

Ministry Work Experience 12

Work Experience 12 is each 100-120 hours long and worth 4 credits.

Work experience is defined as “that part of an educational program that provides a student with an opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career.”

Goals for Work Experience Courses

The primary goal of work experience is to help students prepare for the transition from secondary school to the world of work. Through work experience, students have the opportunity to observe and practice generic employability skills required in the workplace, as well as technical and applied skills relating to specific occupations or industries. Other goals include helping students to:

- connect what they learn in the classroom with the knowledge, skills, and attitudes needed in the workplace
- gain the knowledge, skills, and attitudes needed to be successful in the world of work
- develop job readiness skills for specific occupations and careers
- understand the similarities and differences in behavior standards between the workplace and school

	Assignment	Percentage worth	Completion Mark
1	Work Experience Placement agreement	10%	
2	Work Experience Safety Checklist	10%	
3	Work Experience Survey	10%	
4	Work Experience Log	70%	

Work Experience 12

Module 1

- Read and create a work experience plan for yourself, with a time frame
- Read ZESS Work Experience Expectations Manual.

Module 2

- Create an up to date resume on computer including a cover letter.
- Create a file folder with copies of all certificates, resume and cover letter as well as digital copy on a memory stick.

Module 3

- How does the Employment Standards Act apply to you?
- Refer to: A Guide to the Employment Standards Act, British Columbia

Module 4

- What are Ethics and Professionalism
- How do they apply to the workplace?

Module 5

- Workplace Application- complete one online and one on paper copy

Module 6

- Workplace Health and Safety – WHMIS- complete online

Module 7

- Secure and Maintain work
- Complete Terms of Agreement
- Complete work experience log
- employer Completes assessment

Module 8

- Education and Career Planning- follow up on career plan with a professional

Ethical and professionalism are highly sought characteristics in a workplace setting, no matter if one works in the delivery department or is the CEO of the company. (After all, they set the standard for the rest of their workers.) With positive ethical and professional values, the company is reflected well and valued above many others competing for that base market.

Features of Professionalism

- By definition, professionalism is "the conduct, aims or qualities that characterize or mark a profession or a professional person." Those qualities are the basis our society uses to estimate whether a person is acting, according to Western standards, properly, in the workplace or not. These qualities include whether we dress "appropriately," how we interact with others, whether we respect timeliness and deadlines and how one handles a situation among others. Dressing in the appropriate attire for what a situation requires, showing respect for others, always arriving on time (or early) for meetings, acting in a fair manner and controlling emotions when things are not going your way are all marks of a professional.

Features of Ethics in the Workplace

- Work ethics, a noun, is defined by the Center for the Study of Ethics in the Professions (CSEP) as "How professionals are to pursue their common ideal so that each may do the best she can at a minimal cost to herself and those she cares about [...] from certain pressures by making it reasonably likely that most other members of the profession will not take advantage of her good conduct." In other words, "Ethical dilemmas occur when a person has to choose between right and wrong or good and bad." Personal values versus the values of a company often conflict, thus creating ethical workplace dilemmas. Confidentiality, bias and differences between employees are common since no person is perfect and no two people are the same. Experiences with others and life lessons may have taught an individual to dislike a certain characteristic. Preferring to give a promotion to Jack instead of Jane because you feel men work better (even though Jane has a better record of

conduct and has had a better fiscal year) is a personal verdict, but it's not a fair, ethical choice.

Benefits of Professionalism

- The professionalism of an individual reflects on more than just him or herself. Besides boosting one's self-esteem through respect shown from other employees, it also reflects well on the company. Professionalism can allow for heightened respect from a client, thereby fostering greater lines of communication and possibly increasing trust of advice given.

Benefits of Workplace Ethics

- Like professionalism, ethics also has many high points. An organization that is known for strong ethics practices has a stable place in the minds of the public. Honesty and trustworthiness increases sales and subsequent profits because people know that the products or services they are purchasing are kosher. If a company is involved continuously in scandals and "duping" their customers, their image will be questionable. Honesty, commitment, loyalty; these are just a few valued attributes in a esteemed institute.

How They Relate

- Many people consider professionalism and ethics to be basically the same thing. This is a misconstrued notion, but understandable since sound ethics are frequently considered a hallmark of professionalism. Doing the right thing, paying respect to co-workers, oneself and clients, being honest during any type of transaction and taking responsibility for one's own actions is both ethical and professional.

