



## 1. GENERAL

- 1.1 Winnipeg School Division (WSD) is committed to inspiring students to achieve academic success, reach individual life goals, and enter the workforce well-prepared to further their education and career training. Preparing for the workforce is an important outcome of education and through WSD career education, students develop their strengths and interests.
- 1.2 WSD recognizes that valuable learning can take place outside the school building and encourages staff and students to make use of the total resources of the community to enhance the curriculum or co-curricular activities.
- 1.3 WSD supports students with diverse learning needs to ensure that they have appropriate educational opportunities and can participate fully as members of their school community. This includes participation in work/volunteering experiences and career education through the support provided by Student Support Services staff, including the Community Transition Support Program.
- 1.4 WSD will ensure that students are placed in a safe, relevant work site where they will be treated professionally, while maintaining a high standard of academic and professional rigor while working outside of a traditional classroom setting.
- 1.5 WSD is responsible to ensure that work experience sites are appropriate and reflect each student's educational program of study, are a safe environment in which to learn and work, and to provide work experiences with clear learning outcomes and evaluation criteria.
- 1.6 Students are responsible for conducting themselves in the same professional manner expected of an employee, and acting as representatives of their educational program, vocational area, and WSD.

## 2. DEFINITIONS

### 2.1 Work Experience

A practical work experience (paid or un-paid) that takes place outside the school building whose operations support student career education, community experiences, and exploration.

### 2.2 Work Skills

Essential and employability skills are defined by WSD as a set of attributes, skills, and knowledge that students need to possess to ensure they have the capability of being effective in the workplace including personal management skills, communication skills, applied knowledge, and critical thinking.

### 2.3 School-Based Career Education Contacts

WSD staff person(s) who are responsible for administering career education programming at their school. These contacts may include Guidance Counselors, Department Leads, Classroom Teachers, Career Interns, Educational Assistants, or any WSD staff identified by the respective Principal as having this duty.



#### 2.4 Worker

As per the Manitoba Workplace Safety and Health Act and Regulations, a student who performs work or provides services for compensation, or no monetary compensation, under a career education program authorized by WSD is considered a worker.

#### 2.5 Credit for Employment (CFE)

The CFE offers students the opportunity to earn high school credits in an authentic paid work environment. Students will find their own employer and earn up to two credits based on the number of hours worked.

#### 2.6 Career Development Internship (CDI)

The CDI offers students the opportunity to participate in an unpaid internship placement in a career of their interest, all while earning up to two high school credits.

#### 2.7 High School Apprenticeship Program (HSAP)

The HSAP is an extension and enhancement of regular apprenticeship training and is an integration of institutional education and the workplace. This work experience provides students with up to eight credits that can be used towards continued apprenticeship training after high school graduation.

#### 2.8 Community Service Student-Initiated Project (CSSIP)

Students can contribute to their community by volunteering for worthwhile causes or organizations. The civic knowledge, skills and attitudes obtained from such community service activities can increase a student's self-esteem and maturity and provide more awareness of the needs of others in the community.

To obtain the credit, students must provide evidence of project completion by presenting documentation for the activity in which they participate outside the school system to their school-based Career Education contact(s).

#### 2.9 Work Placements

One of several ways of achieving the teaching/learning goals, objectives and/or outcomes stated in Manitoba Curriculum. While most commonly implemented in vocational programming, work placements can be utilized in any eligible curricula.

Work placement is neither a program nor a course — there is no provincial work placement curriculum. Rather, it is a means of achieving teaching/learning goals, objectives and/or outcomes within existing diverse learning experiences that support all kinds of learners.

#### 2.10 Work Experience Chaperones

Work Experience Chaperones may be educational assistants, teachers, and/or members of the school-based Career Education team who accompany students on their work experience.



## 2.11 Divisional-Based Career Education Team

The Divisional-Based Career Education Team is comprised of the Divisional Principal – Career Lab and the Workplace Safety and Health Officer – Student Workplace Practicum.

## 3. RESPONSIBILITIES

### 3.1 Superintendent/CEO

The Superintendent/CEO is responsible for the implementation of this policy.

### 3.2 Assistant Superintendents

The Assistant Superintendents shall ensure that all work experiences are in compliance with provincial curriculum and WSD policies.

### 3.3 Principals

The Principal shall:

- a) Ensure that parents/guardians are informed about their students' work experience programming, as well as notifying parents/guardians if their student is injured during a work experience;
- b) Inviting community partners to provide a variety of paid career opportunities, unpaid career;
- c) Continuing to support staff and students throughout the career education process.

