



WINNIPEG SCHOOL DIVISION

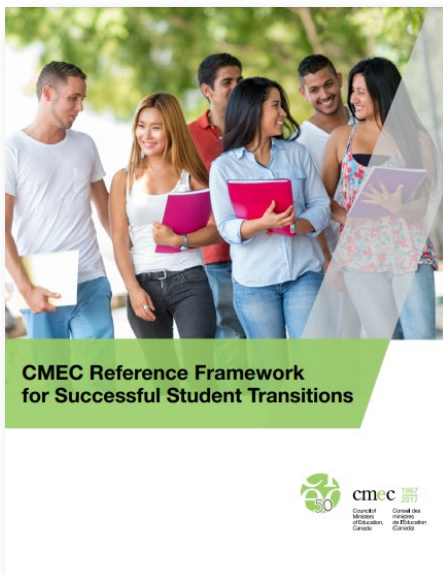
Student Work Experience Resource Guide

2023-2024

Winnipeg School Division is committed to inspiring students to achieve academic success, reach goals and enter the workforce. Preparing for the workforce is an important outcome of education and through WSD career education, students learn their strengths and interests.

Through a variety of curriculum choices, programs, and events, Winnipeg School Division students can explore possible future career options. WSD partners with organizations and businesses to monitor the labor market for Winnipeg youth and provide the tools, technology, and skills they need to lead to meaningful careers.

In the early 1990s, WSD created the School-to-Work initiative to promote career education to all schools at all grade levels across the division. School-to-Work Transition Education helps students learn the competencies they need, lifelong, to be healthy, self-reliant, and resilient citizens, able to find work they love in times of constant workforce change. The program includes four main areas: curriculum relevancy, skill development, career building, and the world of work awareness and readiness.



“Supporting student transitions is everyone’s responsibility. We all stand to gain when Canadian youth have the skills, strategies, supports, and resilience they need to transition effectively through their studies and into work. Education systems play a unique and critical role in ensuring that every student has the supports they need to transition to pursue their preferred futures.”

CMEC Reference Framework for Successful Student Transitions 2017

<https://www.cmec.ca/Publications/Lists/Publications/Attachments/372/CMEC-Reference-Framework-for-Successful-Student-Transitions-EN.pdf>

TABLE OF CONTENTS

Work Experience Safety Framework Rationale	2
Where Can Work Experiences Occur?	2
Credit for Employment (CFE)	2
Career Development Internship (CDI)	3
Work Placement	3
High School Apprenticeship Program (HSAP)	4
Community Service Student-Initiated Project (CSSIP)	4
Students Considered Workers	5
Work Experience Chaperones	5
Processes for Safe Student Work Experiences	6
Step 1 – Identify Students	6
Step 2 – Safety and Health Awareness Training	6
Step 3 – Work Experience Site Safety Assessments	6
Step 4 – Documentation, Forms, and Applications	6
Step 5 – Communication Systems	7
Step 6 – Incident Processes	7
Step 7 – Work Experience Evaluation	7
Work Experiences: Simplified Flow Chart	8
Roles and Responsibilities	9
School Principals/Vice-Principals	9
School-based Career Education contact(s)	9
Work Experience Chaperones	10
Students	10
Division-Based Career Education Team	11
Employers and On-Site Supervisors	11
Parents/Guardians	11
Resources	12
myBlueprint – Education Planner	12
Cognito Forms	12
Young Workers Readiness Certificate Course	12
SAFE Workers of Tomorrow	12
Forms and Supporting Documents	12

WORK EXPERIENCE SAFETY FRAMEWORK RATIONALE

School divisions, schools, and their staff have a responsibility to ensure that students are safe during work experiences and leave school with workplace safety and health knowledge and skills. Preparation for safe work experiences and understanding workers' rights and responsibilities are integral components of all students' education and their safe introduction to the world of work.

On November 15, 2019, a Provincial Safety Plan Development Session was held to share information about the requirements, roles, and responsibilities for the preparation of individual school division student work experience safety plans.

Resources from the day are [found here](#), with supporting documents arranged by the sections of the framework.



WHERE CAN WORK EXPERIENCES OCCUR?

