

**Procedures and Responsibilities for Students in Work Experience 12A/B**

**Note:** Your final mark is based on:

* attendance at individual and group meetings
* completion and submission of all assignments and forms on time
* prompt follow-through and reliability
* an employer evaluation

***So, you’ve picked Work Experience 12 A/B as a course. What now?***

Step 1: Group Meetings

* Attend mandatory Group Information Meetings in September

Step 2: Submit the following items

* Registration Form (needs parent/guardian signature)
* Media Release Form (needs parent/guardian signature)
* Copy of your WorkSafe Certificate (if you don’t have one, complete the online lessons, and see Dr. Dean to write the test – you must achieve at least 80% to obtain a certificate)
* Student Information for WEX 12 A/B

Step 3: Individual Meeting

* Book an individual meeting with Dr. Dean to decide on a placement (be prepared to discuss availability, career goals, and placement ideas; once you get confirmation of your placement and who to contact, set up an interview appointment at your work placement)

Step 4: Submit the following as preparation for workplace

* Focus Areas Assignment for Work Experience
* Workplace Ethics Assignment for Work Experience

Step 5: Pre-Placement Meeting

* Book an appointment with Dr. Dean to get your work placement package (this contains a “Work Experience Program Agreement”)
* The “Work Experience Program Agreement” must be completed and signed prior to beginning your hours at the work placement, and you must get signatures from your parents, a school administrator, and your supervisor at the work placement

Step 6: Submit the following prior to your work placement interview

* Copy of your resume (ensure that it is updated; see Dr. Dean if you would like help editing and formatting your resume)
* Copy of your cover letter (create once you know your work placement and contact person)
* Interview Preparation Questions (complete after read “All About the Interview” to ensure that you are ready for your interview)

Step 7: Work Placement Interview

* The Interview:
	+ Arrive 15 minutes early and inform them that you have arrived
	+ Introduce yourself, offer a firm handshake, and thank them for taking the time for the interview
	+ Provide your resume and cover letter
	+ Give them the employer package (consists of information about work experience, the “Workplace Safety Checklist”, “Supervisor/Employer Evaluation”, and Dr. Dean’s business card)
	+ Ask about safety at the workplace and when you can go through the “Workplace Safety Checklist” with them
	+ Get them to sign the “Career Programs Work Experience Program Agreement”
	+ Arrange the times and dates that you will work
	+ Ask about parking, breaks, dress code, etc.
	+ Thank them again for their time

Step 8: Submit the following after your interview

* Student Absence Notice for Teachers (only for students missing school time; must be signed by all of your teachers prior to work experience)
* Workplace Safety Checklist (**must be submitted before you begin your first shift;** can be done the day of your first shift, but at the beginning of the shift)
* Career Programs Work Experience Program Agreement (**must be submitted before you begin your first shift**; 1 copy to the employer, Dr. Dean, and student)

Step 9: Tasks to complete during and towards the end of your work placement

During:

* Have your “Hours Log Sheet” signed after every shift (follow proper safety procedures and rules and regulations of the worksite; maintain the confidentiality of the employer and clients; contact the employer if you will be absent or late; check in with Dr. Dean to let her know how things are going and anytime you have any problems, questions, or concerns)
* Work on your “Journal for Work Experience”

Towards the end:

* Prepare your thank-you letter/note to give to your supervisor on the last day
* Remind your supervisor about the “Supervisor/Employer Evaluation” (ideally, your supervisor will meet you to go over the evaluation)
* If needed for Grad Transitions, complete the “30 Hours of Work Experience/Community Service” form and get it signed by your supervisor

Step 10: Completion of Work Experience – Submit the following

* A copy of the Thank-you Letter or Note
* The Supervisor/Employer Evaluation
* The Hours Log Sheet
* Student Self Evaluation of Employability Skills
* Student Evaluation of Work Placement
* Journal for Work Experience
* **Book a Final Meeting with Dr. Dean:** once all paperwork is submitted, arrange to meet with Dr. Dean to determine your final mark for Work Experience 12 A/B