### 3.4 Students

Students shall:

- a) Comply with the WSD Work Experiences Policy and any additional policies and procedures set out by their host employer, work site supervisors and/or their School-Based Career Education Contact(s);
- b) Submit all required forms and documents pertaining to their work experience as outlined in the Work Experience Resource Guide;
- c) Report any and all workplace incidents, near misses and unsafe work conditions to their work site supervisor and School-Based Career Education Contact(s);
- d) Submit required forms and documentation promptly to ensure career education programming qualifies for desired credits;
- e) Maintain records of safety awareness training they have completed through their enrolment in WSD;
- f) Complete any work experience related assignment issued by their school-based Career Education contact(s);
- g) While on a work experience, students will conduct themselves at all times in a professional manner, with particular attention paid to work skills and will adopt any rules or expectation unique to their work experience work site (i.e. dress code, customer service standards, etc.);
- h) While on work experience, WSD students remain subject to all WSD policies and procedures applicable to students;
- i) In addition to the above, students will adopt and follow any human resources, supervision, or reporting policies which are established at the work experience work site (i.e. accident reports, sick days, etc.). Students are expected to work closely with their School-Based Career Education Contact(s) and work site supervisor should any issues or concerns arise where there may be a conflict between a WSD policy and those of the work experience work site.



#### 4. PROCEDURE

##### 4.1 Student Work Experience Eligibility

The minimum requirements for work experiences may vary between programs. These requirements are further detailed in each program's course outline as well as the Work Experience Resource Guide.

A work experience is not guaranteed. Students must demonstrate acceptable technical and theoretical skills in the classroom through tests, assignments and projects, as well as acceptable attendance as defined in the WSD Attendance Policy to be considered eligible for work experience.

Where a student's grades, attendance, or Work Skills are assessed by the student's teacher, instructor, or other designated assessor as being below the standard required for their WSD program or industry/trade area, the respective Principal may withdraw the student's eligibility to participate in, or complete a work experience.

##### 4.2 Workers Compensation and Liability

Workers Compensation Board coverage is provided by Manitoba Education and Training when all of the following criteria are met:

- a) The worker is a registered student;
- b) The work experience is supervised by a teacher certified by Manitoba Education and Training;
- c) The work experience is used as an implementation strategy to achieve the teaching/learning goals, objectives, and/or outcomes stated in department-developed, -registered, or -approved curricula and/or courses;
- d) The work experience is carried out within the Province of Manitoba; and
- e) The required departmental and divisional forms are completed, and all required procedures are followed.

##### 4.3 Work Experience Work Sites

All work experience work sites shall be assessed, evaluated and approved by a WSD Workplace Safety and Health Officer – Student Workplace Practicum (WSHO-SWP), prior to eligible students utilizing the work site for Career Education Programming.

Students may intern, apprentice, or job-shadow skilled workers, subject matter experts, or community knowledge-keepers as part of their work experience. This may have them working at various, or mobile work sites throughout a work experience. The WSD WSHO-SWP is still required to assess, evaluate, and approve these work experiences through collaboration with the student's site supervisor, and establish that procedures/policies are in place to ensure student safety and health.

Where WSD arranges the work experience, every effort will be made to arrange a work experience that is reasonably accessible to the student in terms of location and business hours, students are expected to be flexible with their personal schedule and transportation arrangements in order to meet the work experience requirements of their program of study.

Where WSD arranges the work experience, the operations or business conducted by the work experience site must be directly related to the student's WSD program of study, and must provide the opportunity to put classroom theory and skills to realistic, practical use.



Students are responsible for any costs associated with transportation to and from their work experience work site.

Students may be required to purchase specific tools, clothing, or equipment for their work experience.

These items may or may not be listed in the course outlines as they may vary from work site to work site. These costs are the responsibility of the student worker.

Offers of paid employment are at the sole discretion of the work experience sites. Paid employment to students participating in work experiences is at the discretion of the work experience employer.

#### 4.4 Safety and Health

The WSD WSHO-SWP along with the prospective work experience site employer and/or supervisor will conduct a walk-through of the work site from a safety perspective to ensure the workplace is suitable. A walk-through must be conducted at a minimum every four-years, and may be conducted more often as determined as necessary by the WSD.

Students must complete the Young Worker Readiness Certificate Course (YWRCC), as well as required divisional forms outlined in the Work Experience Resource Guide prior to beginning their work experience.

If at any time during the work experience a student or staff person identifies something at a work site that could endanger their safety, they must report the concern immediately to the work site contact and the WSHO-SWP.

Student workers have the right to refuse unsafe work and will not be disciplined for exercising their right to refuse unsafe work when acted upon in good faith.

When a student exercises their right to refuse unsafe work, or when a WSD staff person identifies that a work experience work site is an unsafe environment, the student will immediately be removed from the work experience until WSD has had sufficient opportunity to investigate the concern. If a satisfactory solution, as deemed by the WSD WSHO-SWP, is implemented at the workplace the student will return to the work experience. If the WSD WSHO-SWP determines that the work site remains unsafe, work experiences at that work site will cease until the worksite is deemed satisfactory.

Under no situation will a student be placed at, returned to, or permitted to work at a work site for a work experience that has not been approved and deemed safe by a WSD WSHO-SWP.

#### 4.5 Accident Procedures

In the event that a student suffers a workplace injury/illness while on a work experience, the student must immediately report the incident to their immediate supervisor and their School-Based Career Education Contact(s), regardless of how minor the injury may be.