



Administrative Regulations

EDUCATION

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CAREER PROGRAMS

1. Before a school may offer, or make changes in, any career program/course, approval must be obtained by submitting an application to the Board by April 30TH of each year (or in the case of offering a new, locally developed course within either a new or old program, by March 30TH.)
2. For the purpose of career programs, each Work Experience course shall consist of 120 hours, most of which is to consist of unpaid, standard work-site placement.
3. Each of the following types of career programs shall offer the following number of 4 credit work-experience courses:
 - Career Preparation - 1
 - Co-op - 2
 - Secondary School Apprenticeship - 4
4. All aspects of career programs information recording and reporting shall be consistent with the current Ministry requirements in Form 1701. Information required for this form shall be dealt with in an expeditious manner in order for Ministry deadlines to be met. Students shall only be claimed for funding if an advisory committee is in place. Only students who have completed and signed a form showing that the student has selected to be enrolled in a particular career program shall be claimed for funding. This form must also include the courses in the career program and the number of hours of work experience required. Grade 12 students shall only be claimed if they have completed a work experience agreement or a record of planned work experience.
5. Students shall only participate in work experience if:
 - (a) the school has on file a work-experience agreement form signed by all parties for each work-site placement;
 - (b) they are supervised by an employer approved adult supervisor;
 - (c) the work-site is visited initially, and then periodically, by the work experience teacher;
 - (d) the student has completed the work-site safety and injury prevention intended learning outcomes of CAPP 8-12;

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CAREER PROGRAMS cont'd

- (e) the work experience teacher has:
- informed the employer that they have a duty to provide work-site specific safety orientation before the student starts work;
 - discussed with the employer the goals of the placement and the student's abilities relating to the placement;
 - established criteria for evaluating the placement.
6. Credit for CPWE and for completion of a Career Preparation program shall only be granted if a work experience agreement is completed.
 7. Students conduct on work-site placements is expected to be the same as that at school and that expected of adult workers on that site. Participation in work experience can be ended anytime by the work experience teacher and/or employer. Students must observe the times required in the contract and inform the employer and work experience teacher of any variation.
 8. If a student has a work-site accident, a WCB injury report must be completed by the school and submitted within three days to the WCB. A copy of the report and the work experience agreement must be sent to the Ministry of Education.
 9. Secondary School Apprenticeship students must have an employer willing to provide employment for at least 480 hours of work-site based apprenticeship and an Apprenticeship and Trades Worker Number assigned by ITAC.
 10. Implementation of the 30 hours work experience component of the CAPP 11 and 12 program shall follow all guidelines in The Work Experience Handbook, Ministry of Education policy circular 00-01 and any pertinent regulations above. Students shall only be credited with current or past paid employment if they can present written confirmation of WCB coverage from their employer.

Date approved: August 1, 2001

Reference: Policies 1.4.1, 4.6

Date revised:

Supt. Signature: