

Summer Work Experience 12 Application (WEX12A)



Overview

Opening Opportunities

Work Experience prepares students for the world outside of high school. It gives students the opportunity to develop new skill sets in becoming more independent, responsible, and confident in their transition into the workplace. Work Experience provides the platform for students to apply their learning from the classroom into the workplace, and to take away a growth mindset from those experiences. Students have the opportunity to explore potential careers, learn employability skills, and workplace culture. The value of making choices for oneself, taking ownership of exploring career pathways, and overall being more self reliant and confident with making decisions are all necessary skills for transition from secondary school into a successful workplace role.

Requirements

Students need to be 15 years of age or older and willing to complete 100 hours of work experience. The application is open to students who are currently in Grade 10 or 11 (as you will be in the next grade for September).

COURSE	CREDITS	GRADE	REQUIREMENTS
WEX 12A	4	<i>*start application in grade 10</i> GRADE 11, 12	100 hours of paid Work Experience
WEX 12B	4	GRADE 11, 12	100 hours of Work Experience <i>Prerequisite WEX 12A needed</i>

Course

The following will need to be completed:

- Keep a log report of hours with employer and have pay stubs for proof of hours worked
- Training plan
- Placement agreement
- Evidence of Learning assignment towards the end of the course

Checklist (for your records)

Requirements

- ☐ Be in Grade 11 or 12 in September 2025
- ☐ Registered as a student in SD 57
- ☐ Enrolled and passing CLE 10 **or** completed CLE 10
- ☐ Currently Employed

First Steps

- ☐ Complete the application with all signatures (parent/guardian and students)
- ☐ Complete the Interview Form (attach resume and cover letter)
- ☐ Complete the Workplace Safety Orientation Package
- ☐ **Submit the Application, Interview Form (includes resume and cover letter), and Workplace Safety Orientation all together to the office or Work Experience Facilitator**

Second Steps with Work Experience Facilitator

- Contact with the Work Experience Facilitator
- Sign Work Experience 12 Agreement/Training Plan Form
- Work Experience Training Plan and Safety Checklist (in person consultation)

ABOVE STEPS MUST BE COMPLETE AND DOCUMENTS ON FILE BEFORE HOURS CAN BE COUNTED FOR WORK EXPERIENCE

- Work Log (student record duties performed, employability skills, hours accrued, paystub)
- Employer feedback form
- Student Evidence of Learning form

On the Job site

- You have coverage through your employer for any workplace incidents or injuries
- Report any injuries that may occur to your employer or supervisor and fill out the paperwork at your place of employment ASAP
- You can also contact **Worksafebc.com** or phone **1-888-WORKERS** (1-888-967-5377) to report workplace injuries, or phone **1-888-621-SAFE** for bullying and harassment from an employer
- Don't do work that you feel unsafe with, speak with your employer or supervisor to come up with a plan for either training or supervision
- Contact me if you have any concerns or issues, such as unsafe work, bullying in the workplace, filling out WCB forms, or clarifying your rights as an employee

Summer Contact:

Trevor Hood: Work Experience Coordinator for SD 57

Work Cell: 250-612-2118

thood@sd57.bc.ca

May/June 2025 Application for employed students

Student Application Package

STUDENT INFORMATION

School: _____

Legal Last Name: _____ Legal First Name: _____

Usual First Name: _____ Usual Last Name: _____

In September 2025, I will be a student in: Grade 11 ☐ Grade 12 ☐

Birth Date (Day/Month/Year): _____ Age: _____ (minimum 14 years old)

Full Mailing Address: _____

City: _____ Postal Code: _____ E-mail: _____

Home Phone: _____ Cell Phone: _____

PARENT/GUARDIAN INFORMATION

Relationship to Student: _____

Name of Parent or Legal Guardian: _____

Signature: _____ Date: _____

Full Mailing Address (if **different** from above) : _____

City: _____ Postal Code: _____

Phone: _____ Emergency contact number: _____

MEDICAL INFORMATION

Doctor Name (if applicable): _____ Phone: _____

BC Care Card Number

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List any allergies or health conditions

Are any of these life threatening? YES ☐ NO ☐ If "YES" please specify: _____

Treatment: _____

May/June 2025 Application for employed students

PERMISSION TO SHARE STUDENT INFORMATION

Before students are placed on work experience, students, parents, teachers, youth care workers, classroom assistance, and administrators are asked to share pertinent information with the work experience officer(s). We (Work Experience Officers) ask for information regarding the student's interests, skills, learning styles, work habits, social interactions, medical or emotional concerns, incidents of criminal involvement of violent behaviour.

The information is collected under the authority of sections 13 and 79 of the School Act and will only be used in compliance with the Workers' Compensation Health & Safety Regulation 4:30 and for the purposes of administering the student's work experience program.

Information collected will be held in strict confidence and will only be shared if it is pertinent to the following:

1. The health and safety of the student on the job site
2. The safety of the workers at the job site and the protection of the employer's property
3. The success of the student at the job site.

I, _____ give permission to share pertinent information with employers and with
(name of guardian)
work site supervisors about _____.
(name of student)

PERMISSION TO TRANSPORT

While it is understood that the parents and the student are responsible for transporting the student to and from his/her work experience, situations* often occur when the student requires immediate transportation. In these times the work experience officer maybe called upon to transport the student at a moment's notice. There may be no time to contact parents, or we may have tried to contact the parent but were unable to do so. For these times, we require your permission to transport your child.

***Some** of these situations may be:

- The employer is going out of town and can only do the job interview if we deliver the student and his/her contract to the job site immediately
- The student becomes ill on the job site and needs a ride home or back to school. Parents could not be contacted.
- A problem has occurred at the job site and we have been requested to immediately remove the student from the job site.

PARENT(S) OR GUARDIAN(S) CONSENT FORM

As per the information outlined in this Student information – Permission Forms Package, I provide my permission for the Work Experience Teacher and District Career Programs Staff to:

- ✓ Share pertinent student information with work site supervisors
- ✓ Transport student as required

(Signature of Student)

_____/20_____
(Date)

(Signature of Parent or Guardian)

_____/20_____
(Date)

May/June 2025 Application for employed students

Protection of Privacy

The information on this form is collected under the authority of the School Act, section 13. The information will be used for education program purposes, transportation contractor if a bus student, and when required, may be provided to health services, social services or other support services as outlined in section 88 and 91 of the School Act. Information collected on this form will be protected under the Freedom of Information and Protection of Privacy Act. Questions about the collection and use of this information should be directed to the principal of your school or to the Freedom of Information and Protection of Privacy Officer, School District No. 57, 2100 Ferry Avenue, Prince George, B.C. V2L 4R5. Phone (250) 561-6800 Local 319.

(Signature of Parent or Guardian)

_____/20_____
(Date)

REFUSAL OF UNSAFE WORK PROCEDURE FOR REFUSAL (3.12)

- (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.

NO DISCRIMINATORY ACTION (3.13)

- (1) A worker must not be subject to discriminatory action as defined in section 150 of part 3 of the Workers Compensation Act because the worker has acted in compliance with section 3.12 or with an order made by an officer.
- (2) Temporary assignment to alternative work at no loss in pay to the worker until the matter in section 3.12 is resolved is deemed not to constitute discriminatory action.

Note: The prohibition against discriminatory action is established in the Workers Compensation Act Part 3, Division 6, sections 150 through 153.

I have read the above document "Refusal of Unsafe Work" and understand my rights and responsibilities as stated within.

Student Signature: _____

Date: _____

Intent to Complete

Student Acknowledgment:

I understand that in order to successfully complete the Work Experience 12 Course, I will have met or completed all of the requirements as outlined below:

- Currently employed
- Interview Form (attach resume and cover letter)
- Work safe/Workplace Safety Orientation Assignment
- Meet with WEX facilitator for Orientation for consultation
- Signed Work Experience 12 Agreement and Training Plan Form
- Safety Checklist Form
- 100 hours of Work Experience with evidence (pay stubs and tracking hours logbook)
- 15 years or older
- Student Evidence of Learning Assignment (completed after each Work Experience)
- Employer Evaluation Form

For WEX 12B, a new training plan will need to be completed with a different focus on skills and areas of learning

I am committed to completing Work Experience 12 and using it as an opportunity for learning and growth.

By signing below, I confirm that I intend to check in with the WEX facilitator, complete all forms and assignments, and show verification of hours worked to receive credits for Work Experience 12.

