

Christian Homelearners eStreams Work Experience Policy (WEX)

WEX courses @ CHeS must be approved by the Principal

Taken from: [Elective Work Experience Courses and Workplace Safety Policy](#)

Policy statement

Elective work experience courses are monitored by CHeS and offered as part of a [career program](#). They go beyond the work experience or community service component required by [Graduation Transitions](#) (PDF). Those involved in work experience electives must follow required steps to address workplace safety for students.

Authority

See Ministerial Order 237/11, the [Work Experience Order](#).

Policy in full

Work experience is defined in legislation as "that part of an educational program that provides a student with an opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career." The goal of work experience is to help students prepare for the transition from secondary school to the world of work, and to help students connect what they learn in their home learning environment with the skills, knowledge and attitudes needed in the workplace.

In order to be reported as a Ministry-authorized work experience course, the **work experience must be supported and monitored by the school and consist of authentic workplace experiences.**

In most cases, Ministry-authorized work experience consists of **school-arranged, non-paid placements**. Exceptions include Secondary School Apprenticeship, other [industry-training work programs](#), and **individual situations in which a student's paid employment coincides with the student's career plans** and is supported and monitored by the school.

Details:

All students participating in elective work experience courses must:

1. Have in-school (or an online) orientation to prepare them for the workplace. The orientation must include instruction on worksite safety awareness. It may also include topics such as generic employability skills, education skills transferable to the specific work placement, worker rights and responsibilities, and employer expectations. (Task 1 & 2 and following)
2. Understand that a 4-credit course consists of 100 - 120 hours of work experience. A 2-credit course consists of 50 - 60 hours of work experience. These hours may include in-school time spent on specific workplace orientation and workplace safety instruction.

3. For school-arranged unpaid work placements, sign a [Work Experience Agreement form](#) that includes all of the following:

- name of the employer
- location of the work site
- the period during which the student will be participating in the work placement.

WorkSafeBC coverage is provided by the Province for work experience students who are 14 years of age or older, providing the four following requirements are met:

- The **work placement is a non-paid.**
- It is a school-supported placement at a standard worksite.
- The student has received instruction in workplace safety before going on the work placement.
- A [Work Experience Agreement form](#) has been signed by all parties.

4. For Students who **use paid employment** that is supported and monitored by the school to earn credits for elective work experience courses...show that they are working at a site where **WCB coverage is provided.**

School personnel must:

1. Monitor each student on a school-arranged work placement as determined by board guidelines. ***At CHES we require term contact (visit, phone, or email) with the employer to validate assessments and insure WEX agreement is continuing throughout the placement.***
2. Be an educator with a valid teaching certificate who can evaluate all work experience courses and assign a percentage before reporting it to the Ministry for course credit. Evaluation should be based on clear criteria and should include a variety of assessment strategies

Procedures related to policy

When CHES arranges work experience placements at new work sites, safety issues should be discussed with the employer. In conjunction with the WCB, the Ministry has available a Safety Checklist template to use for work experience placements. It is found in the appendices of the [Program Guide for Ministry-Authorized Work Experience Courses](#) (PDF).

Any injuries sustained while on a school-arranged unpaid work experience placement must be reported as soon as possible. A WCB injury report (Form 7) must be completed by the school district or Independent School Authority and submitted to the nearest WCB office. A copy of the [WCB Form 7](#) and of the Work Experience Agreement form must also sent to the Ministry of Education.

Monitoring of students on work placements can consist of work site visits and phone calls or emails with the student's workplace supervisor.

