

# Work Experience

## (Placement Log & Reflection)

### WEX 12B

**Student Name:** \_\_\_\_\_

**Sponsor / Supervisor Name:** \_\_\_\_\_

**Sponsor Company Name:** \_\_\_\_\_

WEX 12b



Complete during Work Placement *after* Application Package has been submitted  
Submit to Ms. Carlson, Career Pathways Coordinator or email [Kerri.Carlson@sd47.bc.ca](mailto:Kerri.Carlson@sd47.bc.ca)



Career Pathways

# Work Experience Education

## Work Experience 12B 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: \_\_\_\_\_

WEX Course 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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# Work Experience Education

### 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.

Course Due Date:
------------------

Student Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Career Pathways

# Work Experience Education

## Work Based Training Log

Week 1:		
Start Date: <u>   </u> / <u>   </u> / <u>   </u> dd   mm .yyyy	End Date: <u>   </u> / <u>   </u> / <u>   </u> dd   mm   yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Week 2:		
Start Date: <u>   </u> / <u>   </u> / <u>   </u> dd   mm .yyyy	End Date: <u>   </u> / <u>   </u> / <u>   </u> dd   mm   yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Week 3:		
Start Date: <u>   </u> / <u>   </u> / <u>   </u> dd   mm .yyyy	End Date: <u>   </u> / <u>   </u> / <u>   </u> dd   mm   yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Work Experience Education

## Career Pathways

Week 4:		
Start Date: <u>    </u> / <u>    </u> / <u>    </u> dd / mm .yyyy	End Date: <u>    </u> / <u>    </u> / <u>    </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Week 5:		
Start Date: <u>    </u> / <u>    </u> / <u>    </u> dd / mm .yyyy	End Date: <u>    </u> / <u>    </u> / <u>    </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Week 6:		
Start Date: <u>    </u> / <u>    </u> / <u>    </u> dd / mm .yyyy	End Date: <u>    </u> / <u>    </u> / <u>    </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Career Pathways

# Work Experience Education

Week 7:		
Start Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm .yyyy	End Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Week 8:		
Start Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm .yyyy	End Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Week 9:		
Start Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm .yyyy	End Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Career Pathways

# Work Experience Education

Week 10:		
Start Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm .yyyy	End Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Week 11:		
Start Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm .yyyy	End Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Week 12:		
Start Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm .yyyy	End Date: <u>   </u> / <u>   </u> / <u>   </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Work Experience Education

## Student Self Reflection #1 After 50 hours

Personal Qualities and Interpersonal Skills	Emerging	Developing	Proficient	Extending	Not Applicable
Cooperative and able to work with others					
Accepting of constructive criticism					
Adaptable to new tasks and/or situations					
Respectful of others					
Appropriately groomed					
Demonstrates a positive attitude					
Shows interest and enthusiasm					
<b>Communication Skills</b>					
Uses appropriate communication for the worksite					
Speaks clearly					
Listens well					
Asks appropriate questions					
Uses appropriate body language					
Writes clearly and legibly					
Communicates appropriately using cell, text and email					
<b>Quality of Work and Work Habits</b>					
Reliable					
Punctual (including after breaks)					
Attends regularly					
Shows good work ethic					
Able to follow directions					
Completes assigned tasks on time					
Completes assigned tasks thoroughly					
Shows initiative					
Utilizes and is aware of safety practices					
Utilizes technology and/or other tools effectively					

Describe the most important lesson/skills you have learned at your current work experience placement and explain how it will help you as you move forward in the workplace.

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Student Self Reflection #2 After 100 hours

Personal Qualities and Interpersonal Skills	Emerging	Developing	Proficient	Extending	Not Applicable
Cooperative and able to work with others					
Accepting of constructive criticism					
Adaptable to new tasks and/or situations					
Respectful of others					
Appropriately groomed					
Demonstrates a positive attitude					
Shows interest and enthusiasm					
<b>Communication Skills</b>					
Uses appropriate communication for the worksite					
Speaks clearly					
Listens well					
Asks appropriate questions					
Uses appropriate body language					
Writes clearly and legibly					
Communicates appropriately using cell, text and email					
<b>Quality of Work and Work Habits</b>					
Reliable					
Punctual (including after breaks)					
Attends regularly					
Shows good work ethic					
Able to follow directions					
Completes assigned tasks on time					
Completes assigned tasks thoroughly					
Shows initiative					
Utilizes and is aware of safety practices					
Utilizes technology and/or other tools effectively					

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Now that you have completed 100 hours, answer the WORK TERM REPORT questions. The work term report counts for 40% of your final grade so be sure to write a detailed reflection of your experience and show growth in your thinking.



Career Pathways

# Work Experience Education

## EMPLOYER FEEDBACK FORM

STUDENT NAME: \_\_\_\_\_

Please complete the following form by assessing this work experience student as you would a novice worker. Employer feedback provides educators with valuable information when assessing learning outcomes of a student performance on the worksite. Feel free to discuss your feedback directly with the student.

