

## **CAREER PREPARATION AND WORK EXPERIENCE PROGRAMS**

Career Programs include Career Preparation Programs (including Work Experience), Career Technical Centre Programs, Co-operative Education Programs, and Secondary School Apprenticeship Programs.

Career Programs including Work Experience can assist students in their preparation for the world of work and for career-related studies in post-secondary educational institutions and apprenticeship programs. Work Experience Programs will comply with Ministerial Orders, Ministry Regulations and other legal and statutory requirements. The School District authorizes Work Experience Programs for students 15 years of age or older in accordance with the Ministry of Education policies and Ministerial Orders and WorkSafeBC requirements for such programs.

Each school wishing to establish Career Preparation or Work Experience Programs must establish guidelines that follow the Ministry of Education and Child Care's [Work Experience Program Guide](#) respecting the conduct, supervision and participation of students in the programs, Such guidelines will be made available to the Superintendent (or designate).

### **Participation in a Work Study Program**

The school will not permit a student to participate in a Work Experience Program unless:

- a. the student is
  - i. 15 years of age or older; or,
  - ii. approved by the Superintendent (or designate);
- b. the student will be covered by the *Workers' Compensation Act*; and,
- c. there is on file at the school, a written agreement setting out the terms of the work experience placement in accordance with the Ministry of Education policies and Ministerial Orders and WorkSafeBC requirements for such programs completed by:
  - i. the employer who has agreed to supervise the student during the placement;
  - ii. the student, and the student's parent, in the case of a minor student; and,
  - iii. the school.