

ADMIN PROCEDURES MANUAL
Administrative Procedure 216

CAREER PREPARATION PROGRAMS (WEX, DUAL CREDIT, WORK)

SCOPE

This Administrative Procedure pertains to all Career Preparation Programs: WEX, DUAL CREDIT and WORK

BACKGROUND

New Westminster Schools offers a range of Career Preparation Programs that provide opportunities for students to explore the skills needed to achieve career and life success. Aligned with the Ministry of Education Career Education Curriculum K-12, Career Preparation Programs allow students to train for and/or work in a job that interests them. Career Preparation Programs include: the Career Life Connections 12 course (30-hour work or volunteer experience requirement), Work Experience (WEX) 12A and 12B (each 4 credit courses), and Youth WORK in Trades (Apprenticeship) programs.

Dual Credit programs allow students to take post-secondary courses while still in high school. In addition to providing the post-secondary credits, these courses count as elective credit at the Grade 12 level. Dual credit offers many benefits to SD40 students, including some tuition-free post-secondary education, a transition to post-secondary study supported by their K-12 community, increased confidence in their ability to succeed at the post-secondary level, and a clear path to future post-secondary studies as well as the career opportunities that follow. SD40 Dual Credit options include TRAIN in Trades and a variety of other academic dual credit programs that count towards a credential.

SD40 partners with a variety of post-secondary institutions, Skilled Trades BC, and industry to offer these programs.

Career Preparation Programs are guided by the principles of inclusion, equity and diversity and as such, students with disabilities and diverse abilities have access to all Career Education opportunities available.

PROCEDURES

1. Student Conduct

- 1.1. While in a work placement, on a job site, or at a Post-Secondary Institution training site, students must abide by the New Westminster School District Code of Conduct (Administrative Procedure 104), their School Code of Conduct, as well as the Code of Conduct, Site Employer's rules and all applicable safety regulations at the Post-Secondary Institution or workplace.

2. Supervision:

Monitoring of students during their placements must be completed by a New Westminster Careers teacher or SD40 Dual Credit teacher.

2.1. Work Experience (WEX):

- 2.1.a. Monitoring takes place regularly during placement, through regular communication with

- 2.1.b. the student and the employer, and ideally includes 1 onsite visit.

2.2. Dual Credit Programs Delivered at Post-Secondary Institutions:

- 2.2.a. Monitoring begins with initial communication with the instructor at the beginning of the course.
- 2.2.b. Monitoring continues through regular communication with the student and their instructor throughout the course.

2.3. Dual Credit Programs Offered On-Site:

- 2.3.a. Monitoring carried out by SD40 approved Dual Credit Instructor.

2.4. WORK in Trades Programs:

- 2.4.a. Monitoring includes two employer feedback forms that are completed while students are actively employed as apprentices. These are provided to the WORK Careers teacher.
- 2.4.b. Monitoring also includes regular communication with the student to support completion of the WORK curriculum and their Apprenticeship Training Plan, as well as ongoing assessment and evaluation.
- 2.4.c. Acceptable methods of monitoring include in person meetings, site visits, video conferencing, messages, email, phone calls or other district approved online tools.
- 2.4.d. For each monitoring contact, the Careers teacher will document:
- 2.4.e. Date, contact communication method (in-person, phone, email, message, etc.), and any important notes/details
- 2.4.f. Should there be an accident/incident at a WEX placement or a TRAIN job shadow, the site employers will be directed to:
 - 2.4.f.1. Contact the designated Career teacher (during school days/hours).
 - 2.4.f.2. Outside of school/days and hours, employers are advised to contact the School Principal or designate.
 - 2.4.f.3. The Careers teacher will coordinate the necessary documents for accident and injury reporting.
- 2.4.g. A designated Careers teacher will monitor students during the summer as needed.

2.5. Evaluation:

- 2.5.a. Evaluation is to be determined by a Careers teacher and must incorporate clear criteria and utilize a variety of assessment strategies.

- 2.5.b. A final grade must be assigned by a Careers teacher and is based on the assessment of student learning in relation to the Learning Standards of the BC Curriculum.
- 2.5.c. Employer/Apprenticeship Sponsor feedback and observations are integral components of the Careers Program and may be included as part of any discussions or formative assessment activities that Careers teachers may have with students before, during, and/or after their placement. Employer feedback and observations may inform instruction but may not be considered as part of a student's formal evaluation or final course grade.
- 2.5.d. Students who do not complete the coursework or required hours by the end of the school year will be withdrawn (W) and may apply to re-enroll in the upcoming school year.

3. For Work Experience (WEX) Career Programs:

3.1. Participation – Employers:

- 3.1.a. Must have an “Active” status on WorkSafe BC Clearance Letter.
- 3.1.b. WorkSafe Student Work Placement document completed within the last three years by the employer and submitted to the Careers Teacher which must include a workplace health and safety assessment and evidence of anti-bullying, harassment and discrimination policies.
- 3.1.c. Must be a true employer (has employees beyond the company owner) and be in compliance with all WorkSafe BC standards and processes.
- 3.1.d. All WEX students must be supervised by a designated on-site worker that is subject to the Workers Compensation Act.

