



NANAIMO LADYSMITH
PUBLIC SCHOOLS

NLPSWORK EXPERIENCE 12A & 12B PROGRAM GUIDE

UPDATE: May 2022



Success for All

INTRODUCTION

Work Experience 12A and Work Experience 12B are Ministry elective courses that allow students to acquire elective credits through the Ministry curricula that includes in-school instruction on workplace orientation, safety instruction and also work or volunteer hours.

This course provides students the opportunity and experience outside of school to expand workplace skills and career life options while providing opportunities for self-discovery.

Students work a minimum of 90 hours in one or more work placements in one or more areas of focus.

Students that enroll in WEX 12B must have successfully completed WEX 12A and must work at either a different approved work site or at the same work site but in a significantly different role. Credit for past experience is not permitted. Work Experience includes learning standards that must be met. Credit in hindsight is not appropriate for WEX 12A or 12B.

There are two types of work placements: unpaid or paid at a **Standard worksite** (business, government, non-profit or volunteer organization), or unpaid at a **non-standard worksite** (Career simulation worksites).

Students should carefully consider reasons for taking the Work Experience 12A and 12B courses.

Common incentives include:

- ✓ Earning elective credits for graduation
- ✓ Connecting classroom learning in the workplace
- ✓ Learning transferable workplace skills
- ✓ Building a network of industry or workplace contacts
- ✓ Realizing personal strengths and potential
- ✓ Developing a relationship with community
- ✓ Understanding injury prevention and hazard recognition
- ✓ Understanding employment standards, workplace health & safety, and rights and responsibilities

Areas of Interest

The purpose of these courses is to allow the student to explore one or more areas of interest. These areas are:

Business and Applied Business
Liberal Arts and Humanities
Construction (residential)

Fine Arts, Design and Media
Science and Applied Sciences
Construction (industrial)

Fitness and Recreation
Health and Human Services
Tourism and Foods

WorkSafeBC Coverage

- The Ministry of Education provides WorkSafeBC coverage for non-paid work experience placement limited to the times and dates set out in the signed agreement during which a student is participating in unpaid work experience (“workers of the crown”).
- Employers must provide WorkSafeBC coverage to students in paid positions. Employers must supply their WorkSafeBC number as evidence of coverage, as well as a clearance letter.
- All placements must be at sites where the employer is in good standing with WorkSafeBC to qualify.

Workplace Safety

Students will learn to apply hazard recognition and injury prevention skills by:

- ✓ Demonstrating understanding of information on workplace safety to determine workplace safety risk
- ✓ Demonstrating knowledge of health and safety rights and responsibilities, including trade-specific hazards, risk reduction, and rights and procedure to refuse unsafe work

- ✓ Identifying potential hazards in the occupation/industry sector
- ✓ Demonstrating knowledge of workplace incident and accident response procedures and protocols.

Standards for Authentic Work Experience

Activities that are eligible for work experience include:

- Hands-on work experience at a standard work site (business, government, self-employed, non-profit, or volunteer organization) supervised by a work site sponsor
- Job shadowing at a standard work site
- Career mentoring with a worker at a standard work site
- Hands-on work experience at a non-standard community site created specifically for work experience
- Career simulation activities at a non-standard community site for occupations where hands-on work experience is not available.

Workplace Monitoring

Monitoring students on work placements will periodically consist of work site visits, phone calls or emails with the student's workplace supervisor.

Responsibilities of the School/Teacher for authentic Work Experience:

Before work placement hours accrue:

- Provide in school instruction re: workplace safety
- Confirm WorkSafe BC coverage, work site inspection and [clearance letter](#)
- Agreement Form signed by student, teacher, and employer
- Ensure student has had workplace safety orientation
- Develop training plan
- Clearly communicate course assessment strategies as aligned with [Ministry curriculum](#)

During accruing of hours:

- Monitor students including regular, documented communication with the student and the employer
- Ensure student concerns are addressed and resolved
- Monitor student social emotional well-being and follow procedure for workplace bullying and harassment
- Provide ongoing assessment and feedback aligned with curricular learning standards and district reporting policy

After hours have been accrued:

- Assign a final grade based on Ministry learning standards and a variety of assessment strategies.
- Solicit and include employer feedback, if possible, to inform formative instruction and support for student, however, employer feedback may not be included in formal evaluation or course grade.

Student Responsibility/Record Keeping

- Students will be required to record and maintain a record of their work experience.