The work experience options detailed below are just one facet of career education programming within Winnipeg School Division. Visit the [WSD Career Education](#) page for more information on the work experience options available, and what prerequisites students require to participate. Students can participate in any or all the following options throughout their time within WSD.

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.

By locating and participating in paid employment, students will have an opportunity to apply knowledge and skills they've learned in the Career Development Life/Work courses.

Course Designation, Code, and Credits

- General (G); MET code 0304
- WSD course codes:
 - o 35G – CFEH3G
 - o 45G – CFEH4G
 - o 30G – CFER3G
 - o 40G – CFER4G
- 55-hours worked = 35G half-credit; 45G half-credit.
- 110-hours worked = 35G full-credit; 45G full-credit.
- Maximum of 2.0 credits.
- Students may earn either the full-credit or half-credit at each grade level, but not both.

Prerequisites

- Enrolled in Grade 11 or 12, or Adult Learner.
- Minimum 16 years of age.
- Completion of the Young Worker Readiness Certificate Course.
- Must have completed:
 - o WE1 – Parent/Guardian Approval Form
 - o WE2 – Student Letter of Understanding
- Completed a minimum of a half-credit (0.5) Career Development Life/Works course before registering for CFE, or will complete during the CFE.

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.

The knowledge, skills, and attitudes acquired through internships can increase students' competence and confidence, and provide more awareness of the expectations of a profession and the employment opportunities that exist in their community, as well as the educational and training requirements for these opportunities.

Course Designation, Code, and Credits

- General (G); MET code 0305
- WSD course codes:
 - o 35G – CDIH3G
 - o 45G – CDIH4G
 - o 30G – CDIR3G
 - o 40G – CDIR4G
- 55-hours worked = 35G half-credit; 45G half-credit.
- 110-hours worked = 35G full-credit; 45G full-credit.
- Maximum of 2.0 credits.
- Students may earn either the full-credit or half-credit at each grade level, but not both.

Prerequisites

- Enrolled in Grade 11 or 12, or Adult Learner.
- Minimum 16 years of age.
- Completion of the Young Worker Readiness Certificate Course.
- Must have completed:
 - o WE1 – Parent/Guardian Approval Form
 - o WE2 – Student Letter of Understanding
- Completed a minimum of a half-credit (0.5) Career Development Life/Works course before registering for CDI, or will complete during the CDI.

WORK PLACEMENT (WP)

Work placements are one of several ways of achieving the teaching/learning goals, objectives, and/or outcomes stated in the 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, as there is no provincial work placement curriculum. Rather, it is a means of achieving targeted objectives and/or specific outcomes within existing courses. Work placement should be used in conjunction with other instructional strategies to provide diverse learning experiences that support all kinds of learners.

Course Designation, Code, and Credits

- Not Applicable

Prerequisites

- Enrolled in a secondary school. course/program.
- Completion of the Young Worker Readiness Certificate Course.
- Must have completed:
 - o WE1 – Parent/Guardian Approval Form
 - o WE2 – Student Letter of Understanding



HIGH SCHOOL APPRENTICESHIP PROGRAM (HSAP)

The High School Apprenticeship Program falls within the Senior Years Technology Education Program. In Manitoba, apprenticeship training is administered by the Apprenticeship Branch of Manitoba Entrepreneurship, Training and Trade. Apprenticeship is a training relationship involving an apprentice (student worker), an employer, and the Apprenticeship Branch. An employer hires an apprentice to meet an existing or projected skill need and a contractual arrangement is established among the employer, the apprentice, and the Apprenticeship Branch.

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.

Course Designation, Code, and Credits

- Specialized (S); MET codes:
 - o 9801, 9802, 9803, 9804, 9805, 9806, 9807, 9808
- WSD course codes:
 - o SYAR41, SYAR42, SYAR43, SYAR44, SYAR45, SYAR46, SYAR57, SYAR48
- 110-hours worked = 40S full-credit
- Maximum of 8.0 credits.

Prerequisites

- Enrolled in an approved Manitoba grade 10, 11, or 12 program, or Adult Learner.
- Minimum 16 years of age.
- Completion of the Young Worker Readiness Certificate Course.
- Must have completed:
 - o WE1 – Parent/Guardian Approval Form
 - o WE2 – Student Letter of Understanding

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).

