



Administrative Procedure 216

CAREER PREPARATION PROGRAMS

Background

As an innovative and inspiring learning community, the Langley School District has a solid history of offering Career Preparation Programs for its students. Career Preparation Programs include but are not limited to: [Work And Volunteer Experience](#) (WAVE), [Youth WORK in Trades](#) and [Youth Train in Trades Practicum](#). Opportunities for students continue to grow and evolve with strong community partners. We continue to develop our programs to meet the passions and diverse ability of our students.

School districts are obligated to have administrative procedures for these programs with an emphasis on student conduct, supervision, evaluation and participation.

Procedures

1. All Career Preparation Programs:

1.1. Student Conduct:

1.1.1. Students must abide by the Langley School District's [Student Code of Conduct](#).

1.2. Supervision:

1.2.1. Student monitoring on their placements must occur at least every:

- Twice a month during their placement.
 - Ensure monitoring is conducted during the last working week before school breaks (winter, spring and summer).

1.2.2. Acceptable methods of monitoring include in person, video conferencing, text messages, email.

1.2.3. The following for each contact must be documented:

- Date/time.
- Contact communication method. (in-person, phone, email, text message, etc.)
- Any important notes/details.

1.2.4. Should there be an accident/incident, report to the school's principal immediately:

- Instructional Services Principal to coordinate and delegate.
 - Outside of school/days and hours, employers have been advised to contact Instructional Services Principal or designate.
 - During school days/hours, employers contact the WAVE/Youth WORK in Trades teacher.
- 1.2.5. WAVE/Youth WORK in Trades teacher will prepare contact information of the student and employer to pass on to the designated staff member assigned to monitor students during the summer.

1.3. Evaluation:

- 1.3.1. Evaluation is to be determined by an educator with a teaching certificate, incorporate clear criteria and utilize a variety of assessment strategies.
- 1.3.2. A student must be evaluated by educators with valid teaching certificates and a final grade must be assigned.
- 1.3.3. Course evaluations are based on assessment of student learning of the provincial curriculum.
- 1.3.4. **Employer/Sponsor feedback and observations** are integral components of work experience and may be included as part of any discussions or formative assessment activities that educators and/or District staff may have with students before, during, and/or after their placement. Employer feedback and observations may also inform instruction. **However, they may not be considered as part of a student's formal evaluation or final course grade.**
- 1.3.5. Students who do not complete the coursework or required hours by the end of the school year should be withdrawn (W) from the course and will have the opportunity to complete course requirements at a later time.

2. For Work and Volunteer Experience (WAVE):

2.1. Participation – Employers:

- 2.1.1. Must have an “Active” status on [WorkSafe BC Clearance Letter](#).
- 2.1.2. WorkSafe Student Work Placement document completed within the last three years by an educator with a teaching certificate.
- 2.1.3. Must be a true employer (has employees beyond the company owner).
- 2.1.4. Must be vetted to ensure employer policies align with district policies. (bullying, discrimination, hate, gender, race, identity/orientation, diverse abilities, etc.)
- 2.1.5. Other requirements as per Work And Volunteer Experience (WAVE) Staff Guide.

2.2. Participation – Students:

- 2.2.1. All Work and Volunteer Experience placements should be related to a student's career focus and shall include hands-on work or volunteer experience, job shadowing and/or career mentoring at a standard work site or a non-standard community site created specifically for work experience or a career simulation.
- 2.2.2. Students with special needs are to have access to all career education opportunities available to other students in the school they attend.
- 2.2.3. Minimum age to participate is 14 as per [Work Experience Order – M237/11](#) September 2018.
- 2.2.4. Will be covered by the [Workers Compensation Act](#).
- 2.2.5. A Work And Volunteer Experience (WAVE) Agreement must be generated using [myWEX.ca](#) and signed by all parties.
- 2.2.6. Other requirements as per SD35 Work And Volunteer Experience (WAVE) Staff Guide.

2.3. Standard Work Site – Paid and Unpaid

- 2.3.1. "Standard Work Site" means a location, other than a work site created specifically for work experience by a school or board.
 - At which a worker performs the tasks and responsibilities related to an occupation or career under the general supervision of an Employer, or
 - At which a self-employed person performs the tasks and responsibilities related to that person's self employment.

2.4. Non-standard Worksite (Career Stimulation)

- 2.4.1. Career simulation placements take place in non-standard worksites. Boards of Education and Independent School Authorities may offer WEX courses that use career simulation activities rather than placements at standard worksites. Career simulations consist of hands-on activities that are directly related to the work performed in a given occupation. These placements are only organized by the SBO Career Ed Department. More details on non-standard placements can be found in the [Ministry of Education and Child Care's Work Experience Program Guide](#).
- 2.4.2. Minimum age to participate is 14 as per Work Experience Order – M237/11 September 2018.
- 2.4.3. A Non-standard Work And Volunteer Experience (WAVE) Agreement must be generated using myWEX.ca and signed by all parties.
- 2.4.4. A signed Informed Consent is required.
 - Recommendation for Student Accident Insurance is purchased.
 - Parent orientation meeting (recommended).

2.4.5. Other requirements as per SD35 Work And Volunteer Experience (WAVE) Staff Guide.

3. For Youth WORK in Trades

3.1. Participation – Employers:

- 3.1.1. Must be have “Active” status on WorkSafe BC Clearance Letter.
- 3.1.2. WorkSafe Student Work Placement document completed within the last three years by an educator with a teaching certificate.
- 3.1.3. Must be a true employer (has employees beyond the company owner).
- 3.1.4. Must be vetted to ensure employer policies align with district policies (bullying, discrimination, hate, gender, race, identity/orientation, diverse abilities, etc.).
- 3.1.5. Other requirements as per SD35 Youth WORK in Trades Staff Guide.

3.2. Participation – Students:

- 3.2.1. Minimum age to participate is 14.
- 3.2.2. Signed ITA Youth Apprentice & Sponsor Registration Form.
- 3.2.3. Student Training Plan in place that articulates the skills and areas of knowledge to be developed.
- 3.2.4. Other requirements as per SD35 Youth WORK in Trades Staff Guide.

Reference: Graduation Program Ministerial Order 302/04

Work Experience Order

Ministerial Order 237/11 (M033/09) Work Experience 2018

Program Guide for Ministry Authorized-Work Experience Courses 2019

B. C. Human Rights Code

B.C. Ministry of Education and Child Care: Safe, Caring and Orderly Schools A Guide (Nov. 2008) and

Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007), both found at The Langley

School District Fair Notice Protocol

School District No. 35 – Code of Conduct

Adopted: December 15, 2020