



Employment/Educational Opportunities

Work Experience is designed to prepare students for the transition from Secondary school to the world of work or further training and education. It provides an opportunity for students to connect what they learn in the classroom with the skills and knowledge needed in the workplace and in society in general. Work experience allows students the opportunities to observe and practice the employability skills and attitudes required in the workplace, while exploring possible careers in their chosen focus area. In addition, Work Experience allows students to develop self-reliance, self-direction, and the self-confidence necessary for effective teamwork, life-long learning and workplace success.



Requirements for Program Admission:

Students must be 14 years of age or older, attending high school and willing to complete 100 hours of Work Experience (paid or unpaid).

To qualify, students must complete this application package, including parent/guardian signatures. To ensure course credit and completion, it is essential that students return all documentation including self-reflections, training plans, placement agreements, term reports, and work-based training record.

Courses to be Taken at High School

COURSE	CREDITS	GRADE	REQUIREMENTS
WEX12A	4	Grades 11, 12 school year	100 hours of Work Experience
WEX12B	4	Grades 11, 12 school year	100 hours of Work Experience

In order for credit to be earned, students must complete placement hours and submit ALL assignments and forms. Students must complete WEX12A before starting WEX12B. Credits for paid or non-paid Work Experience that occurred in the past is not permitted (i.e. no back-dating).

Student Name: _____

Date: _____

Work Experience 12B



Application Requirements

Applicant: keep this form for your records

Applicants must meet the following requirements:

- Be in Gr. 11 or Gr. 12 at the start of program
- Be registered in a Chilliwack School District school
- Successful completion of **WEX12A** course (prerequisite)

Step 1:

- Complete the Chilliwack School District Career Programs application package (requires both student and parent signatures)
- Complete the WEX12B *WorkBC Career Trek Journal* assignment (attached)
- Prepare your UPDATED Resume and Cover Letter (should reflect your WEX12A activities)
- Submit your Application, your *Career Trek Journal* assignment, and your Resume & Cover Letter ALL TOGETHER to your Work Experience Facilitator/office.**

***PLEASE NOTE:** *Your WEX12B application is incomplete without your Career Trek Journal assignment, resume and cover letter. Please ensure all of these documents are submitted together.*

Step 2:

When the application package has been processed, students will be contacted regarding the following requirements:

- Placement Request Form(s)
- Work Experience 12 Training Plan (to be completed before hours to be worked)
- WEX12 Work Term Report
- Student Reflection form

Only complete application packages will be processed.

District Career Programs Application



Student Name: _____

Current Grade: _____

PLEASE SELECT YOUR CAREER PROGRAM

SKILLED TRADES BC YOUTH TRAIN IN TRADES

Automotive Service Technician

Hairstylist

Welding

WORK EXPERIENCE

WEX 12A

WEX 12B

SKILLED TRADES BC YOUTH WORK IN TRADES

Specify Trade: _____

REGIONAL CAREER PROGRAMS (RCP) - UFV

Specify Course Option:

TRADES SAMPLER PROGRAM

Specify School: _____

DUAL-CREDIT PROGRAM

Early Childhood Education

I, _____ do hereby declare that I will:

- Adhere to the School District Code of Conduct
- Adhere to the School Code of Conduct
- Be in attendance at all courses
- Maintain passing grades in all courses

I am aware that this Career Education Program is a challenging opportunity, and I am willing to abide to the rules set forth by the Chilliwack School District.

Student Signature

Parent/Guardian Signature

Date: _____

Date: _____

District Career Programs Application



STUDENT INFORMATION

Legal Last Name: _____ Legal First Name: _____
Usual Last Name: _____ Preferred First Name: _____
Birth Date (Day/Month/Year): _____ Email: _____
Home Phone: _____ Cell Phone: _____
School: _____ Grade: _____
Street Address: _____
Apt. No.: _____ City: _____ Prov.: _____ Postal: _____
Are you an International Student? YES NO
Are you an ELL (English Language Learner)? YES NO
Do you have an IEP (Individual Education Plan)? YES NO

PARENT/GUARDIAN INFORMATION

Primary Contact

Relationship to student: _____
Last Name: _____ First Name: _____
Address (if different from student): _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Email: _____

Secondary Contact

Relationship to student: _____
Last Name: _____ First Name: _____
Address (if different from student): _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Email: _____

MEDICAL INFORMATION

Doctor Name: _____ Phone: _____
Care Card No.: _____
Allergies and/or conditions: _____
Are any of these life-threatening? YES NO If "YES", please specify: _____
Treatment: _____

District Career Programs Application



DRESS CODE

It is expected that students conform to District dress code guidelines, in addition to worksite-specific requirements (e.g. Trade-specific, professional office attire, uniform, personal protective equipment, etc.)

