

Work Experience Employer Information Package



EMPLOYER INFORMATION PACKAGE

Included in this package:

- Introduction to Work Experience
- Work Experience Process
- Employer Responsibilities
- Criminal Records Check
- Work Experience Contract
- Health and Safety Requirements
- Workplace Safety Checklist
- Employer Evaluation

Work experience, including volunteer service, supports students in their career, human and social development. Experiential learning increases the relevance of school by helping students connect classroom learning with the skills, knowledge and attitudes needed for success in both the workplace and community.

INTRODUCTION TO WORK EXPERIENCE

As an active participant in the Work Experience Program, employers play a unique role in shaping the career expectations and goals of students. When students are placed in the work force under the guidance of the community sponsors, they are able to discover first hand the meaning and value of employment. Their worksite experience helps them to make realistic career and educational decisions for the future.

Work Experience placements are outstanding only in as much as they meet the needs of the individual students. A common question asked by employers participating in the Work Experience Program is *"What contribution I can make in the development of the student?"* Time has shown that successful employers are flexible, concerned, available, supportive, understanding, receptive and youth-oriented.

Outstanding placements offer some of the following:

- Variations of skills required for the activities involved
- Personal relationship between student and employer
- Career overview
- Refinement of existing and development of further skills
- Variety of experience
- Real taste of the work routine
- Discussion on relevance of school courses to the needs of the workplace
- Constructive criticism
- Immediate communication of problems or concerns to school facilitator

Enclosed is information which you may find helpful in organizing a student's work experience placement. If there are any questions which are left unanswered, please feel free to contact:

Career Development Office
Delta Manor Education Centre
4750 57th Street
Delta, BC V4K 3C9
604-952-5059

Thank you for partnering in education!

THE WORK EXPERIENCE PROCESS

1. Students register for Work Experience in grade 11 and/or 12. They choose an area of interest and are assigned to a teacher facilitator.

Focus Areas:

- Business & Applied Business
- Liberal Arts & Humanities
- Fine Arts, Design & Media
- Science & Applied Science
- Fitness & Recreation
- Tourism, Hospitality
- Health & Human Services
- Trades & Technology

2. Preplacement activities are carried out at the home school.
3. Students identify type(s) of placements they wish to experience.
4. Teachers recruit employers or access employers from the District Database and make introductory site visits to the workplace as necessary.
5. Students eligible for job placement are connected to employers by the Work Experience facilitator. Employers interview students before acceptance to the worksite.
6. Duration of placement and work duties assigned to the student are decided by the student, teacher and the employer involved in the placement.
7. Formal Work Experience Agreement signed by all parties. Under the terms of the agreement, the student is covered by the Workers' Compensation Act as an Employee of the Crown. Please note that no compensation is paid to the student.
8. Workplace Safety Checklist is filled out jointly by the employer and student and faxed to the school.
9. Upon completion of the Work Experience, an evaluation form is completed by the employer and reviewed with the student prior to submission to the Work Experience Facilitator.

EMPLOYER RESPONSIBILITIES

- Provide a safe working and learning environment;
- Provide a site-specific safety orientation for every work experience student before beginning hands-on activities;
- Provide a thorough orientation to the student and the supervising educator (e.g. explain the rules and regulations, and the employer's expectations about dress, discipline, breaks, hours of work, etc.);
- Explain the need for confidentiality at the work place;
- Introduce the student to regular work site employees with an explanation of the student's position;
- Whenever possible, select jobs appropriate for the length of time, skill, and interests of the student while allowing the student to participate in a variety of working and learning experiences;
- Assign an employee sponsor to supervise the student;
- Immediately notify the school of any mishap or emergency, difficulties, or noncompliance;
- In the event of an injury which has required first aid to be rendered on the worksite, complete a WCB First Aid Form 7 report and submit it to school district;
- Complete a student evaluation and attendance report to provide the student with accurate feedback about his or her work performance.

CRIMINAL RECORDS CHECKS

WORK WITH CHILDREN

Section 24 of the Criminal Records Review Act and section 4 of the Child Care Licensing Regulation establish that no person over the age of 12, other than a child or a parent of a child enrolled at the facility, may be "ordinarily present" at a registered (unlicensed) or licensed day care centre when the children are present, unless they have had a Criminal Records Review Act check. Students wishing to do work experience placements involving children under the age of 19 years must complete a Criminal Records Check Authorization Form and submit it to the Attorney General's office. The student must receive a clearance letter before attending their work placement. The responsibility of the check being done is shared jointly between the school and the employer.

A **Short Term Registry** has been developed to help facilitate the process for students and others who will work with children in child care facilities on a temporary basis. To remain on the Short Term Registry, the student must submit a Schedule F annually. A two to three month lead time prior to the expiry date is suggested.

