

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM:</b> <b>Work-Based Learning Experiences</b>	<b>CODE:</b> HJO
<b>LEGAL STATUS:</b> Board Motion # 59.03	<b>DATE APPROVED:</b> 24 Mar 03

**Background:** Experiential learning opportunities have evolved, driven by employment trends, labor market information, industry expectations, public demand and most importantly student needs. Work study is a practicum component of a regularly offered academic or practical and applied arts class offered in the middle years and at the high school level.

**POLICY:**            **The Prince Albert Roman Catholic School Division supports the provision of work experience for students through work study placements at work sites. The work experience shall be governed in accordance with the following guidelines and procedures.**

- Guidelines:**
1. Work-based learning experiences may range from one day placements at a work site such as that which occurs with the Take Our Kids to Work Program for grade nine students to placements at a work site for an extended period of time for students enrolling in Work Experience and Career and Work Exploration classes.
  2. Students placed at work sites for extended periods of time, 25 hours or more, are placed at sites that have been pre-selected through the Partnership Directory Project SAW (Study And Work).
  3. Parents will give written permission to have their son/daughter participate in an extended work study.
  4. Transportation to and from the work sites will follow the guidelines of Policy HICA Trips and Excursions.
  5. Extended placements will be closely monitored by the supervising teacher.
  6. One day placements for the Take Our Kids to Work program will be monitored by the parents.
  7. Work sites for extended work study and short term work study will be approved by the Director or designate.
  8. The Director or designate will submit the names of students and placement sites for both extended study and short term placements to the Regional Office of Saskatchewan Learning for approval and to ensure Worker's Compensation Board insurance coverage.

**Procedures:**

**1. Extended work experience**

- 1.1 The extended work experience will take place under the direction and supervision of a teacher.
- 1.2 A pre-placement visit will occur before the student begins the work experience.
- 1.3 The teacher will monitor the work experience. Minimum monitoring expectations require a monitoring visit to each student at the work placement site at least twice in 25 hours of work experience and once in each additional 25 hours of work-based learning.
- 1.4 The first monitoring visit should occur early in the placement in order to assist the student in becoming comfortable in the work placement and to provide orientation.
- 1.5 The second (and subsequent) monitoring visit(s) should occur later and should allow for an opportunity to discuss the student learning taking place and to support the assessment of the student during the work placement.
- 1.6 Monitoring visits provide the opportunity to discuss any concerns at the site. In follow-up activities, the teacher should advise the administration about cases involving theft, injury, harassment, abuse, insubordination, etc.
- 1.7 Telephone conversations with the employer supervisors and casual contact with the students should be used to reinforce the on-site monitoring. These methods do not replace on-site visits and do not constitute monitoring.

**2. Short term work study**

- 2.1 Short term placements in the work place such as that occurring with the Take Our Kids to Work program will take place under the direction of the teacher.
- 2.2 The teacher will solicit the assistance of the parents for placement.
- 2.3 Parents will be responsible for transportation related to the work placement.
- 2.4 Parents will take the responsibility of providing guidelines regarding a safe work environment to the employer.