Function

- Ethics and professionalism have highly respected individual roles, but each serves the purpose of improving interpersonal relations. Good communication is key and, on the flip side, confidentiality may be even better. Being able to speak openly to a manager about a problem, whether in the workplace or one's personal life, and the entire office not knowing about it five minutes later advances trust among co-workers. It also shows good managerial practices, which can be helpful when updating a resume or improving an image. A sensitive manager who takes the time to listen and the effort to figure out a possible solution can come to be well-respected

ZESS Work Experience Expectations

It is expected that students will:

Workplace Health and Safety

- apply hazard recognition and injury prevention skills in a work experience placement
- demonstrate knowledge of basic workplace incident and accident response procedures and protocols
- demonstrate knowledge of workplace health and safety rights and responsibilities
- analyze hazards or potential hazards in an occupation or industry sector related to a work experience placement (e.g., restaurant industry, construction industry)

Secure and Maintain Work

- apply job search skills, including résumé writing and a job interview, for work experience placements
- demonstrate an understanding of workplace ethics and workplace etiquette

Workplace Application

- identify and describe the type of work done while on work experience
- use employability skills while on work experience
- demonstrate a positive work ethic and meet performance standards of the workplace
- use workplace-specific skills while on work experience
- identify how a workplace problem can be analyzed/solved
- identify the transferable skills acquired from in-school courses that were used during work experience placements (e.g., accounting, applied math, carpentry, mechanics, video production, cooking, writing, computer skills, presentation skills)

Education and Career Planning

- analyze the impact of work experience learning on their graduation transition plan required for the Portfolio



Zeballos Elementary Secondary School

The information on this form is collected as required by Ministerial Order 282/04.

WORK EXPERIENCE PLACEMENT AGREEMENT

Between:

School

Zeballos Elementary Secondary School
Box 128
Zeballos, BC
V0P 2A0
250-761-4227

School Contact:

Natalie Nelson
nnelson@viw.sd84.bc.ca

signature

And:

Student

signature

And:

Work Experience Placement

Supervisor/Contact:

signature

1. TERM OF AGREEMENT

This Agreement will be in effect
From September 27, 2011
Until June 24, 2011
For a total of 100 hours

2. STUDENT DUTIES

The Student agrees to perform without payment those duties assigned to the Student by the Work Site Employer. The Student agrees to comply with the Work Site Employer's rules and all applicable safety regulations. Special Rules and Regulations are to be communicated by the Work Site Employer to the Student.

3. DAYS AND HOURS OF THE WORK EXPERIENCE PLACEMENT

The Student agrees to perform those duties as assigned by the Work Site Employer in accordance with paragraph 2 on the days and during the hours indicated:

Day(s): Friday mornings

Hours: 9am to 4:30 pm

or at such other times, in writing, as may be agreed by the Work Site Employer, School and Student. If the Student is employed by the Work Site Employer beyond the days and hours agreed upon by the Work Site Employer, School and Student, none of the provisions of this Agreement apply.

4. SUPERVISION

The Student agrees to be under the direct supervision of the Work Site Employer and the Work Site Employer agrees to supervise the Student at all times during the work experience placement.

5. SITE SAFETY ORIENTATION

The Work Site Employer will provide to the Student site and work-specific safety training and will not permit the Student to perform any duties unless the Student has all safety equipment required for the tasks to be performed by the Student.

6. BOARD ACCESS

The Work Site Employer agrees to allow School representatives to have access at any time to the Work Site Employer's work site and the Student.

7. TRANSPORTATION

The parties agree that the School and the Student are solely responsible for the Student's transportation to and from the Work Site Employer's work site.

8. EVALUATION

When requested by the School, the Work Site Employer will evaluate the Student's performance of the Student's duties, report that evaluation in the form required by the School, and consult with School representatives about the evaluation.

9. WORKERS' COMPENSATION ACT INJURY COVERAGE

Students in a work experience placement at a standard work site are covered by the Workers' Compensation Act and are considered to be workers of the Government of the Province of British Columbia for Workers' Compensation purposes only. **Coverage is limited by the terms and conditions set out in the Minutes of the Workers' Compensation Board dated June 22, 2004.**

10. NOTICE OF INJURY

The Work Site Employer will, if a Student is injured, immediately report the occurrence of injury to the School by contacting:

Natalie Nelson
Principal
934-6305

11. INDEMNITY

The School agrees to indemnify and hold harmless the Work Site Employer, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of the negligent acts or omissions of the School, the School's employees and the Student, in their performance of this agreement, unless such negligent acts or omissions are at the direction of or occasioned by the Work Site Employer, its employees or agents. The Work Site Employer agrees that it will not require the Student to perform any task unless such task might reasonably be expected to be within the scope of the Student's training and abilities.