Students begin the records check process by completing the Schedule F Form and Fee waiver application and handing them to their school Work Experience Facilitator. The forms are online at <http://www.pssg.gov.bc.ca/criminal-records-review/forms/CCRConsent.pdf>

WORK WITH ELDERLY

Students wishing to do work placements involving the elderly may be required to have a Volunteer Criminal Records Check done for the sponsoring agency or facility. In such cases, the student should have a clearance letter before beginning the work placement. The responsibility of the check being done is shared jointly between the school and the employer.

Delta residents apply for the Volunteer Records Check through the local Community Police station. If a student does not live in Delta, he/she must report to the police agency where they reside (e.g. RCMP for Surrey or Richmond).

Ladner CoPS:

5072-48 Avenue
Delta, British Columbia
Phone: 604.940.4411
Fax: 604.940.8133
Email: Ladner CoPS
Hours: Mon - Fri, 9 am - 5 pm

North Delta CoPS:

7213-120 Street
Delta, British Columbia
Phone: 604.599.7280
Fax: 604.599.6537
Email: North Delta CoPS
Hours: Mon - Fri, 10 am - 8 pm

Tsawwassen CoPS:

1108-56 Street
Delta, British Columbia
Phone: 604.948.0199
Fax: 604.943.9857
Email: Tsawwassen CoPS
Hours: Mon - Thur, 9 am - 5 pm

Students must provide a letter from the Sponsoring Agency stating that they welcome the student as a (name of position) volunteer. The letter should include the location and duration of the volunteer experience.

Student should take the letter to their school Liaison Officer or the CoPS in person, along with photo id (e.g. student card).



**CAREER PROGRAMS
WORK EXPERIENCE PROGRAM AGREEMENT**

TO THE EMPLOYER

Please discuss with the student the personal safety and emergency procedures at your organization.

Students at a standard work site are covered by the Workers' Compensation Act. Students and parent(s)/guardian(s) must be aware that Workers' Compensation Board coverage is in effect only for the dates and times specified below.

The parties to this agreement are the Delta School District, the employer, the parent(s) or guardian(s) of the student, and the student. By their signatures the parties indicate their agreement to the terms and conditions on the reverse side of this agreement.

DATE September 29, 20xx

STUDENT NAME CASEY

Address

DELTA, BC

Postal Code V4C7P9

Home Phone Number 6045918784

Birth Date October 14, 19xx

Student's Signature

EMERGENCY CONTACT

Name

Home Telephone Number

Business Telephone Number

SCHOOL NAME

Burnsview Secondary

Telephone Number 604-594-04xx

Fax Number 604-594-63xx

School Contact Facilitator Name

Administrator's Signature

CAREER PROGRAM Work Experience

PARENT/GUARDIAN

JEFF MACVICAR

Home Telephone Number (if different from Student's)

Business Telephone Number

Fax Number

Parent/Guardian's Signature

COMPANY NAME

Delta Hospital - Fraser Health

Authority

Address 5800 Mountainview
Blvd.

Delta, BC

Telephone Number 604-952-7344

Supervisor's Name Patti Etkin

Supervisor's Signature

UNION: Name of Union (if applicable)

Signature of Union Representative (if applicable)

WORK SITE PLACEMENT DATES (if the student is employed by the Work Site Employer beyond the days stated, none of the provisions of this agreement apply).

Start Date July 1, 2008

End Date August 31, 2009

(please refer to log sheet for details)

NOTE: Please read reverse of this form before signing.

DISTRIBUTION OF COMPLETED AGREEMENT

WHITE COPY - Employer YELLOW - School PINK - Student

FORM MUST BE RETURNED TO SCHOOL PRIOR TO START OF WORK EXPERIENCE

Every precaution must be taken to assure the safety and protection of students during the out-of-school component (work experience). Both school officials and cooperating company officials must ensure that proper industrial procedures and requirements are met. All students participating in elective work experience courses must have in-school orientation to prepare them for the workplace and this **must** include instruction on work site safety awareness.

Employers are responsible for:

- Providing a safe work environment for students;
- Instructing students in the safe operation of equipment;
- Making students aware of the importance of safety on the job;
- Correct unsafe working conditions; and
- Informing students about established company policies and procedures for reporting accidents.
- **Prior to the commencement of work** employers should teach the students:
 - The location of the first aid station;
 - Fire drill procedures;
 - Location of health room or nurse's station;
 - The appropriate safety equipment and/or clothing required at the training station; and
 - Procedures to follow in case of an accident or injury.

Workers' Compensation

All students who are properly registered as participants in the Work Experience Program are covered by Workers' Compensation Legislation. The agreement between the school and the Ministry of Education and Ministry of Labour must be properly signed and countersigned before the student starts work under the program, but no further notification is necessary for WCB purposes. Students are covered by Workers' Compensation for the time they spend in a workplace on Work Experience assignment.

