
CAREER PREPARATION PROGRAMS

Background

Career Preparation Programs are important learning opportunities for students as they transition from secondary schools to the world of work. Career Preparation Programs include Work Experience courses and SkilledTradesBC Youth Programs governed by Work Experience Ministerial Order 237/11.

Work Experience (WEX) and SkilledTradesBC Youth Programs are in addition to the thirty (30) hours work experience, volunteerism or community service required in the Career-Life Connections program. Elective work experience is defined in the [Work Experience Program Guide](#) as “an opportunity to participate in, observe and learn about the tasks and responsibilities related to an occupation or career” (p.1). SkilledTradesBC Youth Programs let students get started in a trade while they are still in high school.

In the implementation of Career Preparation Programs, the standards for Ministry Work Experience and SkilledTradesBC Youth Programs must be upheld with an emphasis on work-site safety and student conduct.

Procedures

1. Work Experience
 - 1.1. In accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, and the Work Experience Program Guide, the District authorizes participation in Work Experience programs for students who are fifteen (15) years of age or older.
 - 1.2. Principals are responsible for implementing and evaluating the learning standards from the Work Experience Program Guide.
 - 1.3. Principals are responsible to ensure that, in accordance with Ministry guidelines and District Administrative Procedures, all documentation is completed and filed with specific attention to the Work Experience Placement Agreement (Form 216-1) and WorkSafeBC Clearance Letter (Form 216-2).
 - 1.4. All Work Experience placements must be related to a student’s career focus and shall include hands-on work experience, job shadowing, and/or career mentoring at a standard work site, or hands-on work experience and career simulation activities at a non-standard community site.
 - 1.5. All Work Experience students must be supervised by a designated on-site Work Site Employer that is subject to the Worker’s Compensation Act; and monitored and evaluated by a District educator in accordance with the Work Experience Program Guide.

- 1.6. Compliance with WorkSafeBC standards and procedures is mandatory, with an emphasis on the orientation by a supervising educator before a workplace placement commences.
- 1.7. Students with diverse abilities are to have access to all career education opportunities available to other students in the school they attend if one or more career objectives are identified in the student's Individualized Education Plan (IEP). Within the regular curriculum, accommodations for students with an IEP may include:
 - 1.7.1. Increased time for vocational training.
 - 1.7.2. Appropriate on-site supervision and support in the workplace.
 - 1.7.3. Specific and direct opportunities to increase work related skills.
- 1.8. For students undertaking the Adult Graduation Certification, recognition of current or past work can be used for credit recognition through a prior learning assessment.

2. Youth Work in Trades

- 2.1. In accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, and Skilled Trades BC Youth Program guide – Youth Work in Trades, the District authorizes students who are fifteen (15) years of age or older, and in grade 10, 11 or 12, to participate in Youth Work in Trades Programs. Graduated school-age students may also participate in the YWT Program.
- 2.2. Youth Work in Trades educators are responsible for implementing and evaluating the learning standards from the Program Guide for Youth Work in Trades.
- 2.3. Principals are responsible to ensure that, in accordance with Ministry guidelines and District administrative procedures all documentation is completed and filed with specific attention to the Skilled Trades BC Youth Apprentice and Sponsor Registration Forms (Form 216-3) and the WorkSafeBC Employer Clearance Letter (Form 216-2).
- 2.4. Educators along with Employers/Sponsors must establish a training plan that articulates the skills and areas of knowledge to be developed, based on the program outline for the particular trade.

The District Youth Work in Trades programs must be related to a student's career focus and be supervised by a designated on-site Work Site Employer that is subject to the Worker's Compensation Act; and, monitored and evaluated by a District educator in accordance with the Program Guide for Youth Work in Trades.

- 2.5. Compliance with WorkSafeBC standards and procedures is mandatory, with an emphasis on the mandatory orientation by a supervising educator before a workplace placement commences.

Administrative Procedure 216



Reference: Sections 20, 22, 65, 75, 85 *School Act*
Workers' Compensation Act
Workers' Compensation Coverage Order OIC344/11
Graduation Program Order M302/04
Work Experience Order M237/11
Policy Circular 95-05 Earning Credits in Career Programs
Program Guide for Ministry-Authorized Work Experience Courses
Secondary School Apprenticeship Program Guide
Special Education Services: A Manual of Policies, Procedures and Guidelines

Adopted: May 18, 2022
Revised: March 8, 2023