

## Administrative Procedure 215

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### WORK EXPERIENCE PROGRAMS

#### Background

Career Programs are designated by the Ministry of Education as education programs focusing on a career or career sector which combines related subjects with a work component. Career Programs include Career Preparation Programs (including Work Experience), Career Technical Centre Programs, Co-operative Education Programs and Secondary School Apprenticeship Programs.

Work experience, which can include volunteer service, is required as a component of the Graduation Transitions. Elective work experience extends beyond the thirty (30) hours graduation requirement. Career Programs including Work Experience can assist students in their preparation for the world of work and for career-related studies in post-secondary educational institutions and apprenticeship programs.

#### Procedures

1. The District authorizes Work Experience programs for students fifteen (15) years of age or older in accordance with the Ministry of Education policies and Ministerial Orders and Workers' Compensation Board requirements for such programs.
2. Career programs shall be developed and operated according to Ministry of Education and District procedures, as outlined in the documents and references listed below.
3. Students participating in any work experience program must have consent from their parent(s) and an official of the school/District. The student, a parent, the employer, and the Principal or designate must sign a copy of Work Study/Work Experience Education Agreement (Form 215-1) before a placement is made.
4. Copies of this agreement will be given to the parent, the employer, the Principal and the Superintendent or designate.

Reference: Sections 20, 22, 65, 75, 85 School Act  
Workers' Compensation Act  
Workers' Compensation Coverage Order OIC344/11  
Graduation Program Order M302/04  
Work Experience Order M237/11  
Policy Circular 95-05 Earning Credits in Career Programs