



## 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 12A



## 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

### Step 1:

- Complete the Chilliwack School District Career Programs application package (requires both student and parent signatures)
- Complete the Workplace Safety Assignment (attached)
- Prepare your Resume and Cover Letter
- Submit your Application, Workplace Safety Assignment and your Resume & Cover Letter ALL TOGETHER to your Work Experience Facilitator/office.**

***\*PLEASE NOTE: Your WEX12A application is incomplete without your Workplace Safety 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



Chilliwack  
School District  
CAREER EDUCATION

## 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. Workplace Safety Assignment

Students need to understand the importance of Workplace Safety as it relates to the health and protection of young workers in the Province of British Columbia. In order to complete the required Safety assignment, discuss WCB Regulation 3.12 with your Career Programs Teacher/Facilitator, Watch the online program on **Workplace Rights and Responsibilities** and complete the Workplace Safety Knowledge questions.

**Scan or click on the QR Code to access the online program:**



**WORK SAFE BC**

## **WCB Regulation 3.12: The Right to Refuse Unsafe Work - 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. worker member of the joint committee,
  - b. 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.



Students also need to understand the importance of **Workplace Bullying & Harassment Policies** as it relates to the health and protection of young workers in the Province of British Columbia.

Workplace bullying and harassment includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated.

In order to complete this required safety assignment, study the **Worker Fact Sheet on Workplace Bullying and Harassment** and complete the Workplace Safety Knowledge questions.

**Scan or click on the QR Code below to access the  
Worker Fact Sheet on Workplace Bullying and Harassment:**



\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date



## Workplace Safety Knowledge Test

- 1. If you believe a work procedure or tool to be unsafe, what must you do?**
  - a. Refuse to do the procedure or use the tool
  - b. Communicate your concerns with your supervisor
  - c. All of the above
  
- 2. Which of the following are your responsibilities as a WORKER?**
  - a. To immediately correct unsafe conditions or report them right away to your supervisor
  - b. To work without undue risk to yourself or others
  - c. To know how to handle any hazardous materials or chemicals you use on the job
  - d. All of the above
  
- 3. Which of the following topics is NOT required as part of new worker training and orientation?**
  - a. Workplace health and safety rules
  - b. Specific hazards to which the worker may be exposed
  - c. Personal protective equipment (PPE)
  - d. How to perform basic first aid procedures
  - e. WHMIS information and requirements, where applicable
  - f. All of the above
  
- 4. Which of the following are considered an EMPLOYER'S rights and responsibilities?**
  - a. Ensure the health and safety of workers
  - b. Expect workers to follow health and safety procedures at all times
  - c. Establish occupational health and safety policies and programs
  - d. All of the above
  
- 5. Which of the following are considered a SUPERVISOR'S rights and responsibilities?**
  - a. Know the WorkSafeBC requirements that apply to the work being supervised
  - b. Ensure personal protective equipment/clothing is available and maintained
  - c. Investigate unsafe conditions reported to them immediately
  - d. All of the above
  
- 6. True or False: Only workplaces with 5 or more employees are required to conduct new worker safety training.**
  - a. True
  - b. False



**7. Which of the following are general strategies for minimizing the risk of injury due to workplace hazards?**

- a. Keep workplace clear and uncluttered
- b. Wear/use appropriate protective equipment
- c. Follow all safety procedures
- d. Ask for assistance, if required
- e. All of the above

**8. When is it appropriate to refuse to do unsafe work?**

- a. When you have already completed assigned tasks?
- b. When you have reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person
- c. When you have not yet discussed a hazardous situation with your supervisor or employer
- d. When your coworker tells you to

**9. Which of the following are consistent with the practice of due diligence?**

- a. Taking all reasonable precautions while conducting your work, health and safety responsibilities
- b. Protecting the well-being of fellow employees and co-workers
- c. Documenting training records and work performance evaluations
- d. All of the above

**10. What are some of the legal consequences for knowingly causing workplace accidents?**

- a. Prosecution
- b. Jail time
- c. Fines
- d. Criminal record
- e. All of the above

**11. If you believe you have been a victim of bullying, what must you do?**

- a. Communicate your concerns with your supervisor
- b. Engage in workplace bullying or harassment yourself
- c. Confront the offending party to demand an apology
- d. All of the above



**12. Which of the following are the responsibility of the employer?**

- a. Draft a workplace policy statement
- b. Develop reporting procedures.
- c. Train workers and supervisors.
- d. All of the above

**13. Which of the following are NOT Bullying and Harassment?**

- a. Offering constructive feedback.
- b. Saying hello to other co-workers.
- c. Making a legitimate complaint about another workers conduct.
- d. Expressing differences of opinion
- e. All of the above

**14. What are some examples of Workplace Bullying and harassment?**

- a. Spreading malicious rumours
- b. Verbal aggression or yelling
- c. Cyber bullying
- d. Calling someone derogatory names
- e. All of the above.

**15. True or False: Apprentices are not subject to the Workers Compensation Act and the Occupational Health & Safety Regulation.**

- a. True
- b. False

Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_

/15