

# Work Experience 12

## What is Work Experience?

- ✓ Provide students with new learning experiences that go beyond what is learned in school.
- ✓ Provide students with opportunities to apply in-school learning to the world of work.
- ✓ Provide students with opportunities to prepare them for transition from school to work environment.
- ✓ Community – based.
- ✓ Placements should not be performed in the student's own school unless there are special circumstances.
- ✓ 100 Hours (Obtained through work, WEX 12 placements, projects placements, career conferences/events and job shadows)
- ✓ 30 hours of WEX 12 is **transferrable** towards GT hours
- ✓ Placements can be:

**AUTHENTIC: NON-PAID** placement at a worksite set up through the Career Centre (students not using their jobs for hours). The following documents are required:

- Training Plan
- Safety Visit (if not done)
- Oath of Confidentiality
- Work Term Report
- Student and Employer Evaluations
- WCB – students are covered by the Ministry of Education

-OR-

**EXISTING JOBS:** students using their jobs. The following documents required:

- **Training Plan to be completed BEFORE they can start counting hours towards WEX 12...which will explain what they will be doing over and above their regular duties. What new skills will learn from their job, that they haven't learned already?**
- Safety Visit (if not done)
- Oath of Confidentiality
- Work Term Report
- Student and Employer Evaluations
- **WCB: students will NOT be covered by the Ministry if they are getting PAID, so please make sure that the business has a WCB number!!!**

**Prior to a Work Experience placement, the following must be completed:**

- A Work Experience Education Program Placement Agreement (WCB Form) (student/employer/principal/teacher/parent) or a WCB number for paid work experience. This form must be filled out and all signatures in place prior to students attending a worksite placement (excluding the host, which will be signed the very first