

CLOC Course Outline

Course Name	Work Experience 12
Teacher	P. Poka
Course Format	Self-Paced Online
Teacher Contact Information & Schedule	ppoka@sd43.bc.ca Monday & Thursdays 5:00pm to 9:00pm
Course Website	http://sd43.bcln.ca/course/view.php?id=243
Learning Centre Hours	Monday-Thursday 10:00am-2:00pm Monday-Thursday 5:00pm-9:00pm <small>The Learning Centre is closed on all statutory and school holidays.</small>

Introduction

Work experience is defined in legislation 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.” The course consists of 90 hours of paid work experience in the community and 20 hours of coursework.

All students are expected to complete at least 10% of their coursework (be ACTIVE) within one month of their registration. Students have 10 months to complete the course. Students who do not meet these requirements may be withdrawn from their course.

Registration Date: _____ 10% Completed by date: _____

Goals for Work Experience

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 behaviour standards between the workplace and school

Prescribed Learning Outcomes

Workplace Health and Safety

It is expected that students will:

- 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

It is expected that students will:

- 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

It is expected that students will:

- 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)

Course Format

WEX 12 is an online, self-paced course. Students may work on the course at their own speed for up to 10 months, but should make regular contact with the teacher by email. Students must have a computer with an internet connection or be able to come to the CLOC Learning Centre to use a computer during Learning Centre hours. Note that students may work at the Learning Centre whenever it is open, but may not be able to get assistance with assignments unless their teacher is present.

Assignments can be emailed to me (please make sure all assignments include the title, date, and your name), or handed in on paper at CLOC.

Learning Resources

Your course is online at: <http://sd43.bcIn.ca/course/view.php?id=243>

You will receive a "Welcome to the Course" email after you have had an orientation at CLOC, which will include the above link and your username and password for the site.

Username:

Password:

Career Cruising Username: **gleneagle** (for Unit Two assignments)

Career Cruising Password: **talon**

Contents of the Course

Orientation: Required face-to-face meeting with your teacher at CLOC

- SharePoint Orientation and username/passwords
- Course Preview

Beginning Paperwork: (Available in "Required Documents" in the left-hand column)

- Letter certifying that employer has WorkSafeBC Insurance number
- Work Experience Employee Training Plan (Signed by Supervisor)

Unit One: Keeping Safe on the Job

- Assignment One: Safety in the Workplace
- Assignment Two: Employment Standards, Harassment and Discrimination

Unit Two: Finding the Job for You

- Assignment Three: Matchmaker on Career Cruising
- Assignment Four: Matchmaker Career Report

Unit Three: Getting the Job

- Assignment Five: Your Resume
- Assignment Six: Writing an effective Cover Letter
- Assignment Seven: Interview Preparation

Unit Four: Keeping the Job

- Assignment Eight: Employment Standards
- Assignment Nine: Problems on the Job

Final Paperwork: (Available in "Finishing the Course")

- Workplace Evaluation, Mid-Term and Final - Completed by supervisor
- Self-Evaluation - Completed by student
- Official Pay Stubs (90 hours) Submitted

Evaluation

Student Assignments and Forms Submitted		
Date and Initials	Mark	Notes
Beginning Documents: These must be handed in BEFORE your 90 hours of paid work experience can begin.		
	Pass/Fail	Letter Certifying that Employer has WorkSafe Insurance
	Pass/Fail	Work Experience Employee Training Plan (Signed by Supervisor)
Course Assignments:		
	/35	Assignment One: Safety in the Workplace (Activation)
	/30	Assignment Two: Employment Standards, Harassment, and Discrimination
	/20	Assignment Three: Matchmaker on Career Cruising
	/30	Assignment Four: Career Cruising Career Report
	/25	Assignment Five: Your Resume
	/20	Assignment Six: Writing an effective Cover Letter
	/35	Assignment Seven: Interview Preparation
	/35	Assignment Eight: Employment Standards & Your Rights
	/30	Assignment Nine: Problems in the Workplace
	/260	FINAL GRADE
Final Documents: You will NOT receive credit unless all the following documents are handed in!		
	Pass/Fail	Supervisor's Midpoint Workplace Evaluation
	Pass/Fail	Supervisor's Final Workplace Evaluation
	Pass/Fail	Student Self-Evaluation
	Pass/Fail	90 Hours of Paystubs Verified

CLOC Course Pacing and Completion Policies

- 1. Students are expected to complete all self-paced, flexible and online courses within a 10 month period.**
- 2. Students are expected to complete 10% of course material within the 1st month after registration.**
- 3. A final mark will be assigned to all students who complete at least 65% of the course requirements.***

Our teachers can help you determine a pace that works for you and fits within these expectations. Please discuss your course completion plan with them.

If you plan to take two self-paced courses, we recommend that you stagger the registration dates so that you get one course started before enrolling in the second course. We do not permit taking more than two courses at the same time without discussing this with our administrator.

If you have extenuating circumstances that make these timelines challenging, please have a conversation with your teacher, or our CLOC administrator, 604-945-5211.

*65% of course requirements does not include comprehensive final exams.