Student Signature: _____

Date: _____

A. WHY FOCUS ON YOUNG WORKERS? ALEX'S STORY

WorksafeBC YouTube video:

https://youtu.be/ZulxWEvQd_I



- 1) Alex can be best described as a 19 year old who:
 - ☐ A. **works** in manufacturing and is the first aid representative
 - ☐ B. is the **supervisor** who is part of the health and safety committee
 - ☐ C. is the **employer** that makes sure a training plan is in place for young and new employees at the worksite

- 2) Many young workers get hurt on the job due to:
 - ☐ A. not knowing their rights as an employee
 - ☐ B. not receiving the proper training
 - ☐ C. getting assigned the most hazardous and labour-intensive jobs
 - ☐ D. eager to work, make money, and don't want to lose their job so don't ask questions
 - ☐ E. All of the above

- 3) Do you have the right to a safe workplace?
 - ☐ A. Yes
 - ☐ B. No
 - ☐ C. Unsure

B. WHAT ARE MY RIGHTS AND RESPONSIBILITIES IN TERMS OF SAFETY?

WorksafeBC YouTube video: <https://youtu.be/LkeQieO5THw>



- 4) You have 3 basic rights as a worker:
 - ☐ A. The right to know of hazards, right to speak up, the right to refuse unsafe work
 - ☐ B. The right to get transportation to work, the right to have clothing purchased by the employer, the right to have a savings plan made by the employer
 - ☐ C. The right to not work late, right to schedule shifts that work with your schedule, the right to coffee breaks when requested
- 5) You are **NOT** responsible for the following at the workplace:
 - ☐ A. following safe work procedures that have been outlined by the workplace
 - ☐ B. a co-worker takes an extended work break that is past their given time
 - ☐ C. using personal protective equipment that either you or the employer provides
 - ☐ D. identifying potential hazards and letting others know
 - ☐ E. asking for training

C. KNOW THE HAZARDS

Website LINK:

<https://www.worksafebc.com/en/health-safety/education-training-certification/young-new-worker/know-hazards>



- 6) Young males face a significantly higher risk of injury than the overall working population.
 - ☐ A. True
 - ☐ B. False
- 7) There are 7 top hazards for new and young workers. What is **NOT** a hazard?
 - ☐ A. Working on elevated levels
 - ☐ B. Lifting objects
 - ☐ C. Working with knives or food slicers
 - ☐ D. Working near running equipment, machinery, or using mobile equipment
 - ☐ E. Working with hot substances or objects
 - ☐ F. Using electronic equipment in the workplace such as computers, cash registers and mobile devices

D. WHY FOCUS ON YOUNG WORKERS?

WorksafeBC YouTube video: <https://youtu.be/cnMrFygloHY>



- 8) A **young worker** is defined as anyone who is:
- ☐ A. a teenager
 - ☐ B. under the age of 19
 - ☐ C. under the age of 25
- 9) A **new worker** is anyone who is:
- ☐ A. new to the worksite
 - ☐ B. facing new hazards at the worksite
 - ☐ C. anyone who has returned to the worksite after an absence and the conditions have changed
 - ☐ D. working for the same company but are in a new position with different responsibilities
 - ☐ E. all of the above
- 10) A The employer must provide orientation and training to new and young workers that covers 13 topics, such as the following:
- ☐ A. WMIS, personal protective equipment, where the first aid station is located
 - ☐ B. Safety procedures and training on equipment
 - ☐ C. Who the supervisor is to ask questions if unsure about specific procedures
 - ☐ D. Emergency exits in the building
 - ☐ E. All of the above

How to REFUSE unsafe Work:

You have the right to refuse work if you (a) have a reasonable cause and (b) follow all procedures in the Regulation. If you do refuse to do work you consider unsafe, you should consider the following steps:

1. You must discuss the situation with your supervisor or employer.
2. If the matter is not resolved, then a worker representative must be involved.
3. If the matter is still unresolved, a Worksafe BC field officer is called by both worker and management representatives.
4. While the matter is being resolved, you will be temporarily reassigned to another job.

If you feel you must refuse work, be sure to follow the procedures in the regulation and any other policies that the employer may have. **Don't just stop work and go home!** If you don't follow the procedures, you may be subject to disciplinary action by your employer. From: Student Worksafe 10-12 Resource for Teachers p48, Publication date Aug. 2018.