WORK EXPERIENCE GUIDELINES

WEX

Student Name _____ Date _____

Email/Phone _____ School _____

COURSE CONTENT

Part 1: Orientation

- Contact Information
- Interview

Part 2: Training Plan Contract

- Training Plan Contract

Part 3: Learning Activities/Work Placement Hours

- Reporting An Injury
- Refusal of Unsafe Work
- Workplace Safety Knowledge Test
- Resume writing/job search and application

Student Responsibility/Record Keeping

- Students will be required to record and maintain a record of their work experience.

School/District Responsibility

- Worksite Evaluation/Inspection prior to placement (see Appendix A: Work Experience Safety Checklist)
- Monitoring during placement
- Assessment after hours have accrued

Notes

PART I: ORIENTATION

Name

Phone (home)

(cell)

Student Email

Parent Email

Teachers may wish to use this section to conduct a verbal interview to ensure understanding of responsibility.

Program

- I understand that for work experience there is a **minimum age of 14 years old**; there is no maximum age.
- I understand that **workplace hours may only accrue AFTER the registration package is complete and approved by my Work Experience teacher, and all course instruction and activity has been completed to an expected level of proficiency.**
This approval includes a school orientation between the teacher and a student.
- I understand that if I have paid employment that my employer must have WorkSafeBC coverage and as an employee, I have WorkSafeBC coverage.
- I understand that if I am in a volunteer placement that has WorkSafe coverage in good standing, I will be covered by WorkSafeBC through the Ministry of Education only AFTER the paperwork is complete and only during the agreed upon time.

Communication with Course Instructor

Documents

I will submit all documents, assignments, and record of hours and maintain regular communication with my teacher.

Problems or Difficulties During the Placement

If a problem arises during the work experience place then I will immediately inform my teacher to discuss possible solutions.

Change of Employment

If I no longer work for this registered employer and/or change employers then I will inform my teacher immediately to discuss this change.

Communication with Employer

Rules

I will follow the company rules, regulations, and procedures during the work experience placement.

Illness, Absence or Lateness

I must call and speak directly with a supervisor and inform him/her of an illness, absence or lateness.

Cell Phones and Electronic Device Usage

I understand that I will follow the policy of my work placement for cell phone or electronic device use while performing my work experience duties.

Dress Code

I will follow the company’s dress code and wear the appropriate clothes for safety.

Transportation to and from the workplace

I am responsible for all transportation to and from the work experience worksite.

Confidentiality

I will respect the confidentiality of the company, staff and clients at the work placement so I will not communicate any information relative to the company, staff and clients.

Career Plans

The purpose of these courses is to allow the student to explore one or more areas of interest (select those that apply):

- Business & Applied Business
- Health & Human Service
- Tourism, Hospitality & Foods
- Fine Arts, Design & Media
- Liberal Arts &
- Trades & Technology
- Fitness & Recreation
- Science & Applied
- Other:

Describe how this Work Experience relates to your future career plans and the areas of interest as above.

Educational Plans

What courses have you taken that relate to your career goal?

1. Course _____

2. Course _____

3. Course _____

Describe how these courses relate to your training placement and career goals.

Signature

I understand and agree to participate in this program under these conditions:

Student Name _____ Student Signature _____
(Please Print)

PART II: TRAINING PLAN and WEX PLACEMENT AGREEMENT FORM

Student Information

Name	
Phone (home)	(cell)
Student Email	
Parent Email	

Worksite Placement Information

Worksite location (business name)	
Worksite address	
Worksite supervisor during WEX placement	
Worksite Phone Number	Email

WEX start date _____

Work Schedule (estimated) Sun _____ Mon _____ Tues _____ Wed _____
 Thurs _____ Fri _____ Sat _____

Your job title _____

Duties/Tasks (list three specific duties/tasks to be observed or performed on the job site)