Course Designation, Code, and Credits

- General (G); MET code 8977
- WSD course codes:
 - o 11G – CSHZ1G
 - o 21G – CSHZ2G
 - o 31G – CSHZ3G
 - o 41G – CSHZ4G
- 55-hours worked = half-credit;
- 110-hours worked = full-credit
- Maximum of 1.0 credit.

Prerequisites

- Enrolled in an accredited secondary school course/program.
- Completion of the Young Worker Readiness Certificate Course.
- Must have completed:
 - o WE1 – Parent/Guardian Approval Form
 - o WE2 – Student Letter of Understanding

STUDENTS CONSIDERED WORKERS

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 a school division/board is considered a worker.

The Act defines a worker, in part, as:

- (a) any person engaged by another person to perform services, whether under a contract of employment or not
 - (i) who works or performs services in a workplace which is owned or operated by the person who engages him to perform services,
- (b) any person undergoing training or serving an apprenticeship at an educational institution or at any other place;

WORK EXPERIENCE CHAPERONES

In alignment with WSD Inclusion Support Services philosophy, students who require WSD staff accompaniment while participating in career education programming, such as students involved in the Community Support Transition Program, may be accompanied by a work experience chaperone.

Work Experience Chaperones may be educational assistants, teachers, and/or members of the school-based Career Education team. In addition to assuming responsibilities outlined in the roles and responsibilities section of this guide, chaperones must also participate in all the on-site training provided to students by the host employer(s). This will ensure that chaperones, and students, are made aware of the risks involved, and are protected against injury and illness while involved in work experience programming.



PROCESSES FOR WORK EXPERIENCE PROGRAMMING

Workplace safety and health awareness should start before entering into the work placement.



Step 1 – Identify Students and Establish Learning Outcomes

Visit the [WSD Career Education](#) page to find an overview of the various work experience options available, and what prerequisites students require to participate.



Administration at each school must designate school staff person(s) as their Career Education contact(s), these individuals will arrange and coordinate career education within their schools. This includes managing their school's career education programming documents on Cognito Forms. Training on this platform will be provided by divisional-based Career Education team members.

The school's Career Education contact(s) will bear the responsibilities covered in the roles and responsibilities section of this guide and will liaise with students, parents, employers, and members of the divisional-based Career Education team to ensure success in their school's career education programming.

Step 2 – Safety and Health Awareness Training

Before students can claim hours to count towards a work experience option, school-based Career Education contact(s) must ensure the student has completed the [Young Worker Readiness Certificate Course](#).



PDFs of completed training will be maintained by the student, as well as uploaded by the student to their school's Database - Student Safety and Health Awareness Training in Cognito Forms. Students 16 years of age or older do not require parental signatures on their YWRCC certificate.

Step 3 – Work Experience Site Safety Assessments

School-based Career Education contact(s) must arrange for worksite assessments for each worksite where a student will be working/volunteering. In coordination with the school-based Career Education contact(s), a divisional-based Career Education team member will schedule an in-person meeting with the employer and the student's on-site supervisor. Complete the Site Assessment Request Form found on the Career Education tab of each school's website to arrange an assessment before students begin work experiences, as hours can only be accrued upon satisfactory completion of the worksite assessment.



A member of the division-based Career Education Team will be in contact with the school-based contact(s) who requested the assessment with the results of the worksite assessment.

Step 4 – Documentation, Forms, and Applications

School-based Career Education contact(s) are required to ensure the following forms are completed for each student participating in work experiences:



Credit for Employment & CSSIP

- WE1 - Parent/Guardian Approval Form
- WE2 - Student Letter of Understanding

Career Development Internship & Work Placement

- WE1 - Parent/Guardian Approval Form
- WE2 - Student Letter of Understanding
- Work Placement Registration Form*

High School Apprenticeship Program

- WE1 - Parent/Guardian Approval Form
- WE2 - Student Letter of Understanding
- Fillable HSAP Application Form*

Each school will have a unique folder within Cognito Forms to store and maintain all the documents required in this guide. All school-based Career Education contact(s) will have editor access to Cognito Forms to ensure access to student information and are expected to update the Cognito Forms databases as described in the roles and responsibilities section of this guide.

