

Work Experience (WEX) Application Package

Student Name: _____

Date: _____

Sponsor Company Name: _____

- WEX 12a
- WEX 12b



Submit with application:

- Resume**
- Cover Letter**

See Ms. Kerri Carlson, Career Pathways Coordinator, in the Brooks Career Counselling Suite, or email Kerri.Carlson@sd47.bc.ca



Career
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Work Experience Education

INTRODUCTION

Ministry of Education approved Work Experience 12A (WEX12A) and Work Experience 12B (WEX12B) electives are 100–120-hour courses of work-based training in cooperation with the student, school and employer. Through work-based training, students have the opportunity to observe and practice employability skills required in the workplace as well as technical and applied skills that relate to specific occupations and industries.

Before beginning a Work Experience course, students are required to have successfully completed the course requirements for Career Life Education 10. In this course, students learn to set goals, think critically, make thoughtful decisions and learn about their rights and responsibilities within the workplace.

Reasons for taking a Work Experience 12A and/or 12B course include:

- Earning up to eight Grade 12 elective credits
- Connecting classroom learning with the workplace
- Practicing resume writing and job interview skills
- Learning workplace skills that are transferable to other employers
- Fulfilling community service hours required for graduation
- Helping students make decisions about career choices
- Building a network of industry contacts
- Increasing self-confidence and potential

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

- Demonstrating knowledge of basic workplace incident and accident response procedures and protocols
- Applying safe work practices on the jobsite
- Understanding workplace health and safety rights and responsibilities

All WEX12A and WEX12B Courses require that students have WorkSafe Training.

All work placements, whether paid or unpaid, must have Workers Compensation Board (WCB) coverage. Employers must supply their WCB number as evidence of WCB coverage.

Students must complete WEX12A before starting WEX12B. **Credit for paid or non-paid work experience that occurred in the past is not permitted.** Students must complete and submit a copy of their **Training Plan** and **Safety Checklist** prior to enrollment in the course. Failure to do so may result in the inadmissibility of hours worked for credit. Pay stubs may be used to verify work hours but are not a substitute for a written work log.



Work Experience Education

Standards for Authentic Work Experience

Work Experience should consist of community-based activities that provide students with new learning experiences that go beyond those they receive in a school setting. Students should have opportunities to apply in-school learning to the world of work while preparing them for the transition from a school environment to a workplace environment. Activities that are eligible for work experience courses include:

- Hands-on work experience at a standard work site (business, government, self-employed, nonprofit, or volunteer organization) supervised by a work site sponsor
- Job shadowing a worker 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 (e.g., school district wood lot)
- Career simulation activities at a non-standard community site for occupations where hands-on work experience is not available

Workplace Monitoring

Students may be observed at the worksite by representatives from qathet School District from time to time. During these times, discussions may take place between qathet School District, the student and/or the employer to ensure the efficacy of the course.

Employer Feedback

Students will receive feedback periodically from their employer and/or supervisor. Feedback will be based on their performance and ability to function as an effective team member.

Student Record Keeping

Students are required to record and maintain a record of their work experience. This record may be used to verify work hours from time to time. In addition, students will be required to hand in the following:

- Training Plan, Safety Checklist and Workplace Safety Knowledge Test
- Career Exploration Training Agreement, Resume and Cover Letter
- Two Self-Reflection Forms and Employer Feedback Form
- Written work log of hours worked and duties performed
- Final Work Term Report

I have read and understand the Guidelines for a Ministry approved Work Experience Course

Student:	Parent or Guardian:	Work Experience Teacher:
Name (print)	Name (print)	Name (print)
Signature	Signature	Signature
Date	Date	Date



qathet School District

CROSS ENROLLMENT FORM

School Information

Current School: _____ Cross Enrolled School: _____

Student Information

Legal Last Name _____ Legal First Name _____

Usual Last Name _____ Middle Name(s) _____

Preferred First Name _____ Gender _____

Date of Birth _____ Pupil No (if known) _____

The information collected on the student registration form, and ongoing information regarding student progress and assessment is collected under the authority of the School Act, in a web-based format. The information is used for Ministry of Education reporting: demographic, enrolment, budget, facility, transportation, and operational analysis. It will be kept secure and confidential in accordance with the Freedom of Information and Protection of Privacy Act. Except as noted above personal information will not be released to a third party in a recognizable form without your permission.

