



Work Experience Program 15, 25, 35/RAP/Green Certificate



1. Description:

Work Experience, Registered Apprenticeship Program and Green Certificate are off-campus education programs designed to create an opportunity for students to earn high school credits and experience the world of work first hand. The course is available to students in grade 10, 11 and 12.

2. Expectations and Requirements:

Students must complete the following forms included in this package and submit them to their off-campus coordinator, _____, for approval. Once approved students will be officially registered and can commence accumulating hours for off-campus programs.

- Off-Campus Education Work Agreement
- Student Learning Plan

3. Attendance:

- A) Worker's Compensation Insurance is provided by the Provincial Government during the off-campus experience. Work Experience students, their Employer and the off-campus coordinator will decide the hours of work.
- B) Every Work Experience student will hand into _____ a **Monthly Time Sheet** indicating the hours worked and the task performed. This should be verified by their employer.
- C) Student will earn 1 credit per 25 hours of work. A minimum of 75 hours must be completed to receive credits. The maximum a student can complete is 375 hours for a total of 30 credits, with only 15 of those 30 being applicable toward their total credits for graduation.
- D) The Off-Campus Coordinator will notify the employer when the student has completed their off-campus experience and if the employer chooses to have the student continue to work for them, the employer will need to cover WCB coverage.

4. Course Evaluation

The final grade for the off-campus work experience will be determined by the Off-Campus Coordinator in the following way:

- **75% Will be based on assignments, employer feedback and teacher observation of student work habits.**
- **25% Assessment of submitted and completed documents** (Off-Campus Education Work Agreement, Learning Plan and Monthly Time Sheets)



HORIZON OFF-CAMPUS EDUCATION

Work Experience Course Outline

2019-2020

Off-Campus Coordinator : _____ Phone 403- _____
Email : _____

The Work Experience Program is designed to allow you to explore various occupations while earning credits. The type of work should be related to a trade, occupation, or profession you think you might be interested in doing later in life.

The time of work must be between **7:00am and 10:00pm**. Any work outside the set hours is not covered by Workers' Compensation should you be hurt while on the job. Students are no longer covered by after they have they have worked 750 hours on the program. Regular submission of hours and evaluation is expected.

Credits are awarded as follows:

- 1 credit = **25 work hours**
- You must obtain a minimum of 3 credits at any 1 level (15, 25, 35).
- Students enrolling in work experience for the first time must complete **HCS-3000**. This credit is awarded separately from the work experience credits and is **MANDATORY**.
- You may receive up to 30 credits for Work Experience. *A maximum of 15 credits can be applied towards your diploma.*

Requirements

1. Hand in the **Program Agreement Form** signed by you, a parent and the employer.
2. Fill out the **Learning Plan**. Review expectations of a work experience student and sign.
3. **HCS 3000** – This module is a prerequisite to completing and receiving your Work Experience credits. You will receive a credit separate from your WE credits. If you do not complete this module you **WILL NOT** receive any of your WE credits.
4. Students will hand in **monthly** time sheet or paystubs that indicate hours worked.
5. To receive credits, students must hand in an **Employer Evaluation Form** that will include the total hours worked in each reporting period.
 - **Must be signed and dated by employer.**
6. Submit **Final Assignments**
 - **Self Evaluation**



Course Evaluation will be done through a combination of employer, coordinator, and student evaluation.

HORIZON OFF-CAMPUS EDUCATION Program Agreement Form

Student Name: _____

School Name: W.R.Myers

Student Phone Number: _____

School Coordinator: _____

Home Phone Number: _____

School Phone Number: 403-223-2292

Age: _____

Company Name: _____

Supervisor: _____

Address: _____

Postal Code: _____

Phone #: _____

Email: _____

WHEREAS:

1. The board has approved an Off-campus Education Program for students in its school pursuant to section 39 of the *School Act*.
2. **The employer and the student** have agreed to participate in the said program on the terms and conditions herein set forth.