1. _____
2. _____
3. _____

GENERAL EMPLOYABILITY SKILLS <small>Please (✓) the skills that apply.</small>		
Fundamental Skills	Personal Management Skills	Teamwork Skills
<input type="checkbox"/> Communicate *reads & understands information *writes & speaks so others can understand *listens & asks questions <input type="checkbox"/> Manage information *locates, gathers & organizes information *analyzes and applies knowledge & skills <input type="checkbox"/> Use numbers *decides what needs to be measured & calculated *observes & records data appropriately *makes estimates & verifies calculations <input type="checkbox"/> Critical Thinking & Problem Solving *Assesses situations & identifies problems *Evaluates & implements appropriate solutions *Acts on opportunities for improvement	<input type="checkbox"/> Attitude and Behavior *Exhibits honesty & integrity *Recognizes good efforts of self & others *Shows interest, initiative & effort <input type="checkbox"/> Responsibility *plans and manages time & resources *assesses, weighs & manages risk *is accountable for actions <input type="checkbox"/> Adaptability *can work independently or as part of a team *can carry out multiple tasks & projects *learns from mistakes & accepts feedback <input type="checkbox"/> Learning *willing to continuously learn & grow *sets learning goals *accesses opportunities for learning & growth <input type="checkbox"/> Workplace Safety *is aware of, and acts in accordance with personal and group health & safety practices and procedures	<input type="checkbox"/> Work with others *is flexible, respectful and open to ideas & opinions of others *spares information & opinions openly *manages & resolves conflict when appropriate <input type="checkbox"/> Participation *carries out tasks from start to finish *works to agreed quality standards & specifications *uses appropriate tools & technology for task/projects

PLACEMENT INFORMATION		
Position	Start Date	End Date
Volunteer Paid (circle one)	WSBC Coverage	Ministry Employer (circle one)
Dress Code	Schedule	
Work tasks	Tools and equipment	Training

SIGNATURES		
I HAVE COMPLETED IN SCHOOL AND ON SITE SAFETY ORIENTATIONS AND I AM AWARE THAT WEX PLACEMENTS DO NOT EXCUSE ATTENDANCE FROM OTHER ASSIGNED COURSES.		
Student _____ / _____ <small>(Name Please Print) (signature)</small>	Date _____	
Parent/Guardian _____ / _____ <small>(Name Please Print) (signature)</small>	Date _____	
Employer Contact/Supervisor _____ / _____ <small>(Name Please Print) (signature)</small>	Date _____	
Teacher _____ / _____ <small>(Name Please Print) (signature)</small>	Date _____	

REPORTING AN INJURY

Workplace BC coverage by the employer (paid experience)

Students in paid work experience placements must have Worker's Compensation Coverage with the employer. When enrolled in the Work Experience class, students must report injuries to both the employer and the Work Experience Teacher and/or the school office immediately. WSBC injury reports must be completed by the employer and the student within 3 days of injury.

Teacher email _____

School contact information _____

Alternate contact information _____



Workers of the Crown coverage (non-paid)

The Provincial Government will cover WorkSafeBC for students that volunteer in work experience placements. If there is an injury in a Work Experience 12A or 12B placement, complete a WorkSafeBC Employer's Report of Injury or Occupational Exposure (Form 7) within 3 days of the injury.

1. List Nanaimo Ladysmith Public Schools as the employer on all WSBC forms
2. List occupation as "Work Experience Student"
3. Assign the claim to the Provincial Government.
4. The WorkSafe BC account number is 4000 and the "classification unit number" is 841102.
5. Check 'temporary' and 'student' in the section on worker information.
6. Inform your Work Experience Teacher immediately

Please provide Emergency contact information in the event of serious injury:

Emergency Contact person	
Phone (home)	Phone (cell)
Doctor Name	Phone
Allergies	
Current Medications	
Any other information relevant to student injury or health	

REFUSAL OF UNSAFE WORK

Students need to understand the importance of Workplace Safety as it relates to the health and protection of young workers in the Province of British Columbia.

Watch the online program and then complete Workplace Safety Knowledge Test. Use the following link to access the online program: worksafebcmedia.com/rights/course/course1386.html



WorkSafeBC Regulation 3.12: The Right to Refuse Unsafe Work - Procedure for refusal

1. A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.
2. A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.
3. A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and
 - a. Ensure that any unsafe condition is remedied without delay, or
 - b. If in his or her opinion the report is not valid, must so inform the person who made the report.
4. If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of
 - a. a worker member of the joint committee,
 - b. a worker who is selected by a trade union representing the worker, or
 - c. if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.
5. If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance, or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

I have read and understand that I have the right to refuse unsafe work.