Parent/Guardian Name (please print) Parent/Guardian Signature Date

Home Phone Mobile

Employability Skills 2000+

The skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as a part of a team.

These skills can also be applied and used beyond the workplace in a range of daily activities.

Fundamental Skills

The skills needed as a base for further development

Personal Management Skills The personal skills, attitudes and behaviors that drive one's potential for growth

Teamwork Skills

The skills and attributes needed to contribute productively

You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, email, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- implement solutions
- evaluate solutions to make recommendations or decisions
- check to see if a solution works, and act on opportunities for improvement

You will be able to offer yourself greater possibilities for achievement when you can:

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

You will be better prepared to add value to the outcomes of a task, project or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the progress of a project or task and identify ways to improve

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Tel. (613) 526-3280
Fax (613) 526-4857



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Work Experience Education

Work Experience 12 Training Plan

Student Information

Student Name: _____ Home Phone: _____

Student Email: _____ Cell Phone: _____

Work Site Information

Worksite Location (Business Name): _____

Worksite Address: _____

Employer's main activity: _____

Worksite Supervisor: _____

Worksite Phone Number: _____ Email: _____

Worksafe BC (WCB) number: _____

Estimated number of hours to be worked: _____

Job Start Date: _____

Work Schedule: Sun: _____ Mon: _____ Tues: _____

Wed: _____ Thurs: _____ Fri: _____ Sat: _____

Career Interest Area

(Work placement and student training plan should be appropriate for the student's area of interest as indicated below)

- | | |
|---|---|
| <input type="checkbox"/> Computer/Software Technology | <input type="checkbox"/> Engineering, Science & Applied Science |
| <input type="checkbox"/> Trades, Construction, Maintenance & Repair | <input type="checkbox"/> Business & Applied Business |
| <input type="checkbox"/> Human Services | <input type="checkbox"/> Tourism, Hospitality & Foods |
| <input type="checkbox"/> Creative Arts, Design & Media | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Math/Research/Analytics | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Humanities | <input type="checkbox"/> Other |

My future career plan(s) include the following:

Plan A: _____

Plan B: _____



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Educational Plans:

List three (3) courses you have taken (or plan to take) and state how they relate to your area of interest:

1. Course: _____ Relate: _____

2. Course: _____ Relate: _____

3. Course: _____ Relate: _____

Describe how this Work Experience relates to your area of interest as indicated above:

Your Job Title: _____

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

1. _____

2. _____

3. _____

Employability Skills (list three specific employability skills to be practiced on the job site):

1. _____

2. _____

3. _____

I understand that it is my responsibility to check in with the WEX Teacher on a regular basis and complete the course by the required due date.

Student Name (Print): _____

Signature: _____

Date: _____

Course Due Date:



Regulatory amendment: A primer on refusing unsafe work

On March 30, 2022, WorkSafeBC’s Board of Directors approved amendments to Part 3 of the Occupational Health and Safety (OHS) Regulation, relating to the refusal of unsafe work. These amendments took effect on August 22, 2022.

Background

The refusal of unsafe work is both a fundamental right and a responsibility held by workers. Workers who reasonably believe work is unsafe must refuse to perform that work, and their employer must investigate and correct the unsafe condition.

While section 3.12 of the OHS Regulation already established the process for refusing unsafe work and responding to such refusals, it did not previously require the employer to inform any subsequent worker about a previous work refusal. The gap in application of this Regulation was identified in the 2019 report *WorkSafeBC and Government Action Review: Crossing the Rubicon*.