All forms and databases are integrated into the Career Education tab on each school's website.

*Cognito Forms have been developed in such a way that when the Workplace Placement Registration Forms and HSAP Application Forms are uploaded to the Cognito Database, the forms are immediately sent to tve@gov.mb.ca and apprenticeship@gov.mb.ca respectively, as per registration requirements.

Step 5 – Communication Systems

School administration must ensure that the divisional-based Career Education team has up-to-date contact lists for school-based Career Education contact(s) at each school, as well as detailed records of all students participating in career education programming, including their worksite contacts.



Members of the divisional-based Career Education team can be reached at:

Sylvia Martin
Senior Years Technology Education/Career
Coordinator

Email: symartin@wsd1.org

Shanker Singh
High School Apprenticeship Program/Career
Education Support Teacher
Email: ssingh@wsd1.org

Torin Proulx
Workplace Safety and Health Officer – Student
Workplace Practicum
Email: tproulx@wsd1.org

Step 6 – Incident Processes

Following an incident involving a student during a work experience, the employer/on-site supervisor is to report the occurrence to the student's school-based Career Education contact(s), who will then notify the students' parent(s)/guardian(s) as described in WSD [Policy: EBB](#) (Accident Prevention and Procedures).



School-based Career Education contact(s) must fill out the [Incident Report](#) found on the Career Education tab of each school's website within five days of the incident.

For work experiences where Manitoba Education is the provider of the student's workers compensation coverage (Work Placement and CDI), an [Incident Report Form](#) must be completed and uploaded to the Incident Report Cognito form. The Cognito form will immediately send the report to Manitoba Education at tve@gov.mb.ca as per provincial requirements.

The Workers Compensation Board's firm number for Manitoba Education is 0050153ED. Failure to submit this form promptly could result in WCB fining the school division.

Injured students who do not possess WCB coverage either through Manitoba Education or their host employer are provided with WCB coverage under [Regulation 545/88R](#), filing incident reports is crucial to students receiving this coverage. If WCB claims are denied, students may be eligible for coverage under the Universal Student Accident Insurance policy #100005613 on file with the Manitoba School Boards Association. [Claim Forms](#) are available, or supervising teachers can email solutions@ia.ca or call 1-800-266-5667 to report the incident.

The divisional-based Career Education team will perform follow-up assessments of the workplace to ensure corrective actions have been implemented as a result of the workplace's incident investigation.

Step 7 – Work Experience Evaluation

Educators can use the following resources in addition to myBlueprint to aid in establishing targeted learning outcomes for career education programming, track the student's performance, and obtain work site feedback.



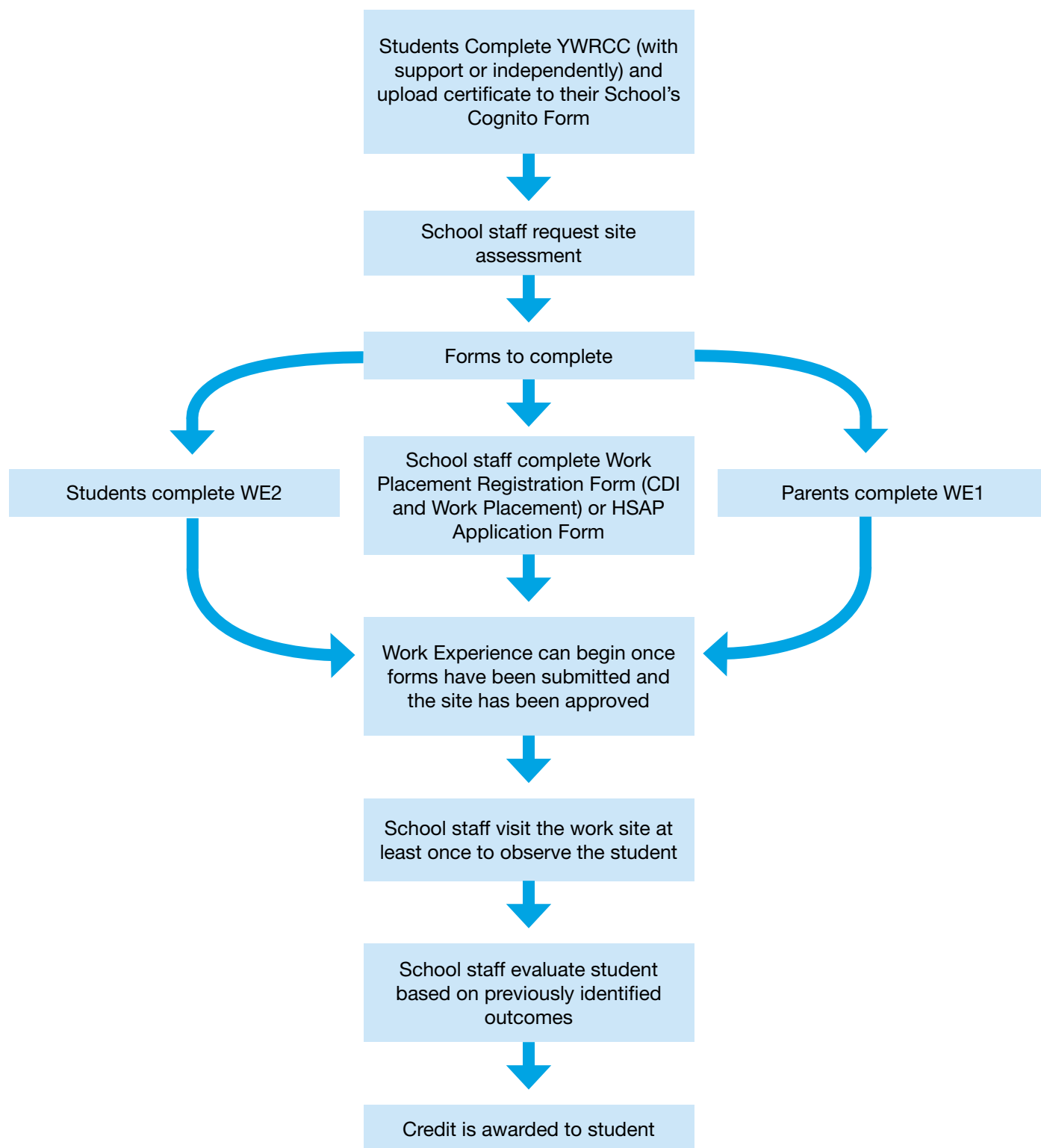
[MB Education Forms](#), [HSAP Forms](#)

After a student begins their work experience, school-based Career Education contact(s) must ensure that a follow-up site visit occurs at least once throughout the program.

Students are encouraged to use a myBlueprint portfolio to document their growth, any training they have received, and reflect on their career education programming. School-based Career Education contact(s) can review the portfolios to assess student learning related to course outcomes.

The divisional-based Career Education team will also follow up with students and school-based Career Education contact(s) after career education programming has begun to ensure ongoing adherence to these policies and procedures.

WORK EXPERIENCES PROCESSES: SIMPLIFIED FLOW CHART



ROLES AND RESPONSIBILITIES

School Principals/Vice-Principals

- Clearly define and establish career education contact(s), and work experience chaperones where appropriate, within their school. These contact(s) could include, (career interns, guidance counselors, department heads, LifeWorks teachers, and educational assistants).
- Ensuring that their school's career education contact(s) are aware they are required to inform employers of their responsibilities during work experiences.
- Ensuring that their school's career education contact(s) are aware that, before a CDI or Work Placement begins, Work Placement Registration forms for workers compensation coverage through Manitoba Education must be completed for each participating student.
- Supporting the school's career education contact(s) as they establish, organize, monitor, and evaluate their school's career education programming by:
 - Providing opportunities to visit students while working, interning, or volunteering.
 - Facilitating the acquisition of the resources needed to provide meaningful career education.
 - Providing opportunities to liaise and network with companies, businesses, and organizations to support career education programming.
 - Collaborate with the Divisional-Based Team to provide training to staff on career education programming procedures.
- Approve and appoint work experience chaperones in their school for students requiring staff accompaniment during career education programming.
- Ensure that parents/guardians are informed about their students work experience programming, as well as notified if their student is injured during a work experience.
- Inviting community partners to provide a variety of paid career education opportunities (CFE and HSAP), unpaid career education opportunities (CDI and Work Placement), and community activism opportunities (CSSIP) for their students.
- Integrate Cognito Forms accessibility tools into their school's website.
- Informing their school's staff and students about the various career education programming options.
- Continuing to support staff and students throughout the career education process.

School-based Career Education contact(s)

- Ensuring that students meet the prerequisites for work experience programming.
- Completing required pre-and post-work experience documentation and forms.
- Coordinating worksite assessments by consulting with the divisional-based Career Education team.
- Establishing and maintaining a communication system involving employers, supervisors, student workers, and staff.
- Utilizing Cognito Forms databases to maintain records including student safety awareness training, parental approval forms, work placement registration, and HSAP application forms.
- Communicating to employers and on-site supervisors their responsibility to report incidents involving a student to the school-based Career Education contact(s).
- Reporting incidents involving students by completing the WSD Incident Report on Cognito Forms.
- Developing strategies for students to process, reflect, and benefit from constructive feedback and learning related to their career education. Several assessment tools can be [found here](#).
- Coordinate with work experience chaperones, if used, to assist in the assessment of work experience learning outcomes.
- If responsible for transporting student for work experience, do so in accordance to in [WSD Policy: EEAEA](#) (Student Transportation in Passenger Vehicles)
- Below you will find responsibilities related to specific programs:

CFE

- Communicating to students and parents their responsibilities concerning the CFE opportunity.
- Verify completed hours with student and employer contact before issuing CFE credit(s).

CDI and Work Placement

- o Supporting and assisting the on-site supervisor such that they understand their responsibilities and the intent of the placement/internship.
- o Communicate to interested students the intent of the career education programming and structure the placement/internship such that it achieves learning goals specific to the student's interests.
- o Understanding what types of clothing and personal protective equipment are required by the student to carry out the placement/internship, and communicating this to the student.
- o Assisting students in completing a cover letter and resume and preparing for an interview with the on-site supervisor.
- o Visiting the student's internship/placement site at least once throughout the career education program.
- o Verify completed hours with student and employer contact before issuing CDI credit(s).

HSAP

- o Liaising with Apprenticeship Manitoba to ensure credits are issued appropriately to students who partake in the HSAP.

CSSIP

- o Communicating to students and parents their responsibilities concerning the CSSIP opportunity.
- o Verify completed hours with student and workplace contact before issuing CSSIP credit(s).

Work Experience Chaperones

- Notifying the student's school-based Career Education contact(s) of any workplace incident involving a student.
- Assisting the school-based Career Education contacts(s) in the preparation, organization and assessment of programming that will enhance and enrich the students career education programming and work experience.
- Attend all training and orientations with the student provided by the host employer.
- If responsible for transporting student for work experience, do so in accordance to in [WSD Policy: EEAEA](#) (Student Transportation in Passenger Vehicles)

Students

- Following all applicable safety and health policies and procedures while involved in career education programming.
- Reporting workplace incidents, near misses, and unsafe work conditions to their on-site supervisor and to their school-based Career Education contact(s).
- Submitting required forms and documentation promptly to ensure career education programming qualifies for desired credits.
- Maintain records of safety awareness training they have completed throughout their enrollment in WSD.
- Completing any work experience related assignment issued by their school-based Career Education contact(s).
- Below you will find responsibilities related to specific programs:

CFE

- o Arranging and obtaining their own paid employment.

CDI and Work Placement

- o Actively participating in the work experience to meet targeted learning outcomes established by their career education team.

HSAP

- o Arranging and obtaining their own paid apprenticeship placement with a qualifying employer.

CSSIP

- o Arranging and obtaining their community service/volunteering opportunity.