For More Information: <https://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities/refusing-unsafe-work>

- 11) The following could occur if you don't follow the correct procedures for refusing unsafe work:
- ☐ A. Disciplinary action by the employer
 - ☐ B. Nothing, the problem will be ignored and just go away

E. BULLYING AND HARASSMENT

Website LINK: <https://www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment>



- 12) When an employer or supervisor takes **REASONABLE ACTION** to manage or direct workers, _____
- ☐ A. it is bullying and harassment
 - ☐ B. it is **not** bullying and harassment
- 13) What is an example of bullying and harassment?
- ☐ A. Verbal aggression or insults
 - ☐ B. Calling derogatory names directly or indirectly towards them
 - ☐ C. A person eats your lunch when you are not there, or vandalizes your belongings
 - ☐ D. Spreading rumors or cyber bullying
 - ☐ E. All of the above
- 14) Which of the following are NOT bullying and harassment actions?
- ☐ A. Politely greeting others
 - ☐ B. Offering constructive feedback on work related tasks
 - ☐ C. Providing different perspectives or viewpoints to co-workers on work related tasks
 - ☐ D. Making a legitimate complaint to the employer or supervisor about another worker's conduct
 - ☐ E. All of the above
- 15) If you witness bullying or harassment in the workplace, or are a victim of bullying and harassment, you need to:
- ☐ A. let your supervisor know
 - ☐ B. ignore it and hopefully it goes away
 - ☐ C. speak to the offending person and tell them how you feel
 - ☐ D. demand they apologize to you
 - ☐ E. All of the above
- 16) If the employer is doing the bullying and harassment, you can:
- ☐ A. directly confront them
 - ☐ B. phone the prevention information line at 1-888-621-SAFE

Career Clusters-Area of Interest:

- | | | |
|--|---|---|
| ☐ Agriculture, Food and Natural Resources | ☐ Government and Public Administration | ☐ Manufacturing |
| ☐ Architecture and Construction | ☐ Health Science | ☐ Marketing, Sales and Service |
| ☐ Arts, Audio/Video Technology and Communications | ☐ Hospitality and Tourism | ☐ Science, Technology, Engineering and Mathematics |
| ☐ Business, Management and Administration | ☐ Human Services | ☐ Transportation, Distribution and Logistics |
| ☐ Education and Training | ☐ Information Technology (IT) | ☐ Other _____ |

What are your current career goals?

Educational goals?

Attach the following to this form:

1. Resume
2. Cover Letter Sample

PLEASE CHECK BOTH DOCUMENTS ARE UP TO DATE AND HAVE
BEEN REVIEWED

Course: WEX 12A ☐ WEX 12B ☐ *check one box*

OFFICE ONLY: Student PEN

Student Name:		Cell:	
Worksite Employer (Business):		Tel:	
Worksite Employer Address:			
Worksite Supervisor Name:			

Work Schedule: *subject to change based on operational needs and student schedule*

Intended Start Date: _____ **Intended Finish Date:** _____

Hours aren't counted until form is signed and has been reviewed by the WEX Teacher

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Please check ✓ area of Interest and work placement:

- | | | |
|--|---|--|
| ☐ Business/Applied Business
☐ Creative Arts, Design, and Media
☐ Social Services
☐ Health Services
☐ Human Services | ☐ Humanities
☐ Engineering, Science/ Applied Science
☐ Tourism, Hospitality, and Food Services
☐ _____ (other) | ☐ Trades/ Construction/ Maintenance/ Repair
☐ Computer/ Software Technology
☐ Mathematics/ Research Analytics |
|--|---|--|

Work Placement Specific Duties/ Tasks and Skills to Be Performed:

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Please check ✓ the employability skills to be developed

Fundamental Skills:

- ☐ Communicating
- ☐ Managing information
- ☐ Using numbers
- ☐ Thinking, analyzing, and solving problems

Teamwork Skills:

- ☐ Working with others
- ☐ Participating in projects and tasks
- ☐ Giving and/or receiving feedback
- ☐ Demonstrating initiative

Personal Management Skills:

- ☐ Demonstrating positive attitudes and behaviours
- ☐ Being responsible
- ☐ Being adaptable
- ☐ Continuous learning
- ☐ Working safely

Skills specific to area(s) of interest:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Safety: (Office Only)			Teacher Initial:
In-School Orientation:	Date:		
Worksite Safety Orientation:	Date:		
WorkSafeBC # / Clearance Letter on File:			
Worksite Safety Checklist on File:			
WEX Facilitator Signature:	Date:		

Course: WEX 12A ☐ WEX 12B ☐ *check one box*

The following Work Agreement outlines the terms and conditions for the Work Experience Placement and Training Plan for the Student and Work Site Employer.

