

# Program Information

## WORKSAFE BC

Employers must have WorkSafe BC coverage. The Ministry of Education provides WorkSafe BC coverage for all students during the dates and hours stated on the Work Education Agreement.

## INSURANCE

The Vancouver School Board maintains the liability insurance with respect to its liability and that of student workers involved in this program.

## REMUNERATION

There is no expectation that students on work experience will be paid. Honorarium are acceptable when warranted.

## PROCEDURES REGARDING INJURY AND WORKERS' COMPENSATION

1. The **student** must report any injury immediately to a supervisor/employer.
2. It is the responsibility of the **employer** to:
  - » Follow the same procedure that is followed for injured employees regarding first aid, hospitalization, etc.
  - » Immediately report injury to the Vancouver School Board school-based Work Experience Teacher at contact number listed on the Work Education Agreement.
  - » Communicate to the Vancouver School Board school-based Work Experience teacher first aid administered to the student on site.

### FOR FURTHER INFORMATION CONTACT:

Vancouver School Board  
Career Programs  
Tel | 604 713 5060  
[careerprograms.vsb.bc.ca](http://careerprograms.vsb.bc.ca)



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School Board

# Work Experience

An Invitation to Employers, Students, and the Community



# Work Experience

Work Experience is a course that prepares students for transition from high school to the world of work and further education. Students explore career options by integrating classroom learning with practical experience in the workplace.

Why not join the team? The Vancouver School Board welcomes partnerships with employers and local community groups to offer meaningful Work Experience placements.

## Benefits to:

### STUDENT

- » Explore career choices
- » Experience the demands and rewards of participation in the workforce
- » Develop employability skills
- » Increase confidence and self-reliance

### EMPLOYER

- » Provide leadership in the development, training, and education of future employees
- » Encourage positive attitudes towards work and the work place
- » Produce opportunities to employ successful and suitable candidates for hire
- » Interact with young people



# Responsibilities:

### SCHOOL

- » Match student abilities and interests with employer's need
- » Prepare students for interview and work placement
- » Liaise with employers, students, parents, and school
- » Ensure that required documentation is signed and completed
- » Monitor student's progress
- » Provide evaluation procedures and assist employers in evaluating students
- » Develop and maintain good public relations with employer through regular contact, written communication and acknowledgments

### EMPLOYER

- » Interview students and sign the Work Education Agreement
- » Provide orientation and safety instruction at the work-site
- » Advise employees of the work experience expectations for the student while on work experience
- » Assign meaningful work and supervise student throughout the work experience
- » Resolve problems with student as with any new employee and notify the school contact with concerns
- » Provide ongoing feedback to the student
- » Complete the student performance evaluation with the student

### STUDENT

- » Obtain required signatures on the Work Education Agreement prior to commencing work
- » Follow all practices of the employer and the Vancouver School Board
- » Follow instructions and direction from workplace supervisor
- » Demonstrate a willingness to learn
- » Notify employer and school if absent from or late for work
- » Return work experience evaluation form to school