

# **PINETREE SCHOOL WORK EXPERIENCE PROGRAM**

## **INTRODUCTION**

The Work Experience Program is a method of learning that formally integrates learning in a specific subject area with a minimum 90-100 hours of work in the community. The Program provides a means for students to explore careers within a chosen field and to investigate potential career paths.

Work Experience Students are given an opportunity to apply the knowledge and skills that they acquire in the classroom to realistic hands-on experiences based on individualized training plans. These experiences are fully integrated with the school-based curriculum so that learning and experiences are combined in an educational program.

Many of these students are qualified for entry-level positions with businesses participating in this program. Other students benefit from the introduction to their career interest which gives them additional focus and motivation for their post- secondary education.

The Work Experience Program is a partnership between the school, the student, and the business, with each of the partners sharing the responsibility for student growth and learning.

The following pages outline the Work Experience Program details on:

**BENEFITS AND GOALS**

**RESPONSIBILITIES**

**POLICIES AND PROCEDURES**

**JOB PLACEMENT PROCESS**

# **PINETREE SCHOOL WORK EXPERIENCE PROGRAM**

## **BENEFITS/GOALS**

### **FOR THE BUSINESS COMMUNITY**

- To prepare students for effective job performance
- To provide a source of employees which may reduce the cost of recruitment and training
- To increase productivity
- To provide an opportunity for existing employees to gain supervisory training and experience
- To provide employers with an opportunity for input into school subject curricula
- To provide an opportunity to render an important service in the community and gain public recognition

### **FOR THE STUDENT**

- To explore career choices and a variety of work roles
- To integrate learning in a specific subject area with practical experience in an appropriate work placement
- To develop a positive attitude toward self, learning and work
- To clarify and formulate values, especially related to work
- To learn the skills, knowledge and attitudes necessary for employment
- To learn about the local labour market and how it fits into the larger society
- To network for future opportunities for full or part-time employment

### **FOR THE SCHOOL**

- To provide an opportunity for students to have access to equipment and expertise not available in the school
- To provide a realistic learning environment and increase motivation
- To relate academic education to job and career requirements
- To develop and maintain a close partnership with the business community
- To be aware of changing trends and evaluate and revise the curriculum accordingly
- To gain community support and commitment to school objectives

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## RESPONSIBILITIES

*Work Experience requires each participant to fulfill responsibilities to ensure a meaningful learning experience for the students.*

### Parent

- Consents to the participation of son/daughter in the program and the work site
- Realizes the scope and goals of the Work Experience Program

### Student

- Develops and maintains a positive attitude toward work
- Completes the in-school component of Work Experience 12
- Follows employer/supervisors' instructions and works cooperatively
- Demonstrates punctuality and dependability
- Demonstrates good personal grooming, dress habits and conduct acceptable to the employer/supervisor
- Reports absences promptly to the work supervisor and Pinetree School
- Informs the Coordinator immediately concerning any work site problems
- Keeps a daily journal of activities

### Employer/Supervisor

- Assists the Program Coordinator in developing a meaningful training plan for the student
- Interviews the student prior to the placement to ensure student is suitable for the work site
- Provides a safe environment for the student
- Outlines expectations on duties, responsibility, hours of work and appropriate dress
- Provides an appropriate variety of tasks that are progressively more challenging
- Contacts Pinetree School immediately if there is an accident
- Recognizes the Program Coordinator's need for access to the student at the workplace
- Discusses student's performance with the student and the Program Coordinator and completes the written appraisal form(s)

### Program Co-ordinator/Teacher

- Assesses the student prior to job placement to ensure the student is suitable for the program
- Co-ordinates the student's job placement
- Teaches pre-employment skills including self-management skills, interview skills, resume skills and communications skills
- Constantly evaluates student progress, including at least one student visit at the work site
- Provides overall leadership for the program

# **PINETREE SCHOOL WORK EXPERIENCE PROGRAM**

## **POLICIES AND PROCEDURES**

### **RENUMERATION**

Students in the Work Experience Program should not expect remuneration for the hours spent at the work site. The work experience is designed around an educational training plan. While students might be very productive, their productivity is related to achieving the educational objectives outlined in the training plan and may not add significantly to the productivity of the company.

It is recommended that if remuneration is to be given, it should be in the form of an honorarium.

### **INSURANCE COVERAGE**

All work experience students are covered with Coquitlam School Board insurance. The Board maintains insurance with respect to its liability and that of the student workers in the program. Students are also covered by the Workers' Compensation Plan.

Prior to the job placement, a Work Experience Agreement must be signed by the program coordinator, school principal, student, employer and parent/guardian.

### **ACCIDENT PROCEDURES**

If an accident should occur, the Program Coordinator at Pinetree must be contacted immediately at (604) 464-2513. The parent will be contacted immediately by this teacher or another Pinetree representative.

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## JOB PLACEMENT PROCESS

*This is an explanation of the process to be followed in establishing a Career Preparation placement and the subsequent activities that will follow.*

1. The employer and Program coordinator discuss placement and the coordinator fills out the placement information form (if not already completed).
2. The information on the placement information form goes into the school based employer database.
3. The Program Coordinator contacts the employer prior to the placement to confirm or agree upon mutually agreeable date for the student placement.
4. The Student will contact the employer prior to the placement date to arrange an interview time.
5. The Employer interviews the student some time prior to the placement date. The Student will bring the following to the interview:
  - Resume
  - Work Experience Agreement – Student should complete and have necessary school/parent signatures before interview
  - Evaluation Form(s)
6. During the interview, the following should be discussed or done:
  - Employer signs the Work Experience Agreement and returns original to student who will have a copy made
  - Employer reviews resume and gives feedback to student
  - Duties and responsibilities
  - Hours and days of work
  - Appropriate dress
  - Employer expectations and/or rules
  - Discuss appraisal form(s)
  - Employer answers student questions
  - Employer gives feedback on interview skills

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7. Student returns the original copy of the Work Experience Agreement to the Coordinator before the work placement starts. The Program Coordinator and the student discuss the interview and the placement in preparation for the work site visit.
8. Student fulfills work placement requirements. This is not a job shadow experience, the students learn by practical experience.
9. On the last day of the work placement, the employer and the student review the completed appraisal form. The student returns the form to the Program Coordinator.

*If you have any questions or comments on the Work Experience Program or the Job Placement Process, please contact the Career Education (Work Experience) Coordinator – Ms. Debbie Lange.*

Pinetree Secondary School  
3000 Pinewood Avenue  
Coquitlam, BC V3B 7Y7

(604) 464-2513  
(604) 464-2543

Career Education Coordinator: Jon Hamlin  
Email: [jhamlin@sd43.bc.ca](mailto:jhamlin@sd43.bc.ca)  
Cell: 778-320-7401