Student Name (please print)

Signature

Supervisor Name (please print)

Signature

Date _____

Date _____

WORKPLACE SAFETY KNOWLEDGE TEST

1. If you believe a work procedure or tool to be unsafe, what must you do?
 - a) Refuse to do the procedure or use the tool
 - b) Communicate your concerns with your supervisor
 - c) Both (a) and (b)
 - d) Either (a) or (b)

2. Which of the following are your responsibilities as a worker?
 - a) To immediately correct unsafe conditions or report them right away to your supervisor
 - b) To work without undue risk to yourself or others
 - c) To ensure that your co-workers are properly trained
 - d) To know how to handle any hazardous materials or chemicals you use on the job
 - e) All of the above
 - f) (a), (b) and (d) only
 - g) (a), (c) and (d) only

3. Which of the following topics must be included as part of new worker training and orientation?
 - a) Workplace health and safety rules
 - b) Specific hazards to which the worker may be exposed
 - c) Personal protective equipment (PPE)
 - d) How to perform basic first aid procedures
 - e) WHMIS information and requirements, where applicable
 - f) All of the above
 - g) (a), (b), (c) and (d) only
 - h) (a), (b), (c) and (e) only

4. Which of the following are considered an employer's rights and responsibilities?
 - a) Ensure the health and safety of workers
 - b) Expect workers to follow health and safety procedures at all times
 - c) Deduct 50% of the cost of training from workers' pay
 - d) Establish occupational health and safety policies and programs
 - e) (a), (c) and (d) only
 - f) (a), (b) and (d) only

5. Which of the following are considered a supervisor's rights and responsibilities?
 - a) Know the WorkSafeBC requirements that apply to the work being supervised
 - b) Ensure personal protective equipment/clothing is available and maintained
 - c) Investigate unsafe conditions reported to them immediately
 - d) All of the above
 - e) (a) and (b) only

6. Your employer is required to provide and maintain personal protective equipment (PPE) and ensure that it is used.
 - a) True
 - b) False

7. Which of the following are general strategies for minimizing the risk of injury due to workplace hazards?
 - a) Keep workplace clear and uncluttered
 - b) Wear/use appropriate protective equipment
 - c) Follow all safety procedures
 - d) Ask for assistance, if required
 - e) All of the above

8. When is it appropriate to refuse to do unsafe work?
 - a) When you have already completed assigned tasks?
 - b) When you have reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person
 - c) When you have not yet discussed a hazardous situation with your supervisor or employer
 - d) When your coworker tells you to
 - e) (b) or (c)

9. Which of the following are consistent with the practice of due diligence for an employer?
 - a) Taking all reasonable precautions while conducting your work, health and safety responsibilities
 - b) Protecting the well-being of fellow employees and co-workers
 - c) Ensuring maximum productivity from each employee
 - d) Documenting training records and work performance evaluations
 - e) All of the above
 - f) (a), (b) and (d) only

10. What are some of the legal consequences for an employer who knowingly causing workplace accidents?
 - a) Prosecution
 - b) Jail time
 - c) Fines
 - d) Criminal record
 - e) All of the above

REFLECTION/SELF-EVALUATION

Student Evaluation:

Please reflect on your work experience after 50 hours

- Emerging** I have shown an initial understanding of the following categories
Developing I have demonstrated a partial understanding of following categories
Proficient I have shown a complete understanding of the following categories
Extending I have shown a sophisticated understanding of the following categories

Learning Standard	Emerging	Developing	Proficient	Extending
I can utilize my personal strengths to carry out my responsibilities in my work environment				
I can problem solve in the workplace and demonstrate skills to work respectfully and constructively with others				
I can demonstrate an understanding of cultural sensitivity, workplace ethics and etiquette				
I can develop skills to work independently in the workplace				
I can access information in my workplace in response to incident and accident response procedures and protocols				
I understand my occupational health and safety rights and responsibilities in my work place, including rights and procedures to refuse unsafe work				

My personal reflection:

REFLECTION/SELF-EVALUATION

Student Evaluation:

Please reflect on your work experience after 100 hours

- Emerging-** I have shown an initial understanding of the following categories
Developing I have demonstrated a partial understanding of following categories
Proficient I have shown a complete understanding of the following categories
Extending I have shown a sophisticated understanding of the following categories

Learning Standard	Emerging	Developing	Proficient	Extending
I can utilize my personal strengths to carry out my responsibilities in my work environment				
I can problem solve in the workplace and demonstrate skills to work respectfully and constructively with others				
I can demonstrate an understanding of cultural sensitivity, workplace ethics and etiquette				
I can develop skills to work independently in the workplace				
I can access information in my workplace in response to incident and accident response procedures and protocols				
I understand my occupational health and safety rights and responsibilities in my work place, including rights and procedures to refuse unsafe work				

My personal reflection: