**SCHOOL DISTRICT #49 (CENTRAL COAST)**

Administrative Procedures Manual

# Administrative Procedure: I-7 Work Experience

Date: February 11, 2019

# Work Experience

Work Experience is a program that integrates classroom theory with practical experience in the workplace. The program links the resources of secondary schools with business, industry and the community to provide young people with highly motivated educational experiences. The Work Experience program helps students to make decisions about their future career choices and to gain confidence in making the transition from secondary school to the world of work or post-secondary education.

# ELIGIBILITY

Able to begin in Grade 11 and finish in Grade 12

Is willing and capable of doing practical experience in a workplace Has a desire to gain employable skills

Understands this is an off-timetable course and requires time-management Good attitude and flexibility for working in a variety of environments

Cares about personal development and learning outside of the classroom

# REQUIREMENTS

Completion of independent assignments (evaluations and reflections) Regular meetings with course counsellor

Minimum completion of 90 hours of work experience at supervised worksites

# BENEFITS

Work one to one on placements with a teacher supervisor Explore a career choice

Gain valuable work experience

Strengthen employment skills through on-the-job training Use equipment not available in the schools

Obtain employment references and make valuable business contacts Enhance the possibility of obtaining part-time or full-time employment Discover personal interests and abilities

Develop confidence and self-reliance

Earn secondary school credits while gaining practical experience

# REGISTRATION

In order to register for a SAMS WEX program, you need to:

Fill out an [enrollment WEX form](http://go.vsb.bc.ca/schools/kitsilano/Publications/WORK%20EXPERIENCE%20ENROLLMENT%20FORM.pdf) and hand it into your course counsellor. Attend an introduction to WEX workshop if scheduled.