

Process for In School Work Experience	
Once the student is enrolled in the WEX course:	
1.	<p>Student must complete the Orientation</p> <ul style="list-style-type: none"> • Training plan approved by teacher (work placement is a good fit, the course is appropriate for the student) <p>https://nlpslearns.sd68.bc.ca/wp-content/uploads/WEX-2022-update.pdf?x68361</p>
2.	<p>Teacher completes the Site Inspection Request Form (SIRF)</p> <ul style="list-style-type: none"> • SIRF is an online fillable form found at: https://nlpslearns.sd68.bc.ca/curriculum-instruction/secondary-2 <p><i>*SIRF request process to be finalized in September</i></p>
3.	<p>While waiting for inspection:</p> <ul style="list-style-type: none"> • Students will continue with Learning Activities https://nlpslearns.sd68.bc.ca/wp-content/uploads/WEX-2022-update.pdf?x68361
4.	<p>Confirmation/approval of SIRF notified by email</p> <p><i>*SIRF request process to be finalized in September</i></p>
5.	<p>Make sure signature pages are complete and on record at the school</p> <ul style="list-style-type: none"> • Employer signature on Orientation, Training Plan Contract and Refusal of Unsafe Work • Parent signature on Training Plan Contract • Student signature on Orientation and Training Plan Contract • Teacher signature on Training Plan Contract
6.	<p>Student may be placed at work site and may start logging hours</p>
7.	<p>Teacher will evaluate and monitor learning activities while student is in work placement</p> <ul style="list-style-type: none"> • Weekly check in
8.	<p>Assessment and reporting based on curricular competencies</p> <ul style="list-style-type: none"> • Progress report will note number of hours to date, note hours necessary for completion, note learning activities for completion • Summative Report will report percentage and letter grade based on learning standards in Ministry curriculum