Objective of the regulatory amendments

The purpose of these amendments is to enhance worker safety and promote increased worker engagement by:

- Introducing new requirements for an employer to provide written notice of an unresolved work refusal to any worker who is subsequently assigned or permitted to perform that work
- Providing written notice of the reassignment of refused work to the joint health and safety committee or worker health and safety representative, when there is one at the workplace, or to the union or other worker

Key provisions in the OHS Regulation

The new section (3.12.1, *Reassignment of refused work*) requires an employer to provide written notice of a work refusal while the employer is still working through the steps to resolve the work refusal. Written notice must be provided to any worker assigned or permitted to do the work that is the subject of the work refusal. When there is a joint health and safety committee or worker health and safety representative at the workplace, they must also be given notice in writing.

This section requires that the following be included in the written notice:

- The fact that another worker has refused the work
- The reason provided by the other worker for refusing the work
- The reason why the employer believes the work would not create an undue hazard for the subsequent worker, or to the health and safety of any other person
- Information about any subsequent worker’s right to refuse unsafe work

Employer responsibilities

Employers are required to manage risk in their workplaces by understanding what might cause harm to workers and then taking reasonable steps to prevent that harm from happening. When workers refuse work they think is unsafe, employers must follow the steps set out in OHS Regulation section 3.12 to investigate the work refusal and ensure that any unsafe conditions are remedied.



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If an employer seeks to have another worker perform the refused work while they are following the steps to respond to the refusal, the employer must provide written notice as noted above. This written notice is required if another worker is explicitly requested to perform the refused work, as well as if any workers might inadvertently perform a work task or use a piece of equipment without knowing that the first worker has reported it as being unsafe.

The employer should consider their needs and the nature of their workplace and workforce when choosing how to provide workers with written notice of a work refusal. For example, notice can be through electronic communications, paper records, a collaboration form, or a combination of approaches. Employers should consider the number of workers to be advised and the need to retain records when choosing a communication method.

Worker responsibilities

Workers are required to:

- Report unsafe or harmful conditions to their employer or supervisor
- Refuse work that would create an undue hazard to the health and safety of any person
- Participate in the process for investigating and resolving the work refusal

For more information

- OHS Regulation [sections 3.12–3.13](#)
- OHS Guideline [G3.12](#)
- [Refusing unsafe work](#)



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Workplace Bullying & Harassment

<https://www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment/responding-bullying-harassment>

Google: "WorkBC Bullying & Harassment"

If you've witnessed or experienced [bullying and harassment](#) in your workplace, there are steps you can take to ensure it is dealt with by your employer, who is required to have bullying and harassment policies and procedures in place.

Our role is to ensure that employers have proper policies and procedures in place to address bullying and harassment, and that reports of workplace bullying and harassment are addressed. We do not resolve or mediate specific disputes or conflicts.

Responding to workplace bullying and harassment

1

Report to your employer

The first thing you need to do if you've witnessed or experienced bullying and harassment at work is to report it to your employer as soon as possible, following your employer's policies and procedures. Your employer is required to address your report of bullying and harassment, following their own procedures.

2

Contact the Prevention Information Line

If your employer does not have bullying and harassment policies and procedures or has not taken reasonable steps to address the incident, contact the Prevention Information Line at 604.276.3100 (1.888.621.7233 toll free) and speak with a prevention officer. The prevention officer can provide you with information, answer questions, and direct you to resources.

After reporting the incident to your employer and speaking with a prevention officer, you may submit a [Bullying and Harassment Questionnaire](#), which a prevention officer will then review to determine whether or not to make further inquiries. If the officer determines that further inquiries are not needed, then we will contact you and briefly explain why we won't be taking further action.



WCB Roles, Rights and Responsibilities

1. Google: "Work Safe BC Rights of the Worker"
Select: "Roles, rights and & responsibilities"

WorkSafeBC
<https://www.worksafebc.com/create-manage/rights-r...>

Roles, rights & responsibilities

As a worker, you have rights to a safe and healthy workplace, which includes the right to refuse unsafe work. Responsibilities for workplace health and safety.