Division-based Career Education team

- Providing training on processes and procedures for career education programming to School Administrators and school-based Career Education contact(s).
- Coordinating with school-based Career Education contact(s) to ensure students have completed the required safety awareness training before awarding credits/commencing career education programming.
- Working with school-based Career Education contact(s) and employers to arrange for worksite assessments.
- Conducting site assessments, documenting findings, and reporting findings to school-based Career Education contact(s).
- Maintaining open lines of communication with on-site supervisors and employers throughout the career education process and ensuring they are aware of their responsibilities.
- Performing follow-up assessments of worksites after an incident involving a student worker or when appropriate.
- Communicating with school-based Career Education contact(s) and students throughout the career education process.
- Maintaining Cognito Form databases, and retaining an archive of records from previous school years.
- Ensuring WSD websites have up-to-date content regarding career education programming.

Employers and On-Site Supervisors

- Providing a safe and healthy working environment for career education programming, and adhering to responsibilities as defined in the Manitoba Workplace Safety and Health Act.
- Participating actively in the assessments conducted by career education teams.
- Conducting work performance assessments with student workers.
- Notifying the student's school-based Career Education contact(s) of any workplace incident involving a student.
- Below you will find responsibilities related to specific programs:

CFE

- o Understanding and adhering to the [Employment Standards in Manitoba](#).

HSAP

- o Ensuring a certified journeyperson is assigned to the student apprentice at all times.
- o Completing required forms and documentation provided by Apprenticeship Manitoba and the school division, including student evaluations and assessments.
- o Understanding and adhering to the [Employment Standards](#) and [Apprenticeship Standards](#) in Manitoba.

Parents/Guardians

- Participating collaboratively and remaining informed with regards to their student's career education programming, as required.
- Notifying the school of any health care needs their student may require, or any health conditions that may impact their work experience.



RESOURCES

myBlueprint – Education Planner

[myBlueprint](#) is an educational planning platform designed for students that includes: personality self-assessments, tools to explore high school courses, post-secondary pathways, and career options. It also assists in budget planning for youth, resume and cover letter development, as well as the ability to create unique student portfolios.

This platform will be used to house the various certificates students have received, and make them easily accessible to both the student and the career education teams.

Cognito Forms

[Cognito Forms](#) is a trusted online platform that allows the school division to collect information through online forms and surveys. Forms are easily embedded into websites for access by staff, students, parents, and employers. Notification preferences can be set up to receive emails when forms are successfully submitted.

Young Worker Readiness Certificate Course (YWRCC)

The [Young Workers Readiness Certificate Course](#) is a free online tool that will teach students the basics about workers' and employers' rights and responsibilities for safety, health, and employment relationships. It contains important information they need to know before entering the job market.

Upon completion of the course, students will:

- Reflect on their readiness to work, and learn where to go for help with their questions about workplace safety, health, and labor laws.
- Learn about workers' and employers' expectations at work, better understand how to examine pay statements, and develop pay-related problem-solving skills.
- Understand how to recognize and deal with workplace hazards, and who to contact for help with their safety and health concerns.

SAFE Workers of Tomorrow

[SAFE Workers of Tomorrow](#) provides workplace safety and health information and resources to students anywhere in Manitoba at no cost to the school or organization. Their energetic staff and volunteers employ a variety of facilitation techniques to engage participation and foster student-led discussion during their in-person workshops.

To equip the future workforce with safety and health materials and information, students will receive a resource handbook and other useful takeaway items to aid them throughout the presentation.

FORMS AND SUPPORTING DOCUMENTS

Credit for Employment

- [Manitoba Education CFE Guidelines Document](#)
- [Manitoba Education Forms and Documents](#)

Career Development Internship

- [Manitoba Education CDI Guidelines Document](#)
- [Manitoba Education Forms and Documents](#)

Work Placement

- [Manitoba Education Work Placement Policy and Planning Documents](#)
- [Manitoba Education Work Placement Brochure](#)

High-School Apprenticeship Program

- [HSAP Educator Guide](#)
- [HSAP Employer Guide](#)
- [HSAP Student Guide](#)
- [HSAP Presentation Document](#)

Community Service Student-Initiated Project

- [Manitoba Education Locally Developed Curricula Document](#)
- [Manitoba Education Locally Developed Curricula Forms](#)



This publication is available
in alternate formats upon request.
For more information contact:

Public Relations Services
1577 Wall Street East
Winnipeg, Manitoba R3E 2S5
Phone: 204-775-0231
Email: communications@wsd1.org



WINNIPEG SCHOOL DIVISION