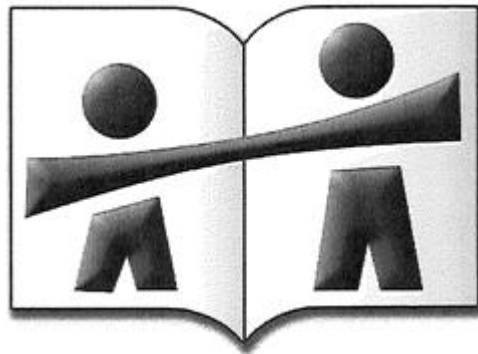


Work Experience 12A

Paid Employment

CENTRAL OKANAGAN PUBLIC SCHOOLS



Together We Learn

Student Name: _____

Students may use their current jobs to earn WEX12 credit.
A **TRAINING PLAN MUST BE SUBMITTED** before hours can be approved.

Safety Orientation:

Although your employee (this student) may have been working here for a while, we still need to ensure they have received on-the-job safety training. Please initial the training checklist indicating what the worker has received.

Topic	Check Mark
1. Rights and Responsibilities: (a) General duties of employers, workers, and supervisors	
(b) Workers right to refuse unsafe work and procedure for doing so	
(c) Workers responsibility to report hazards and procedure for doing so	
2. Workplace health and safety rules	
3. Known hazards on the job site and how to deal with them	
4. Safe work procedures for carrying out tasks	
5. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations	
6. Personal Protective Equipment (PPE) - what to use, when to use it, and where to find it	
7. First Aid: (a) First aid attendant name and contact information	
(b) Locations of first aid kits and eye wash facilities	
(c) How to report an illness, injury, or other accidents (including near misses)	
8. Emergency procedures: (a) Locations of emergency exits and meeting points	
(b) Locations of fire extinguishers and fire alarms	
(c) How to use a fire extinguisher	
(d) What to do in an emergency?	
9. Where applicable, basic contents of the occupational health and safety program	
10. Hazardous materials and WHMIS: (a) What hazardous materials are in the workplace?	
(b) Purpose and significance of hazard information on product labels	
(c) Location, purpose, and significance of material safety data sheets (MSDs)	
(d) How to handle, use, store and dispose of hazardous materials safely	
(e) Procedures for an emergency involving hazardous materials, including clean-up of spills	

***By signing below, I agree with the terms and conditions of this Work Experience Training Plan.**

Student	Parent/Guardian	Employer/Supervisor	WEX12 Teacher
Name	Name	Name	Name
Signature	Signature	Signature	Signature

Safety Conversation

On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities and those of others. If you are a worker, you also have three key rights.

1. The right to know about hazards in the workplace
2. The right to participate in health and safety activities in the workplace
3. The right to refuse unsafe work without getting punished or fired

Your Responsibilities: As a worker you play an important role in making sure you and your fellow workers stay healthy and safe on the job. As a worker you must...

- Be alert to hazards. Report them immediately to your supervisor or employer
- Follow safe work procedures and act safely in the workplace at all times
- Use the protective clothing, devices and equipment provided. Be sure to wear them properly
- Cooperate with joint occupational health and safety committees, worker health and safety representatives, WorkSafeBC prevention officers and anybody with health and safety duties
- Get treatment quickly should an injury happen on the job and tell the healthcare provider that the injury is work related
- Follow the treatment advice of the health care providers
- Return to work safely after an injury by modifying your duties and not immediately starting with your full regular responsibilities
- Never work under the influence of alcohol, drugs or any other substance or if you're overly tired.

Discrimination and Harassment:

What is Discrimination? In BC it is discrimination if you are treated badly or denied a benefit because of a personal characteristic. Examples include:

- Firing a woman because she is pregnant
- Refusing to rent an apartment to a couple because they are gay
- Refusing to hire someone because of a physical or mental disability
- Paying a woman less than a man who is doing the same job
- Forcing an employee to retire because of the persons' age

What is harassment? Harassment is a form of discrimination. It can be words or actions that offend or humiliate you. It is harassment when someone repeatedly says or does things to you that are insulting and offensive. The code protects you when harassment is based on a protected characteristic listed under "how am I protected". Examples of harassment:

- Unwelcomed sexual suggestions or requests
- Unwelcomed touching or physical contact
- Staring at or making unwelcome comments about someone's body
- Jokes based on gender, sexual orientation, or racial stereotypes
- Comments that make fun of or insult people because of their gender, race or physical or mental disability.

Career Conversation- In 3 bullet points discuss how this job will impact your future career plans or job opportunities.

- _____

- _____

- _____



Work Experience 12A Training Plan – Paid Employment

Wex12A (4 Credits): Students MUST complete and submit this Training Plan PRIOR to completing any paid work hours. Once all forms have been submitted, students will receive 4 course credits at the end of Term 4. Upon completion of 100 hours, please submit:

- *Student Evaluation*
- *Employer Evaluation & Hour Verification*
- *Evidence of Learning (to be determined with you and your teacher)*

Student: _____ Date: _____

Student Cell: _____ Student Email: _____

WEX12 Teacher: _____

Business Name: _____ Supervisor: _____

Address: _____ Bus. Phone: _____

Supervisor Cell: _____ Supervisor Email: _____

Student Job Title: _____

Duties/Tasks (Please list two specific duties/tasks to be performed)

1. _____
2. _____

Workplace specific skills (Please list two workplace specific skills to be developed)

1. _____
2. _____

Employability Skills: (Please check the employability skills to be practiced)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Positive Attitude | <input type="checkbox"/> Working with Others | <input type="checkbox"/> Information Mgmt |
| <input type="checkbox"/> Responsibility | <input type="checkbox"/> Organized Planning | <input type="checkbox"/> Use of Numbers | <input type="checkbox"/> Adaptability |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Willingness to learn | <input type="checkbox"/> Work Safety | <input type="checkbox"/> Effective Time Mgmt. |

Students enrolled in Work Experience 12 (WEX12) may use their employment for course credits provided their employer has WorkSafeBC coverage. This ensures students are covered by their employers for any work-related injuries.

WorkSafeBC# (6-digits) _____



Work Experience 12A

Evidence of Learning, Evaluations and Assessment

Student Name: _____ Date: _____

The following items must be completed and attached:

- Evidence of Learning
- Student Evaluation (see reverse)
- Employer Evaluation and Hour Verification Signature (see reverse)

Evidence of Learning

In this evidence, please answer the following questions on a separate piece of paper, type written and in paragraph form. Keep a copy of photo of all documents for your Capstone.

1. Describe where you worked and what you did. Give an overview of your job, tasks, assignments, routine duties, etc.
2. What skills have you learned at school that you were able to apply to this work placement?
3. What new skills did you learn at your work placement?
4. Give examples of successes you experienced at this work placement.
5. Give examples of any challenges you encountered and explain how you overcame them.
6. How has this experience influenced your future personal, educational and career goals?
7. How has this experience attributed to your growth in the Core Competencies?

When complete, scan or save a copy into your Capstone Google Classroom Slide show. These forms & your completed "Evidence of Learning" responses must be handed into the Career Counseling Center as soon as possible in order for you to complete Work Experience 12.

OFFICE USE ONLY: Student Assessment Criteria

Hour Completion & Evidence of Learning.....	____/25
WEX12 Document Completion.....	____/25
Employer Evaluation.....	____/30
Student Self Evaluation.....	____/20
FINAL MARK	____/100

Student Self Evaluation

Please complete the following evaluation for your Work Experience Placement

NA Not Applicable	1 Needs Improvement	2 Satisfactory	3 Above Average	4 Excellent	
• I can effectively communicate	NA	1	2	3	4
• I can manage information	NA	1	2	3	4
• I can solve problems and make decisions	NA	1	2	3	4
• I have a positive attitude towards one's duties	NA	1	2	3	4
• I can display positive "work ethic" such as confidentiality, regular attendance punctuality, honesty, trustworthiness, responsibility, etc.	NA	1	2	3	4
• I can respect diversity and individual differences	NA	1	2	3	4
• I can carry out multiple tasks and identify alternatives	NA	1	2	3	4
• I can learn from mistakes and accept feedback	NA	1	2	3	4
• I can perform work in a safe manner	NA	1	2	3	4

Student Signature: _____ Date: _____

Employer Evaluation

Please evaluate this Work Experience Student using the scale below. If possible, discuss with the student.

NA Not Applicable	1 Needs Improvement	2 Satisfactory	3 Above Average	4 Excellent	
• Effective communication skills	NA	1	2	3	4
• Manages information	NA	1	2	3	4
• Problem solving and decision-making skills	NA	1	2	3	4
• Positive attitude towards one's duties	NA	1	2	3	4
• Work ethic including confidentiality, regular attendance, punctuality, honesty, trustworthiness, responsibility, etc.	NA	1	2	3	4
• Respect for diversity and individual differences	NA	1	2	3	4
• Ability to carry out multiple tasks or identify alternatives	NA	1	2	3	4
• Ability to work as an effective team member	NA	1	2	3	4
• Learns from mistakes and accepts feedback	NA	1	2	3	4
• Ability to perform work in a safe manner	NA	1	2	3	4

What are the student's main strengths?

What are your recommended areas for further development and growth?

Other comments:

This student has completed _____ hours of work at _____ (your worksite)

Supervisor Name: _____ Supervisor Signature: _____