Or type in the following URL to your browser:

<https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities>

2. Read:
Rights of the "Worker", click the plus icon next to the "Worker" as highlighted below:

Roles, rights & responsibilities

When it comes to health and safety, everyone in the workplace has distinct responsibilities. Whether you're an owner, employer, supervisor, prime contractor, or worker, you have a role to play in keeping the workplace safe. As a worker, you have rights to a safe and healthy workplace, which includes the right to refuse unsafe work.

Responsibilities for workplace health and safety

Everyone has a role to play in workplace safety.

Owner	+
Employer	+
Supervisor	+
Worker	+
Prime contractor	+

I have read and understand the rights of the worker:

Signature: _____ Date: _____



Workplace Safety Knowledge Test

Select the best answer.

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



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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

Career Pathways Coordinator:

Signature: _____

Date: _____

Score:

/10

Safety Checklist

Employer / Supervisor and Student Instructions: Please complete the safety training relevant to the worksite by adding a check mark beside those items in which the worker received training.	Checklist	
	Supervisor	Student
Worksite:		
Safety Orientation		
<ul style="list-style-type: none"> The student received a safety orientation at the worksite 		
Rights and Responsibilities		
<ul style="list-style-type: none"> General rights & responsibilities of workers, supervisors & employers Procedure for reporting workplace hazards & unsafe conditions How to carry out worker responsibilities safely Procedures for working alone or in isolation 		
Hazard Recognition & Injury Prevention		
<ul style="list-style-type: none"> Identify potential dangers at the worksite & how workers are protected Identify workplace hazards (ie. noise or chemical) & avoidance measures Location and management of hazardous materials (ie. WHMIS) Location and use of Material Safety Data Sheets (MSDS) Instruction & use of safety gear required for the job (ie. PPE) Who do workers talk to if they have a health or safety question First Aid attendant contact information 		
Name: _____ Phone Number: _____		
Emergency Response Procedures		
<ul style="list-style-type: none"> Training for emergency procedures (ie. accident, injury, fire or chemical) Location & use of fire extinguishers, first aid kits & emergency equipment 		
Bullying & Harassment		
<ul style="list-style-type: none"> Procedures to follow if witnessing/experiencing bullying or harassment 		
<i>The student agrees to report as soon as possible any injuries to the worksite supervisor and their Career Pathways Coordinator.</i>		(initial)
<i>The student is aware and understands the procedures set out by the employer in the case of witnessing or experiencing bullying and harassment in the workplace</i>		(initial)

Student	Employer
Name (print)	Name (print)
Signature	Signature
Date	Date
Career Pathways Coordinator Signature	Date

Work Experience Placement Agreement

BETWEEN:	AND:	AND:
<p>The Board of School Trustees of qathet School District:</p> <p>qathet School Board</p>	<p>Name of Student:</p> <p>(the "Student")</p>	<p>Business Name of Work Site Employer:</p> <p>(the "Work Site Employer")</p>
<p>Brooks Secondary School 5400 Marine Ave Powell River, BC V8A 2L6</p> <p>qathet School District 4351 Ontario Avenue Powell River, BC V8A 1V3</p>	<p>Student's Date of Birth:</p> <p>Student's Address:</p>	<p>Supervisor Contact Information:</p> <p>Name:</p> <p>Phone:</p> <p>Email:</p> <p>Please be advised that for paid work experience, the employer must have WCB coverage for the student.</p> <p>Coverage as employees of the Crown is provided for students in approved unpaid work experience placements.</p>
<p>SD Employee</p> <p>Kerri Carlson Career Pathways Coordinator</p>	<p>Address of Parent/Guardian (if different than Student's)</p>	<p>Expected Placement Dates:</p> <p>From:</p> <p>To:</p>

By their signatures the parties signify their agreement to the conditions set out above.