12. INSURANCE

School District # 84 shall maintain liability coverage to protect the School Board, the School employees, and the Student during their performance of this agreement. School District # 84 will not be responsible for any loss or damage to the Work Site Employer's property unless such loss or damage is due to the willful acts or omissions of the Student or is caused by the Student acting outside the Student's authorized duties.

13. EFFECT ON EMPLOYEES

The Work Site Employer agrees that the placement of the Student will not affect the job security of any employee of the Work Site Employer and will not affect the Work Site Employer's hiring practices. The placement of the Student will be in addition to the Work Site Employer's full complement of employees. The Student will not be a replacement for any employee.

14. CONFIDENTIALITY

All parties agree to maintain in the strictest confidence, information that comes to their knowledge during the work experience.

Work Experience Safety Checklist

Date: _____

Company/Employer: _____

Student _____

To be Reviewed With Student Prior to Work Site Placement

If you do not know how to do something safely, ask your supervisor for training before you begin work.

Discuss WCB Regulation 3.12: The Right to Refuse Unsafe Work Participate in all required health and safety education and training.

Use all provided personal protective equipment and clothing.

Correct any unsafe conditions if it is safe for you to do so, or report them to your supervisor immediately.

Immediately report any injury to a first aid attendant or supervisor.

Refusal of Unsafe Work

3.12 Procedure for refusal

(1) A person must not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that person has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

(2) A worker who refuses to carry out a work process or operate a tool, appliance or equipment pursuant to subsection (1) must immediately report the circumstances of the unsafe condition to his or her supervisor or employer.

(3) A supervisor or employer receiving a report made under subsection (2) must immediately investigate the matter and

(a) ensure that any unsafe condition is remedied without delay, or

(b) if in his or her opinion the report is not valid, must so inform the person who made the report.

(4) If the procedure under subsection (3) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer must investigate the matter in the presence of the worker who made the report and in the presence of (a) a worker member of the joint committee, (b) a worker who is selected by a trade union representing the worker, or (c) if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.

(5) If the investigation under subsection (4) does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker must immediately notify an officer, who must investigate the matter without undue delay and issue whatever orders are deemed necessary.

Student

Principal

Work Place Safety Checklist

Date: _____

Company/Employer: _____

Student _____

Work Site Evaluation: General Observations

- Housekeeping: Generally in order/tidy?
- Tools/Equipment: Orderly/put away when not in use?
- Tripping hazards: Extension cords/lumber/debris/uneven ground?
- Noise level: Can you talk at a normal level and be heard?
- Mobile equipment: Speed/watching for other workers?
- Working from heights: Guardrails/fall protection being used?
- Open ditches/excavations: Safe entry and escape route?
- Personal protective equipment: Being used?
- Air quality: Dust/odour/paint fumes/gas/chlorine?
- Heavy lifting: Required? Done correctly?
- Working alone: Do you see people working alone?

Questions to Ask Employer/Supervisor

- Will student be given a workplace safety orientation?
- First aid orientation? Who to report injuries to?
- Who to report unsafe work or hazards to?
- Emergency training (e.g., earthquake, fire)?
- Will student be working with a supervisor? Alone?
- Will student be working with or near controlled products (e.g., WHMIS)?
- Personal Protective Equipment: Required? Supplied?
- Will student be required to operate machinery/equipment/power tools?
- Will student be required to operate a vehicle that requires a driver's licence?
- Will task-specific training be provided?
- Are there any specific safety hazards at this particular workplace that the student should be made aware of (e.g., potential for violence/poor air quality/high noise levels)?

Evaluation Completed by:



Zeballos Elementary Secondary School

Box 128
Zeballos, BC
V0P 2A0
250-761-4227

Student _____
Total Hours _____

Work Experience Placement _____

Supervisor _____

Please indicate on a scale from 1-5 the success of the employee in demonstrating these employable skills in your workplace

1 - poorly demonstrated

5 - extremely well demonstrated

1) Attendance	1	2	3	4	5
2) Punctuality	1	2	3	4	5
3) Reliability	1	2	3	4	5
4) Responsibility	1	2	3	4	5
5) Ability to follow instructions	1	2	3	4	5
6) Ability to work with supervision	1	2	3	4	5
7) Ability to work without supervision	1	2	3	4	5
8) Ability to work with other employees	1	2	3	4	5
9) Ability to acquire new job related skills	1	2	3	4	5
10) Customer Service	1	2	3	4	5

Additional Comments:

Would you hire this person if a position became available?

Would you be willing to accept another work experience student?

Do you have any suggestions on how we can improve our work experience program?

What skill sets are most valuable at your workplace?

Please fax completed form to Natalie @ 250-761-4234

Thank you for participating in our work experience program☺