Filing Workers' Compensation Reports

All injuries, even slight ones, to students working on a Career Preparation placement should be reported by the student. The student should give full details on how, where and when the injury occurred to the person who writes the report for the Workers' Compensation Board. A Student is less likely to contract an industrial illness because the exposure is not prolonged. The Employer's Report should be completed and signed by the supervisor at the workplace and sent to the school.



WORKPLACE SAFETY CHECKLIST

Workplace: _____

Address: _____

Supervisor Name: _____

Student Name: _____

The following must be completed **BEFORE** you start your work placement.

Place a check (✓) in the appropriate box.

	Yes	No	N/A
1. Orientation to workplace safety completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Hazards and risks (e.g. physical, chemical, biological, air quality, noise levels) specific to this workplace are: _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Emergency procedures (e.g. fire, earthquake) are: _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fire extinguisher and fire alarm are located: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Specific WHMIS hazards at this worksite are: _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Incident report forms are located: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Accident reporting procedure at this worksite is: _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Personal Protective Equipment required at this worksite is: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 9. I have reviewed worksite policies on dealing with robberies and/or shoplifting and/or theft. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Machinery or equipment which require me to have operator training:

_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Safe lifting procedures have been taught. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Fall protection (ladders, scaffolds, hoists, roof tops, etc.) has been taught. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Trade specific safety training is available at this workplace from: (name) _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. I should report workplace hazards to:
_____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. I understand WorksafeBC's accident or injury procedure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

EMERGENCY INFORMATION

First Aid Station location:

First Aid Attendant:

Outline the procedures at your worksite if you are injured:

Step 1: _____

Step 2: _____

Step 3: Receive first aid and/or be transported to a doctor or hospital, as required

Step 4: Report incident to parents and school immediately

Step 5: Complete WCB Form 7 and **contact WCB within 72 hours** of injury with Form 7 attached

I, _____, have reviewed safety procedures with _____.

I, _____, promise to ask before I begin if I have any doubts about safety in any situation at this worksite.

Supervisor Signature

Student Signature

SCHOOL NAME

Street Address, Delta, BC Postal Code

Phone:

Fax:

Teacher Name, Work Experience Facilitator

SAMPLE

SUPERVISOR/EMPLOYER EVALUATION

STUDENT NAME _____

NUMBER OF COMPLETED HOURS:

COMPANY NAME:

—

NAME OF SUPERVISOR:

—

PHONE NO: _____

4 – Excellent 90%	(exceeds expectations)
3 – Good 75%	(consistently meets expectations)
2 – Satisfactory 60%	(meets minimum expectations)
1 – Needs improvement 40%	(does not meet expectations)

Please circle below

COMMENT

FUNDAMENTAL SKILLS

1 Communicate

a) read & understand	4	3	2	1	N/A	_____
b) write & speak	4	3	2	1	N/A	_____
c) listen & ask questions	4	3	2	1	N/A	_____
d) use info technology	4	3	2	1	N/A	_____

2 Manage Information

a) gather & organize info	4	3	2	1	N/A	_____
b) analyze & apply knowledge	4	3	2	1	N/A	_____

3 Numeracy

a) extract & record numeric data	4	3	2	1	N/A	_____
b) perform calculations	4	3	2	1	N/A	_____

4 Think & Solve Problems

a) recognize problems that occur	4	3	2	1	N/A	_____
b) identify & apply solutions	4	3	2	1	N/A	_____
c) evaluate effectiveness of decisions	4	3	2	1	N/A	_____

PERSONAL MANAGEMENT SKILLS

5 Positive Attitudes & Behaviours

a) self esteem & confidence	4	3	2	1	N/A	_____
b) honest & ethical	4	3	2	1	N/A	_____
c) appropriate grooming & attire	4	3	2	1	N/A	_____
d) independent & resourceful	4	3	2	1	N/A	_____

6 Responsibility

a) balance work & personal life	4	3	2	1	N/A	_____
b) punctual and regular attendance	4	3	2	1	N/A	_____
c) accountable & reliable	4	3	2	1	N/A	_____

7 Adaptability

a) adjust readily to change	4	3	2	1	N/A	_____
b) able to multitask	4	3	2	1	N/A	_____

8 Learn Continuously

a) set learning goals	4	3	2	1	N/A	_____
b) keen to learn new things	4	3	2	1	N/A	_____

9 Work Safely

a) follow safe work practices	4	3	2	1	N/A	_____
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10 Work with Others

11 Participate in Projects & Tasks

12 Do you think this career field would be appropriate for this student?

[illegible]

Supervisor's Signature