School District	Student	Parent	Work Site Employer:
Signature	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:



Checklist of Responsibility

Pre-Placement

- Meet with Work Experience Teacher to discuss Work Experience
- Bring in photo identification (Drivers License, BCID card or Care Card)
- Discuss confidentiality
- Discuss Right to Refuse Unsafe Work
- Complete Training Plan
- Meet with employer to complete the Safety Checklist and Work Experience Placement Agreement
- Submit Resume and Cover Letter
- Complete and return the following:
 - > Work Experience Introduction Page (signed by parent/guardian)
 - > A piece of ID (Driver's License, BCID Card or Care Card)
 - > Cross Enrollment Form
 - > Training Plan
 - > Roles, Rights & Responsibilities page
 - > Workplace Safety Knowledge Test
 - > Safety Checklist
 - > Work Experience Placement Agreement to your Career Pathways Coordinator.**Be sure to check for all required signatures.**
- Meet with Career Pathways Coordinator to register for Work Experience Course**

During Placement

- Record duties and hours worked on Work Based Training Log worksheets
- Submit first Self-Reflection worksheet after 50 hours
- Submit second Self-Reflection worksheet after 100 hours
- Ask your employer (or worksite supervisor) to complete the Employer Feedback Form and return it to the Career Pathways Coordinator
- Complete Hours Log and Final Report and submit
- Meet with Work Experience Teacher for interview and to discuss grade



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Complete and return the following to your Career Pathways Coordinator:

- Work Experience Introduction Page (signed by parent/guardian)
- A piece of ID (Driver's License, BCID Card or Care Card)
- Cross Enrollment Form
- Training Plan
- Roles, Rights & Responsibilities page
- Workplace Safety Knowledge Test
- Safety Checklist
- Work Experience Placement Agreement
- Resume & Cover Letter

Be sure to check for all required signatures.

Note

You may **NOT** begin recording hours until AFTER you are fully registered for Work Experience. You must meet with your Career Pathways coordinator to do that.

Next Steps

You need to make an appointment with your Careers Pathways Coordinator to:

- Review the application package & course responsibilities
- Obtain a WEX Placement Log & Reflection package



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Worksite Inspection Form

This Worksite visit is to be completed by school district staff. Worksite visits are not intended to be exhaustive safety inspections/evaluations, but are common-sense inspections that ensure that the school district has determined the worksite and placement to be appropriate for the student's safety and skills development.

Worksite Information

Business Name: _____

Business Address: _____

Telephone: _____

Email: _____

A WorkSafeBC Clearance Letter is attached: Yes No

Type of worksite

- This is a standard worksite (ie. where a worker performs the tasks and responsibilities related to a career under the supervision of a worksite employer), or
- This is a non-standard worksite (ie. a simulated worksite).

Placement worksite considerations

- The worksite matches the interests and abilities of the student.
- This is a physically safe worksite (including location, environmental conditions, building structure, etc.).
- Necessary safety practices are in place and the student will be informed of these.
- The student will have the necessary safety attire and/or equipment. Provisions will be agreed upon by the student and the employer:
- The employer has been informed of WorkSafeBC accident or injury reporting procedures and coverage.
- The employer/supervisor will ensure that the student is adequately instructed/trained and supervised.
- The employer/supervisor will ensure a comfortable working environment for the student.

Additional comments or concerns about the worksite:

Worksite visited by an SD47 employee: Yes No Date of worksite visit: _____



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Communication Log

Name: _____ Placement: _____

Met with Student / Overview of Work Experience		
Date	Comments	Initial
Proof of Residency		
Date	Comments	Initial
Career Exploration Training Agreement		
Date	Comments	Initial
WCB Clearance Letter		
Date	Comments	Initial
Worksite Inspection Form		
Date	Comments	Initial
First Assignment & Comments		
Date	Comments	Initial
Visited Work Site / Communication with Employer		
Date	Comments	Initial
Final Work Experience Package & Comments		
Date	Comments	Initial
COMPLETETION / WITHDRAWAL		
Date	Comments	Initial

Additional comments on next page

