

**RATIONALE:**

The Career Development Programs Youth Work in Trades and Work Experience, as well as the Career Life Connection course, require or provide the option for students to earn course credit for experiences taking place in the workforce or through community volunteerism.

In the event of a community placement of students in for-credit opportunities there is a legal obligation to communicate with employers, volunteer supervisors, and guardians to verify student safety, as well as suitable placement.

PROCEDURES:

1. Prior to any work experience placements, the following needs to be documented and placed in the student file at the school level:
 - a. A Worksafe Clearance Letter and verification that the employer has WorkSafeBC coverage.
 - b. A Program Agreement signed by a student, in the case of a minor student the student's parent, the Work Site Employer and the Sponsoring Teacher. The agreement must include the dated period and locations of the Standard Work Site.
 - i. Standard Work Site is where a worker/student performs the tasks and responsibilities related to an occupation or a career, under the general supervision of an employer or a location at which a self-employed person performs the tasks and responsibilities related to that person's self-employment.
2. The Program Agreement must be provided to the Superintendent or designate.
3. Career programs shall be developed and operated according to Ministry of Education and District procedures:
 - a. For Ministry of Education-authorized Work Experience (WEX) courses
 - i. [Work Experience Program Guide](#).
 - b. For Youth Work in Trades.
 - i. [Ita | Youth Work in Trades](#).
 - c. For Career Education 10 – 12
 - i. [Career Education 10-12 Guide](#).

References:

[Workers' Compensation Coverage Order OIC344/11](#)

[Graduation Program Order M302/04](#)

[Work Experience Order M237/11](#)

[Work Experience Program Guide](#).

[Ita | Youth Work in Trades](#)

[Career Education 10-12 Guide](#).

[Career-Life Connections and WorkSafeBC Coverage](#)