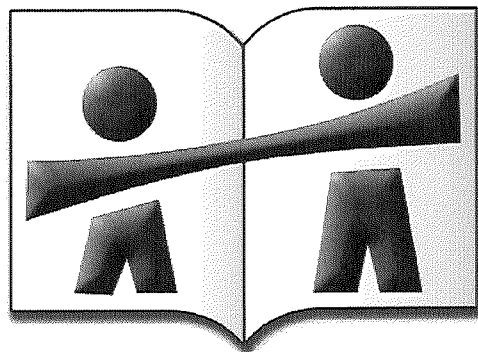


Work Experience 12B

Paid Work Placement

CENTRAL OKANAGAN PUBLIC SCHOOLS



Together We Learn

Once a student has completed WEX12A – WEX 12B is available for an additional four credits by completing the following documents and outlining the new skills at they will be learning at their worksite.

Each Work Experience student must complete the following:

Pre-Placement:

- Intent to Complete - Orientation
- Training Plan (outlining new skills and learning)

During Placement:

- Safety Orientation (for new placements only)
- Track Work Hours

Post-Placement:

- Employer Evaluation and Hour Verification
- Student Self Evaluation
- Evidence of Learning (Report, Conversation with your WEX 12 teacher, etc)



Work Experience 12 Intent to Complete

B

Student Name: _____ Cell Phone #: _____

E-mail: _____

Welcome to Work Experience 12 (WEX12)

Work Experience provide students with opportunities to apply classroom learning to the world of work. Students learn new skills and gain valuable career experiences that go beyond what students learn in school. Work Experience prepares students for the transition from secondary school to post-secondary education and employment.

WEX 12 Pathways		
Students may use one or a combination of all three of the below pathways to satisfy their WEX12 requirements		
Non Paid Work Placement <i>set up through the Career Center</i>	Paid Employment <i>Part-time jobs</i>	Career Experiences <i>see your Career Center</i>
<p>Non-paid professional placement at a worksite where the students are given the opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to that career</p> <ul style="list-style-type: none"> • Engineer • Vet assistant • Physiotherapist 	<p>Students may use their current part-time jobs. A Training Plan must be submitted before hours can be approved</p> <ul style="list-style-type: none"> • Restaurants • Gas Stations • Grocery Stores 	<p>Various career experiences offered through your school's Career Center (See your Career Center Manager for opportunities and completed hours)</p> <ul style="list-style-type: none"> • Project Placements • Job Shadows • Conferences/Events • Spotlight Sessions

I intend to use the following (check all of the below that apply) to satisfy my WEX 12 hours:

- Non Paid Work Placement (Area of Interest: _____)
- Paid Employment
- Career Experiences

By signing below, you are confirming that you intend to complete at least 100 hours of work experience this school year and want to receive credits for Work Experience 12.

Student Signature: _____ Date: _____

OFFICE USE ONLY: attach the following (Audit Checklist)

<input type="checkbox"/> Intent to Complete	<input type="checkbox"/> Student Check in
<input type="checkbox"/> October 1 st Student Schedule	<input type="checkbox"/> Student Evaluation
<input type="checkbox"/> Training Plan	<input type="checkbox"/> Employer Evaluation & Hour Verification Signature
<input type="checkbox"/> Employer Check in	<input type="checkbox"/> Evidence of Learning

WEX 12 Teacher Signature: _____ Date: _____

Student Check in (TEACHER USE ONLY)

The following items below have been completed:

- Intent to Complete
- Training Plan
- Hours: (see Career Centre Manager for complete list of hours)
 - Paid Employment _____/hrs
 - Non Paid Work Placement _____/hrs
 - Career Experiences _____/hrs
 - Total Hours _____/hrs
- Student Evaluation
- Employer Evaluation & Employer Hour Verification
- Evidence of Learning
- Student has completed WEX12B

Comments:

Employer Check in Date: _____

Visit Phone Email Text

Comments:

Student:

WEX 12 Teacher:

Signature:

Signature:

Date:

Date:



Work Experience 12

Training Plan – Paid Employment

B

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: _____

WEX 12 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. _____

Work-place specific skills (Please list two work-place 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 (WEX 12) 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): _____

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 that 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 situation?	
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	

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

*Please return this completed form to your WEX12 Teacher **PRIOR** to beginning your Work Experience Placement.*



Work Experience 12

Evidence of Learning, Evaluations and Assessment

B

Student Name: _____ Date _____

The following items must be completed and attached:

- Evidence of Learning (Report, Verbal Discussion etc)
- Student Evaluation (see reverse)
- Employer Evaluation and Hour Verification Signature (see reverse)

Evidence of Learning

Please discuss with your teacher how you will share your evidence of learning.
In this evidence, please answer the following questions...

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 as a 21st Century Learner? (Relate this to one or more of School District Attributes of a Learner – *Thinker, Innovator, Collaborator, Contributor, Learner*)

OFFICE USE ONLY: Student Assessment Criteria

Hour Completion & Evidence of Learning.....	_____ /40
WEX12 Document Completion.....	_____ /30
Employer Evaluation.....	_____ /20
Student Self Evaluation.....	_____ /10
FINAL MARK:	_____ /100

WEX 12 Teacher Signature: _____ **Date:** _____

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 function as an effective team member	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, and if possible, discuss with the student

Use the four-point scale below

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
• a positive attitude towards one's duties	NA	1	2	3	4
• a "work ethic" including confidentiality, regular attendance, punctuality, honesty, trustworthiness, responsibility, etc.	NA	1	2	3	4
• a 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
• the ability to function as an effective team member	NA	1	2	3	4
• learns from mistakes and accepts feedback	NA	1	2	3	4
• the 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: _____

Safety Orientation for Work Experience

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're a worker, you also have three key rights.

Your rights:

Initial (that you have read your rights):

The right to know about hazards in the workplace _____

The right to participate in health and safety activities in the workplace _____

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.
- Co-operate 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 health care provider that the injury is work-related.
- Follow the treatment advice of 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.

Initial (that you have read your responsibilities above) _____

Discrimination and Harassment:

What is discrimination? In British Columbia, it is discrimination if you are treated badly or denied a benefit because of a personal characteristic. Examples of discrimination:

- 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 person's 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".

There are many types of harassment. Examples of harassment

- Unwelcome sexual suggestions or requests
- Unwelcome 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 sex, pregnancy, race or physical or mental disability

Student signature _____

Date: _____

Teacher signature _____

Date: _____