RELEASE OF STUDENT INFORMATION

In accordance with the Freedom of Information and Protections of Privacy Act, Chilliwack School District requires consent to use personal information for purposes unrelated to educational programs.

I will conform to the guidelines presented to me for appropriate attire while participating in any Chilliwack School District Career Education programs.

I give my consent for release of my name, address, email and phone number to School District personnel and/or community employers to contact me regarding Career Education activities, meetings or schedules.

Student Signature: _____

Date: _____

STUDENT IMAGES

Your child's photograph may be used for administrative and identification purposes consistent with providing an educational program. As such, your child's name, photograph and comments may be published in a District newsletter, brochure, video or website.

In addition, on occasion, Career Education activities may be featured by local news media as a means of information sharing or promotion. As such, your child's name, photograph and comments may be published in the newspaper, online or on social media channels.

I give my consent for use or publication of my child's name, photograph and comments for purposes consistent with the above.

Parent/Guardian Signature: _____

Date: _____



Career Education Dept. Career Trek Journal Assignment

Students in the **WEX12B** course need to learn how to make informed decisions about their future occupations. *Career Trek* features short, easy-to-watch videos that highlight a range of careers in B.C., allowing students to see what it may be like to work in a particular occupation, as well as the pros and cons as of a specific career.

To complete this Career Trek Journal Assignment, visit *WorkBC's Career Trek* website and complete the following:

1. Watch a *Career Trek* video on a career that is related to your **CURRENT** employment activity (Paid or Unpaid). Complete a journal entry based on this video (see example below).
2. Watch a *Career Trek* video on a career that is related to a **FUTURE** career goal. Complete a journal entry based on this video (see example below).

Scan or click on the QR code below to access *WorkBC's Career Trek* videos:



Date: _____

Teacher Signature: _____

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Back to results

Baker
NOC 6332 EXAMPLE Email



KEY SKILLS

- Monitoring
- Active learning
- Critical thinking
- Coordination
- Speaking
- Active listening

Skills definitions >

Episode 42, filmed in Cowichan Bay, Vancouver Island/Coast

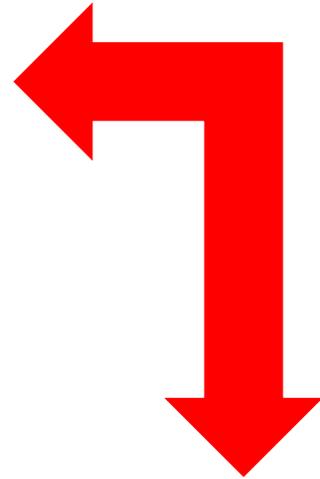
A baker in Cowichan Bay demonstrates how she uses machinery and hand skills to make a variety of baked goods. Viviana makes croissants! The baker takes pride in baking products that make her customers happy. She plans to open her own bakery business.

Employment Trends 2022-2032

Annual employment growth: 1.3% **Salary:** \$31,701

Job openings: 2,850 **Education:** Apprenticeship Certificate

Use these examples to complete the Career Trek Journals on the following page.



EXAMPLE	Job Title: Baker
Three (3) key skills that this job requires that I possess:	
1. Active Learning 2. Coordination 3. Active listening	
Two (2) things that I like about this job:	
1. Lots of job openings 2. I get to use equipment	
Two (2) things that I don't like about this job:	
1. Early mornings 2. Time pressure	
Would you consider doing this job in the future? Explain:	
Yes, this is a good job to learn more about this trade as I earn a living wage. I would like to Apprentice for a few years and then maybe start my own bakery business.	
Employment Growth %: 1.3%	Job Openings: 2,850
Salary per Year: \$31,710	Education Requirement: Apprenticeship Certificate



Complete this Career Trek Journal for your **CURRENT** employment activity

Job Title:	
Three (3) key skills that this job requires that I possess:	
Two (2) things that I like about this job:	
Two (2) things that I don't like about this job:	
Would you consider doing this job in the future? Explain:	
Employment Growth %:	Job Openings:
Salary per Year:	Education Requirement:

Complete this Career Trek Journal for your **FUTURE** career goal

Job Title:	
Three (3) key skills that this job requires that I possess:	
Two (2) things that I like about this job:	
Two (2) things that I don't like about this job:	
Would you consider doing this job in the future? Explain:	
Employment Growth %:	Job Openings:
Salary per Year:	Education Requirement: