per WCB regulation 3.12.
- If unsure of how to work safely, I will ask my supervisor for safety training.
- I will correct any unsafe worksite conditions or report them to my supervisor immediately.
- I will purchase or receive from the employer, and use, personal protective equipment or clothing as required for my work site.
- I will report any injury to myself to the first aid attendant immediately.
- I am aware that I must be observant of moving equipment or vehicles.
- I am aware that I must receive specific training before using new tools & equipment and before I can handle hazardous worksite products.
- I know how to lift heavy items or to ask for assistance to lift them.

FOR CONSTRUCTION SITES:

- I am aware that guard-rails or fall protection must be used in some situations.
- I will follow the safe procedures for use of ladders and scaffolds.
- I am aware that open ditches/excavations present a serious safety risk and must be sloped or shored accordingly and provide a safe exit route.

Student: _____
Sign as agreed to the above

Teacher: _____
Sign to acknowledge review of the items listed above with the student

Worksite Visit Form - Work Experience 12A and 12B

In evaluating the worksite, consider: 1. The provision of a safe work environment

2. The site supervisor's interest in & concern for the student

This worksite visit is to be completed by school district staff. Worksite visits are not intended to be exhaustive safety inspections, but are common-sense inspections that ensure that the district has determined the worksite & placement to be appropriate for the student's safety & skill development.

<i>Student and school district information</i>	
Student	Name:
School contact	Name: Signature:
	Email:

<i>Worksite Information</i>	
Employer Name	Phone:
Employer Address	
WorkSafeBC account #	

A WorkSafe BC clearance letter is attached? Yes No

Type of worksite:

- This is a **standard worksite** (i.e., where a worker performs the tasks and responsibilities related to a creer under supervision of worksite employer), or
- This is a **non-standard worksite** (i.e., a simulated worksite)

Placement/worksite considerations:

- The worksite matches the interests and abilities of the student
- This is a physically safe worksite (including location, environmental conditions, building, structure etc.)
- Necessary safety practices are in place and the student will be informed of these.
- The student will have the necessary safety attire and/or equipment. Provisions will be agreed upon by the student and the employer.
- The employer has been informed of WorkSafeBC accident or injury reporting procedures and coverage.
- The employer/supervisor will ensure that the student is adequately instructed/trained and supervised.
- The employer/supervisor will ensure a comfortable working environment for the Student.

Additional comments:

This worksite is: **Recommended** **Not recommended**

Worksite Orientation & Initial Safety Checklist

This checklist must be completed by the student and work site supervisor, then returned to the school Career Teacher before any work can commence at the worksite.

Student's Name: _____ Supervisor's Name: _____

Worksite Name: _____

#	Task	Yes	No	N/A
1	Student was given an orientation regarding workplace safety and generic risks of this job.			
2	Hazards and risks specific to this workplace were identified during this orientation (physical, chemical, biological, etc.).			
3	Supervisor has reviewed the emergency procedures (eg. fire, earthquake) with the student.			
4	The locations of the fire extinguishers and fire alarms have been identified for the student.			
5	The student has been informed of the work site health and safety committee and its members.			
6	The student has been informed of the procedure around reporting any worksite injury to the first aid attendant on site and has been informed as to the location of the first aide station(s).			
7	The student has been made aware of worksite policies dealing with theft, equipment damage, robberies and/or shoplifting (if applicable).			
8	The student has been instructed to request specific training for any machinery or equipment prior to use and to ask for assistance with any processes and/or procedures that are new to the student.			
9	The student has been informed that appropriate clothing and Personal Protective Equipment is required.			
10	The student understands that the noise level at the work site should not impair his/her ability to hear, or be heard by others. This means also means that no electronic devices, such as cell phones or I-pods, should be used when performing duties or tasks at the work site.			
11	The student has been instructed to rectify minor workplace hazards or report them to the supervisor.			
12	I was informed of the procedures that I should follow if I witness or experience bullying or harassment in the workplace.			
13	Student has made supervisor aware of Training Plans and evaluation forms and related procedures.			

Student signature: _____ Date: _____

Sign to acknowledge the above checklist has been thoroughly reviewed with you by the supervisor.

Supervisor signature: _____ Date: _____

Sign to acknowledge the above checklist has been thoroughly reviewed with the student.

Student Training Plan: WEx 12A or WEx 12B (circle one)

Student : _____

Worksite/Business: _____ Employer phone #: _____

Student Focus Area:

<input type="checkbox"/> Business and Applied Business	<input type="checkbox"/> Liberal Arts and Humanities
<input type="checkbox"/> Fine Arts, Design and Media	<input type="checkbox"/> Science and Applied Science
<input type="checkbox"/> Fitness and Recreation	<input type="checkbox"/> Tourism, Hospitality and Foods
<input type="checkbox"/> Health and Human Services	<input type="checkbox"/> Trades and Technology

Description of Job-Specific Duties / Tasks:

Tools, Equipment, Machinery to be used:

Employability Skills to be targeted (check appropriate boxes):

