



STUDENT PROCESS: VOLUNTEERING FOR CREDIT

A student needs to volunteer 110 hours, and they can obtain one (1) High School Credit (*only one credit throughout their high school lifetime*).

NOTE: Volunteer hours can only start being counted once the placement has been approved. Volunteer hours prior to being confirmed by the Winnipeg School Division.

1. Student informs their Guidance Councillor/Career Advisor on the location they want to volunteer and provides the following information:
 - a. Company, Business, or Organization Name
 - b. Worksite Address
 - c. Worksite Contact Person
 - d. Contact Information Option
 - e. Additional Notes
 - f. Please include your First and Last Name(s) a brief description of what you will be doing as a volunteer.
2. Guidance Councillor/Career Advisor requests a site visit from the Winnipeg School Division. The Guidance Councillor/Career Advisor will let the student know whether the site has been approved (this can take a week or two to confirm).
3. The student needs to:
 - a. Meet with Guidance to receive a Volunteer Hours Tracking Form
 - i. Reminder this form cannot backdate hours. Hours can only be tracked once the placement has been approved.
 - b. Complete the following forms from the Kelvin Website > Student Resources > Career Education at the bottom of the page.
 - I. [WE1 – Parent Guardian Approval Form](#)
 - II. [WE2 – Student Letter of Understanding](#)
 - III. [DataBase – Student Safety and Health Awareness Training](#)
 - i. Students need to complete the [Young Workers Certificate](#) (*from Safe Work MB*) and then upload their completed certificate to the above portal.
4. If not, they can still complete the above, however will need to find an alternative site.
5. Once the student has completed the above and the site is confirmed, they should receive their hours tracker.

LOGIN INSTRUCTIONS

YOUNG WORKERS READINESS CERTIFICATE COURSE

If you are 13, 14, or 15 years of age and want to work in Manitoba, you are required to: complete the Young Workers Readiness course and obtain a Certificate of Completion. This must be provided to your employer prior to starting work and signed by your parent or guardian.

TO ACCESS THE COURSE

1. Click [here](https://swmb.bluedrop.io/storefront/safeworkmanitoba) to go to SAFE Work Manitoba's storefront.
<https://swmb.bluedrop.io/storefront/safeworkmanitoba>

2. Click the "Online" tab, with is the third training option, farthest right.

1. From "Categories" select "Young workers" from "the drop-down to filter the page for the Young Worker Readiness Certificate Course.

2. Click "Get Started" on the course version you choose.

- a. Note: There are four versions of the course listed: high-definition and low-definition versions in both English and French. Choose the high-definition version if you have a strong internet connection.

Otherwise, we recommend selecting the low-definition version. The only difference is that the high-definition version contains animation.

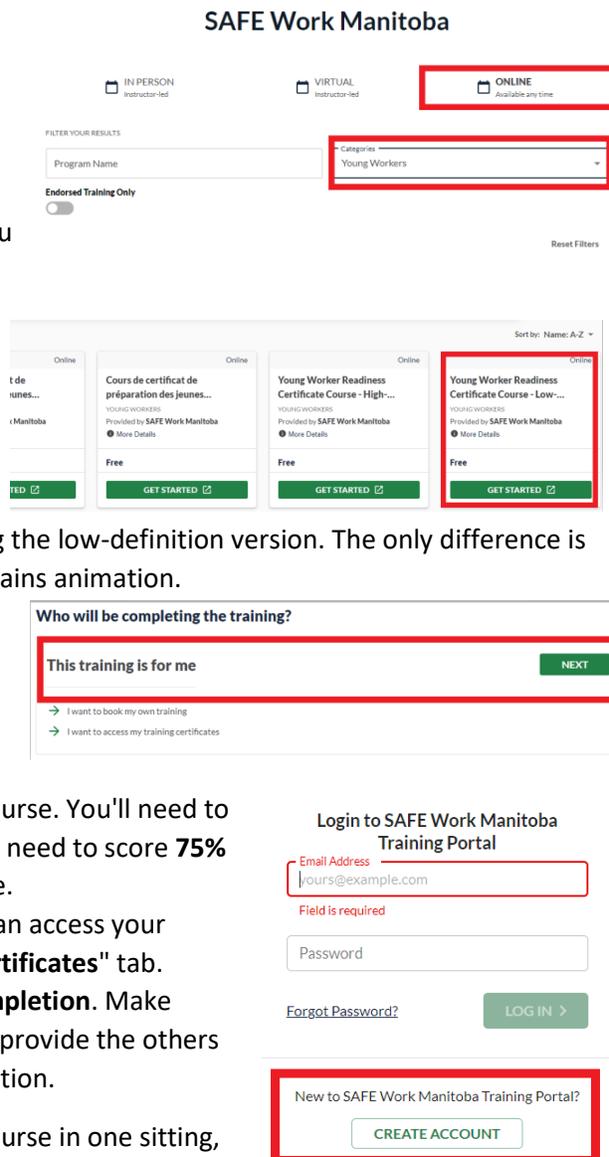
3. Click "Next" on "This training is for me."
4. You'll then be asked to **create an account** or log into your existing account.
5. Once you've logged in and registered, click "Start Learning."

6. Click the "To Do" tab to find and start the course. You'll need to complete three modules and a quiz. You will need to score **75% or higher** on the quiz to complete the course.

7. Once you have completed the course, you can access your Certificate of Completion under the "My Certificates" tab.
8. **Download and print your Certificate of Completion.** Make extra copies. Keep one for your records and provide the others to potential employers with your job application.

NOTE: If you don't have enough time to finish the course in one sitting, you can come back later to finish it. Just log into your account, go to your "To Do" tab, and click "Continue" to continue where you left off.

REMINDER: Add this certificate name and the completion date to your resume as well!!!



The screenshots illustrate the user interface for the SAFE Work Manitoba Training Portal. The first screenshot shows the 'SAFE Work Manitoba' storefront with filters for 'IN PERSON', 'VIRTUAL', and 'ONLINE'. The 'ONLINE' filter is selected. A dropdown menu for 'Categories' is open, showing 'Young Workers' selected. The second screenshot shows a grid of course options, including 'Cours de certificat de préparation des jeunes...', 'Young Worker Readiness Certificate Course - High...', and 'Young Worker Readiness Certificate Course - Low...'. The 'GET STARTED' button for the low-definition course is highlighted. The third screenshot shows a form titled 'Who will be completing the training?' with the option 'This training is for me' selected. The fourth screenshot shows the login form with fields for 'Email Address' (example: yours@example.com) and 'Password', and a 'LOG IN' button. A 'Forgot Password?' link is also visible. The fifth screenshot shows a 'New to SAFE Work Manitoba Training Portal?' message with a 'CREATE ACCOUNT' button.