

About Career Discoveries

Career Discoveries is a program of the Langley School District. Our goal is to prepare and place students with disabilities on work experience. Our objective is to support classroom-based learning with community-based career experiences.

Work experience allows students to discover their strengths and needs. Students learn to understand employer expectations. They explore a variety of career options. As a student nears graduation, we seek to support individual transition planning and goal setting.

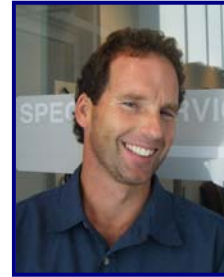
CDP staff arranges placements that meet the unique learning needs of individual students, recruit supportive employers and provide ongoing coaching and monitoring of students in the workplace. All students are assessed by the employer and by CDP staff.

Work Experience

Work experience students are expected to act like a paid employee. They are responsible to:

- Arrive at work on time
- Dress appropriately for the job
- Work to the best of his / her ability
- Communicate their needs to their employer and to the job coach
- Phone both the employer and CDP staff in the event of illness

Career Discoveries Staff



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The Career Discoveries Program
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**The
Career Discoveries
Program**

A Guide to Work Experience for Parents and Students



Work Experience Goals

Our goal is to place students into real workplace environments so that they can learn and practice employability skills.

Employability skills enable a student to get and keep a job over time. These skills include:

- Listening and taking direction
- Following step-by-step instructions
- Asking meaningful questions that relate to assigned tasks
- Working as part of a team
- Showing initiative, energy and persistence to get the job done
- Managing time and completing tasks to a high standard
- Solving workplace problems
- Becoming aware of workplace hazards and working in a safe manner
- Learning to accept criticism and employer feedback
- Effectively using tools (broom, mop, wipe cloth, carts, price gun, computer)

Who Qualifies?

Students must:

- Be enrolled in a School Completion Program and have a career plan
- Have an identified learning need / challenge
- Demonstrate that they are ready to work.
- Have an updated resume
- Have completed a Worksafe Safety Training module

Is Your Daughter / Son Ready?

Not all students are ready for community-based work experience. Staff looks for the following indicators:

- The student has positive attitude to self and others
- The student is task-oriented and willing to work
- The student has demonstrated work skills during in-school work experience activities
- The student attends school and takes responsibility for his / her learning
- The student comes to school clean and neatly dressed each day



Practicing At Home

Students who are successful in the workplace learn responsibility at home. Parents build a child's work ethic by:

- Assigning weekly chores and expecting them to be done without prompting
- Teaching them to wash, sort and fold their own laundry
- Expecting your daughter / son to keep their room tidy and bed made
- Stressing good hygiene and grooming
- Talking about your work. Ask your son/daughter questions about their current work experience
- Have ongoing discussions about the future and career options with your child

Work Experience Forms

Parents will receive several forms for their attention and signature before a placement can begin:

WP-3 Parent Consent

- Indicates permission to place a student on work experience
- Allows photos to be taken and used.
- Allows sharing of confidential information as needed with an employer

WP-5 Program Agreement

- Describes details of placement
- Qualifies the student for Workers Compensation coverage

Transportation Permission

- Allows staff to transport the student to interviews and to and from work throughout the year.

Medical Information

- Provides medical and emergency information