Personal Qualities and Interpersonal Skills	Emerging	Developing	Proficient	Extending	Not Applicable
Cooperative and able to work with others					
Accepting of constructive criticism					
Adaptable to new tasks and/or situations					
Respectful of others					
Appropriately groomed					
Demonstrates a positive attitude					
Shows interest and enthusiasm					
<b>Communication Skills</b>					
Uses appropriate communication for the worksite					
Speaks clearly					
Listens well					
Asks appropriate questions					
Uses appropriate body language					
Writes clearly and legibly					
Communicates appropriately using cell, text and email					
<b>Quality of Work and Work Habits</b>					
Reliable					
Punctual (including after breaks)					
Attends regularly					
Shows good work ethic					
Able to follow directions					
Completes assigned tasks on time					
Completes assigned tasks thoroughly					
Shows initiative					
Utilizes and is aware of safety practices					
Utilizes technology and/or other tools effectively					

Additional Comments: \_\_\_\_\_

Employer/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Work Experience Education

Career  
Pathways

### Work Term Report

#### PART A

Students in **the WEX12B** course need to learn how to make informed decisions about their future occupations. *Career Trek* features short, easy-to-watch videos that highlight a range of careers in B.C., allowing students to see what it may be like to work in a particular occupation, as well as the pros and cons as of a specific career.

To complete this Career Trek Journal Assignment, visit *WorkBC's Career Trek* website and complete the following:

1. Watch a *Career Trek* video on a career that is related to your **CURRENT** employment activity (Paid or Unpaid). Complete a journal entry based on this video (see example below).
2. Watch a *Career Trek* video on a career that is related to a **FUTURE** career goal. Complete a journal entry based on this video (see example below).

**Scan or click on the QR code below to access *WorkBC's Career Trek* videos:**

<https://www.workbc.ca/plan-career/career-trek-videos>



#### PART B

Answer each of the following questions in a point form or paragraph style, typewritten report and hand it in to the Career Pathways Coordinator. Go deep in your thinking here — show growth!


1. What did you learn from this experience? (ie. What did you learn about the job, yourself, working with others)?
2. How has this work experience affected your career plans? (How have your future plans changed — or not changed — as a result of this experience)?



# Work Experience Education

Career Pathways

**Baker**  
NOC 6332 EXAMPLE Email



Episode 42, filmed in Cowichan Bay, Vancouver Island/Coast

A baker in Cowichan Bay demonstrates how she uses machinery and hand skills to make a variety of baked goods. Viviana makes croissants! The baker takes pride in baking products that make her customers happy. She plans to open her own bakery business.

**Employment Trends 2022-2032**

Annual employment growth: 1.3%      **Salary:** \$31,701

Job openings: 2,850      **Education:** Apprenticeship Certificate

**KEY SKILLS**

- Monitoring
- Active learning
- Critical thinking
- Coordination
- Speaking
- Active listening

Skills definitions >

*Use these examples to complete the Career Trek Journals on the following page.*



<b>EXAMPLE</b>	<b>Job Title:</b> Baker
<b>Three (3) key skills that this job requires that I possess:</b>	
1. Active Learning   2. Coordination   3. Active listening	
<b>Two (2) things that I like about this job:</b>	
1. Lots of job openings 2. I get to use equipment	
<b>Two (2) things that I don't like about this job:</b>	
1. Early mornings 2. Time pressure	
<b>Would you consider doing this job in the future? Explain:</b>	
Yes, this is a good job to learn more about this trade as I earn a living wage. I would like to Apprentice for a few years and then maybe start my own bakery business.	
<b>Employment Growth %:</b> 1.3%	<b>Job Openings:</b> 2,850
<b>Salary per Year:</b> \$31,710	<b>Education Requirement:</b> Apprenticeship Certificate



# Work Experience Education

Career Pathways

## Complete this Career Trek Journal for your **CURRENT** employment activity

Job Title:	
Three (3) key skills that this job requires that I possess:	
Two (2) things that I like about this job:	
Two (2) things that I don't like about this job:	
Would you consider doing this job in the future? Explain:	
Employment Growth %:	Job Openings:
Salary per Year:	Education Requirements:

## Complete this Career Trek Journal for your **FUTURE** employment activity

Job Title:	
Three (3) key skills that this job requires that I possess:	
Two (2) things that I like about this job:	
Two (2) things that I don't like about this job:	
Would you consider doing this job in the future? Explain:	
Employment Growth %:	Job Openings:
Salary per Year:	Education Requirements:



# Work Experience Education

Career Pathways

## Marking Criteria

Name:		PEN Number:
<b>Work Experience 12B</b>		
	Assessment	Comments
/10%	First Assignment <ul style="list-style-type: none"> <li>• Training Plan (3)</li> <li>• Workplace Safety Knowledge Test (5)</li> <li>• Safety Checklist (2)</li> </ul>	
/20%	Secure and Maintain Work <ul style="list-style-type: none"> <li>• Resume (10)</li> <li>• Cover Letter (10)</li> </ul>	
/20%	Workplace Application <ul style="list-style-type: none"> <li>• Written Work Log (20)</li> </ul>	
/50%	Work Term Report (40) <ul style="list-style-type: none"> <li>• Thoroughness of answers</li> <li>• Explanation of transferable skills</li> <li>• Connection to career objectives</li> </ul> Student / Teacher Interview (10) <ul style="list-style-type: none"> <li>• Self reflection</li> <li>• Knowledge assessment</li> <li>• Workplace skill development</li> <li>• Responsibilities &amp; expectations</li> <li>• Workplace safety</li> <li>• Problem-solving &amp; conflict resolution</li> <li>• Interpersonal Skills</li> </ul>	
	Career Pathways Coordinator	
	Name	
	Signature	
	Date	