Fundamental Skills	Personal Management Skills	Teamwork Skills
<input type="checkbox"/> Communicate <input type="checkbox"/> Manage Information <input type="checkbox"/> Use Numbers <input type="checkbox"/> Think & Problem Solve	<input type="checkbox"/> Demonstrate Positive Attitudes & Behaviours <input type="checkbox"/> Be Responsible <input type="checkbox"/> Be Adaptive <input type="checkbox"/> Learn Continuously <input type="checkbox"/> Work Safely	<input type="checkbox"/> Work with Others <input type="checkbox"/> Participate in Projects & Tasks

Student: _____
Sign as agreed to the above

Supervisor: _____
Sign to acknowledge review of the items listed above with the student

Teacher: _____
Sign to acknowledge review of the items listed above with the student

SD63 (Saanich) Work Experience Agreement Form

circle and date as applicable:

WEx 12A Date: _____ or **WEx 12B** Date: _____

TEACHER CONTACT

Garry Arsenault	Email: garsenault@saanichschools.ca
Career Teacher – Claremont Secondary School	Ph: 250-658-6679
4980 Wesley Road	Cell: 250-415-1175
Victoria, B.C. V8Y 1Y9	

STUDENT

Name: _____	Birth Date: _____
Home phone: _____	Cell phone: _____
Address: _____	Postal code: _____
Parent/guardian name: _____	

EMPLOYER/SPONSOR

WorkSafe BC # _____	
Business name: _____	Phone: _____
Supervisor name: _____	Cell: _____
Address: _____	Postal code: _____
Email: _____	Fax: _____

WCB insurance/liability form only required for unpaid work placements and formally known as the “Work Experience Placement Agreement”

Signatures:

Student: _____ <small>Signature required</small>	Supervisor: _____ <small>Signature required</small>
Parent: _____ <small>Signature required</small>	Teacher: _____ <small>Signature required</small>

Work Based Training Log: WEx 12A or WEx 12B

(circle one)

This report is to be completed by the student and returned to the Career Teacher upon completion.

Student's Name: _____

Worksite Supervisor's Name: _____ Supervisor's phone #: _____

Day	Date	Hours	Description of Duties

Total Hours: _____

Student Signature: _____ Supervisor's Signature: _____

Final Employer/Sponsor Feedback on Student WEx Performance

Student Name: _____ Date: _____

Worksite Name: _____ **WEx: 12A 12B** (circle one)

Supervisor's Name: _____ Phone #: _____

1 - Beginning 2 - Developing 3 - Proficient 4 - Exceeding

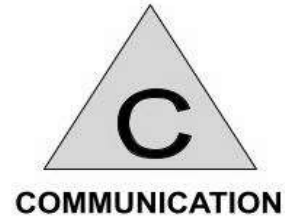
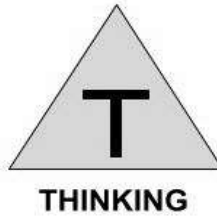
Fundamental Skills					Comments
Communication (listening, writing, speaking)	1	2	3	4	
Initiative	1	2	3	4	
Attitude: towards training & application to work	1	2	3	4	
Personal Management Skills					
Attendance & Punctuality	1	2	3	4	
Ability to follow instructions & Learn / Dependable	1	2	3	4	
Appropriately Attired and Equipped (PPE's)	1	2	3	4	
Work Safety	1	2	3	4	
Adaptability / Courtesy	1	2	3	4	
Teamwork Skills					
Respect & Relations with Others	1	2	3	4	
Cooperation / Courtesy	1	2	3	4	
Technical Skills					
Technical Proficiency	1	2	3	4	
Quality of Work	1	2	3	4	
Quantity & Efficiency of Work	1	2	3	4	

Summary Comments: (Owner, Manager, Supervisor)

Student Signature: _____ Supervisor's Signature: _____

STUDENT SELF REFLECTION CORE COMPETENCIES IN WEx 12A / 12B (circle one)

Name: _____



Complete 4 questions below and the
Personal & Social, Thinking and Communication checklist

List 3 specific duties/tasks that you performed at your worksite:

-
-
-

Name the equipment or tools you learned to operate:

-
-
-

What are the potential safety hazards at this workplace:

-
-
-

What are my Strengths at work?

-
-
-

Examples of these Strengths:

-
-
-

Personal & Social Skills / Thinking / Communication Checklist

Please rate yourself by circling the number that best describes your performance for each of the criteria

4 - Exceeding 3 - Proficient 2 - Developing 1 - Beginning

Personal & Social Skills				
❖ Cooperative abilities (teamwork)	4	3	2	1
❖ Grooming and appearance	4	3	2	1
❖ Punctuality	4	3	2	1
❖ Attendance	4	3	2	1
❖ Respect and relations with others	4	3	2	1
❖ Dependability and responsibility	4	3	2	1
❖ Attitude towards work & health work safety ??	4	3	2	1
Thinking				
❖ Initiative (effort, eagerness, effectiveness)	4	3	2	1
❖ Follow through (completing tasks, projects)	4	3	2	1
❖ Technical proficiency (organization, accuracy)	4	3	2	1
Communication				
❖ Speaking Clearly	4	3	2	1
❖ Listening and understanding instructions	4	3	2	1
❖ Seek Clarification (asking questions)	4	3	2	1