
Board Established Guidelines - Work Experience 12A/B



School District 70 (Alberni)

Overview and Conduct – Work Experience 12 Courses

Ministry of Education approved **Work Experience 12A (WEX12A)** and **Work Experience 12B (WEX12B)** electives are 100 -120 hour courses of work based training in cooperation between the student, school and employer.

Authentic work experiences include:

- Hands-on work experience at a standard work site (business, government, self- employed, non-profit, or volunteer organization) supervised by a work site sponsor
- Job shadowing and career mentoring with a worker at a standard work site
- Hands-on work experience at a non-standard community site created specifically for work experience (e.g., school district wood lot)
- Career simulation activities at a non-standard community site for occupations where hands-on work experience is not available

Students are required to record and maintain a record of their work experience. This record may be used to verify work hours from time to time. In addition, students will be required to complete the following:

- In-school orientation
- Work Experience Placement Agreement (if the WEX is unpaid)
- Training Plan and Safety Checklist
- Performance evaluation forms
- Written log of hours worked and duties performed
- Resume and job search skills
- Student Reflections – Final Work Term Report

Participation of Students

Student eligibility before undertaking a WEX placement:

- Student is 14 years or older
- There is a file at a designated location for each student
- Student has had an in-school orientation
- Student and Parent/Guardian have signed the WEX Placement Agreement
- Student has completed the Training Plan and Safety Checklist
- There is evidence the student is covered by WorkSafeBC at the work site

Supervision

Career teachers and District staff will monitor student placements and are responsible for tracking this service given to students. Students may be observed at the work site by representatives from the School District (SD70) from time to time to ensure that the training plan, which articulates the skills and areas of knowledge to be developed are being followed. Ongoing discussions take place between SD70 staff, the student and/or the employer to ensure the effectiveness of the course. Monitoring activities will be documented in the student's file.

Evaluation

After the completion of each course, a Career teacher with a valid teaching certificate will evaluate the work completed for each course, based on clear criteria in the Prescribed Learning Outcomes and using a variety of assessment activities. Once the teacher has determined the actual assessment criteria and measurement activities, they will assign a final percentage for each course.