3.2. Participation – Students:

- 3.2.a. All Work Experience placements should be related to a student's career focus and can include hands-on work or volunteer experience, job shadowing and/or career mentoring at a standard work site or a non-standard community site created specifically for work experience or a career simulation.
- 3.2.b. For students with disabilities and diverse abilities:
 - 3.2.b.1. Career placements should be in alignment with their Individual Education Plan (IEP) goals, their abilities, and the duties and safety requirements of the employer.
 - 3.2.b.2. Appropriate on-site supervision and support in the workplace, where possible, will be coordinated through the Careers teacher, Inclusive Education teacher, School Administration and Employer.
- 3.2.c. Students will be covered while on any standard worksite through WorkSafe BC insurance as “workers of the crown”.

3.3. Participation at a Standard Work Site – Paid and Unpaid Work

- 3.3.a. "Standard Work Site" means a location (onsite or remote) other than a work site created specifically for work experience by a school or board:
 - 3.3.a.1. At which a worker performs the tasks and responsibilities related to an occupation or career under the general supervision of an employer, or
 - 3.3.a.2. At which a self-employed (with employees) person performs the tasks and responsibilities related to that person's self-employment.
- 3.3.b. Minimum age to participate is 15.
- 3.3.c. Completion of Career Life Education 10 is required.
- 3.3.d. Students must engage in an orientation process at the beginning of their placement coordinated by their Careers teacher and the designated supervising onsite worker.
- 3.3.e. Students will complete the majority of the course hours at the placement.
- 3.3.f. Students will be covered by the Workers Compensation Act.
- 3.3.g. For students undertaking an unpaid WEX placement that requires them to work remotely (in BC) or from home, the Workers Compensation Act still applies.
- 3.3.h. A Work Experience Placement Agreement form must be signed by student, employer, parent/caregiver, and school.
- 3.3.i. A Student Training Plan must be in place that articulates the skills and areas of knowledge to be developed.
- 3.3.j. Students must complete a self-reflection post-placement.

3.4. Participation at a Non-standard Worksite (Career Stimulation)

- 3.4.a. Career simulation placements take place in non-standard worksites. Boards of Education may offer WEX courses that use career simulation activities rather than placements at standard worksites. Career simulations consist of hands-on activities that are directly related to the work performed in a given occupation. These placements can be organized by a Careers teacher in consultation with community partners.
- 3.4.b. Minimum age to participate is 15.
- 3.4.c. Completion of Career Life Education 10 is required.
- 3.4.d. Students must engage in an orientation process at the beginning of their placement coordinated by their Careers Teacher and the designated supervising onsite worker.
- 3.4.e. A Non-standard Work Experience Placement Agreement form must be signed by student, employer, parent/caregiver and the school.

- 3.4.f. Non-standard placements are not covered by WorkSafe BC insurance.
 - 3.4.f.1. A signed Informed Consent is required for all non-standard work experience placements.
 - 3.4.f.2. The student/family must purchase student accident insurance in order to participate in a non-standard placement.
 - 3.4.f.3. A parent/caregiver meeting with the Careers teacher is required to review the informed consent and provide proof of insurance coverage.
- 3.4.g. A Student Training Plan must be in place that articulates the skills and areas of knowledge to be developed.
- 3.4.h. Students must complete a self-reflection post-placement.

4. For Youth WORK in Trades (Apprenticeship) Programs:

4.1. Participation – Employers:

- 4.1.a. Must have an “Active” status on WorkSafe BC Clearance Letter.
- 4.1.b. WorkSafe Student Work Placement document completed within the last three years by the Employer and submitted to Careers Teacher.
- 4.1.c. WorkSafe Student Work Placement process must include a workplace health and safety assessment, evidence of anti-bullying, harassment and discrimination policies as well as a site visit by the Careers Teacher.
- 4.1.d. Must be a true employer (has employees beyond the company owner).
- 4.1.e. All WORK in Trades students must be supervised by a designated on-site worker that is subject to the Workers Compensation Act.
- 4.1.f. Other requirements as per New Westminster Youth WORK in Trades staff guidelines.

4.2. Participation – Students:

- 4.2.a. All WORK in Trades placements should be related to a student's career focus.
- 4.2.b. Minimum age to participate is 15.
- 4.2.c. Students must have completed Career Life Education 10.
- 4.2.d. Students must complete a signed Skilled Trades BC Youth Apprentice & Sponsor Registration Form.
- 4.2.e. A Student Training Plan in place that articulates the skills and areas of knowledge to be developed.
- 4.2.f. Other requirements as per New Westminster Youth WORK in Trades staff guidelines.

References: [Graduation Program Order](#)
 [Work Experience Order](#)
 [Workers Compensation Act](#)
 [Student Work Placement: A Guide to Accessing Workplace Safety--WorkSafe BC](#)
 [Work Experience Program Guide 2023](#)
 [Youth Work in Trades Program Guide 2023](#)
 [School District No. 40-- Code of Conduct](#)

Adopted: September 2023

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