WITNESSETH:

1. Period of Agreement

The student shall, from _____ to _____, adhere to the requirements of the job posting as outlined by the employer.

2. Termination

Notwithstanding anything herein contained to the contrary, any party written hereto may, with or without cause, summarily terminate by giving written notice of termination to the parties to this agreement.

3. Supervision



During the hours of employment, the student shall be under the direct supervision and control of the employer, provided that the employer shall at all times permit the board or its representatives access to the employment site and the student.

4. Evaluation

The employer shall evaluate the student in the performance of his or her duties hereunder and report such evaluation on a form provided to the employer by the board.

5. Workers' Compensation Coverage

As a result of the Workers' Compensation Regulation AR 325/2002, Section 7(1)(e), the *Workers' Compensation Act* applies to students registered in off-campus education programs. For the purpose of insurance coverage, the student will be considered to be employed by the Government of Alberta. Termination of this contract will end this coverage.

- 6. Once a student has earned 30 credits &/or 750 in the Off Campus Program they are no longer insured by the Government of Alberta and will be the employers WCB responsibility. **Please initial here that you understand and have read this item _____.**

Employer

Student

Off-Campus Coordinator

Parent/Guardian (if under 16)

Date: _____



What Are My Responsibilities as a Work Experience Student?

You are expected to do the following things:

1. Enroll in Work Experience for the purpose of gaining an **education experience**. You should not quit until at least 75 hours are completed and an evaluation has been completed.
2. Promptly complete all required documentation - application, student learning plan, Work Experience Education Agreement and timesheets.
3. Apply for a Social Insurance Number if you do not already have one (contact Employment Insurance office).
4. Attend all scheduled interviews.
5. Represent yourself and your school favorably and in a businesslike manner, remembering that you are in an employer-employee situation.
6. Report to the job on time and maintain the hours in the Agreement, observing company regulations with respect to coffee and lunch breaks.
7. Contact the employer immediately, by telephone, in the case of an unavoidable absence, understanding that this is not only a normal courtesy but it is necessary to allow for the rescheduling of work.
8. Work cooperatively with supervisors and fellow employees in pursuing the employer's objectives.
9. Show initiative by seeking work when you have completed an assigned task(s).
10. Work steadily and carefully, asking for direction as required.
11. Respect the confidential nature of information that comes your way and do not repeat it or gossip to school friends, teachers, parents or other persons.
12. Report immediately to employer-supervisor if you encounter problems or difficulties on the job.
13. Report immediately to your Work Experience Coordinator, if you encounter problems you cannot resolve your employer-supervisor.
14. Exercise proper use of material and equipment as instructed by your employer.
15. Conduct yourself in accordance with the safety practice spelled out by your employer and by the Occupational Health and Safety Regulations.
16. Conduct yourself in a courteous and acceptable manner - language, use of courtesy titles, hair, personal hygiene.



17. Dress appropriately for the job, including safety boots, overalls, etc. if required.
18. Thank the employer and staff for their time and assistance in providing this experience for you.

USE CELL PHONE APPROPRIATELY. CELL PHONES SHOULD NOT BE USED WHILE AT WORK.

Horizon School Division Student Work Experience Learning Plan

Student _____ Employer _____ Level 35/25/15

Please answer the following questions from the sheet titled "What Are My Responsibilities".

1. What is the minimum number of hours you must work to earn credits? _____
2. How many hours equal a credit? _____
3. If you are ill and cannot go to work, what should you do?

4. If you have completed all assigned tasks, what should you do next?

5. Where should your cell phone be when you are at work?

6. **Workplace Knowledge** (explain the knowledge you should know or be able to access in order to do the job well). For example, if you work with a till, you will have to be able to count money back to a customer.

7. **Workplace Skills** (explain the equipment and materials you may use, and specific tasks or duties that you should perform).

8. **Workplace Attitudes** (What personal qualities and work habits are you expected to exhibit in the workplace).

9. What do you do if you need to leave your position for whatever reason?



10. At the end of your work experience program, what do you need to do?