1. Terms of Agreement	This agreement shall, unless sooner terminated, be effective from students' activation date until 100 hours of work experience is earned. Working hours and days shall be determined by student and employer
2. Student Duties	Student agrees to perform for the employer the duties included in the job description/training plan as determined by the employer, in consultation with the school representative. 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. Supervision/Safety	The student agrees to be under the direct supervision of the Work Site Employer and Work Site Employer agrees to supervise the student at all times during the work experience placement. The Worksite Employer will provide site and work specific safety training and will not permit the Student to perform any duties, unless the Student has all the safety equipment required for the tasks to be performed by the Student
4. Access	Employer allows access for the School Representative to the Work Site for the purpose of monitoring the Student work placement
5. Transportation	The parties agree that the parent(s) or guardian(s) and the Student are solely responsible for the Student's transportation to and from the work site
6. Evaluation	When requested by the School Board, the Work Site Employer will evaluate the Student's performance of the Student's duties, complete an Employer Feedback Form provided by a School Representative, based on the Student's skills and performance during the placement.
7. Workers' Compensation Act Injury Coverage	WorkSafe BC coverage for any paid work experience must be provided by the employer and will not be provided by the Province. School District staff will verify that the employers provide WorkSafeBC coverage for students in paid WEX placements through confirming documentation (WorkSafe BC Clearance Letter)
8. Notice of Injury	The Work Site Employer will, if a Student is injured, immediately report the occurrence of an injury to the school Work Experience Coordinator at 250-612-2118
9. Minimum Age	The parent(s) or guardian(s) of the Student warrant that the Student is fifteen years of age or older at the date of this Agreement.
10. Termination of the Agreement	Any party to this Agreement may end it at any time by giving notice in writing to all other parties at the addresses given in this Agreement.
11. Reference	In this agreement a reference to the School Board includes School Board employees or representatives acting within their scope of employment.
12. Confidentiality	All parties agree to maintain in the strictest confidence, information that comes to their knowledge during the work experience.

By their signatures, the parties signify their agreement that the student will start accruing hours towards their Work Experience 12 course at a standard work-site, and agree to all terms as outlined.

<i>Student</i>	<i>Parent/Guardian</i>	<i>Teacher</i>	<i>Employer/Supervisor</i>
<i>Name:</i> _____	<i>Name:</i> _____	<i>Name:</i> _____	<i>Name:</i> _____
<i>Signature:</i> _____	<i>Signature:</i> _____	<i>Signature:</i> _____	<i>Signature:</i> _____
<i>Date:</i> _____	<i>Date:</i> _____	<i>Date:</i> _____	<i>Date:</i> _____

REMINDER WORKPLACE SAFETY CHECKLIST NEEDS TO BE COMPLETE

Course: WEX 12A ☐ WEX 12B ☐ *check one box*

OFFICE ONLY: Student PEN

Student Name:

Employer:

#	Task	YES	NO	N/A
1.	I was given an orientation regarding workplace safety and general risks of this job.			
2.	Hazards and risks specific to this workplace were identified during this orientation (physical, chemical, biological etc.). They are: * _____			
3.	I have reviewed the emergency procedures (fire, earthquake) with my employer. The muster station is *			
4.	I know the location of the fire extinguisher and fire alarm. Describe location: * _____			
5.	I am working with a skilled worker abiding by safe-work practices.			
6.	I have been informed of the WHMIS procedures at my worksite.			
7.	I know where the incident report forms are stored. Describe the location: * _____			
8.	I have been informed that Personal Protective Equipment (PPE) IS / IS NOT required. List Equipment: * _____			
9.	I have reviewed worksite policies on dealing with robberies and/or shoplifting. (if applicable).			
10.	I have requested that I will be trained on any machinery or equipment prior to use.			
11.	I have been taught proper techniques for working from heights.(if applicable)			
12.	I am aware of any potential safety issues, such as air quality, noise levels, tripping hazards, etc? They are: * _____			
13.	I have discussed the WorkSafe BC accident or injury procedure with my supervisor. The site WorkSafe BC # is _____			
14.	I know who I should report workplace hazards / injuries to. Their name is: * _____			
15.	I know where the First Aid Station is located. Describe location: * _____			
16.	I have been informed of who the health and safety committee members are. They are: * _____			

Student Signature: _____