


Administrative Procedures 241		
Career and Work Exploration (CWEX)		
		Adopted: June 28, 2011 Amended: September 6, 2017
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 175 • Workers' Compensation Act • Career & Work Exploration Curriculum Guide (10, 20, A30, B30) • Practical and Applied Art Handbook, 2006 • Workers' Compensation Form E-1 • Workers' Compensation Form W-1 	Internal References: <ul style="list-style-type: none"> • AP 160 Health and Safety of Students and Staff • AP 240 Career Development • AP 241 CWEX – Appendix A – CWEX Form Summary • AP 315 Illness/Injuries at School • AP 552 Private Vehicle Use for Student Transportation • CWEX Best Practices Handbook

Background

Career and Work Exploration allows students to receive a portion of their course credit through experiences in the world of work allowing them to acquire attitudes, skills, and knowledge for life/career roles. The Division offers a range of CWEX allowing students to make positive and meaningful connections with employers. All schools with Grade 10, 11, or 12 students are to offer CWEX (10, 20, A30, or B30 18, 28, A38 and B38) in some combination so as to provide students with the opportunity to take it at least once in their high school years.

Career and Work Exploration courses provide students with:

- A “real” experience in the world of work
- Exposure to workplace health and safety issues
- An opportunity to develop self-confidence and transferable skills
- An understanding of the rights and responsibilities of an employer/employee
- An opportunity to develop a greater awareness of the needs of business, industry, and extended community
- A chance to bridge the transition from school to work

Each course configuration offers a combination of ‘in-class’ and ‘work-experience’ hours for each 100 hour credit course (CWEX 10, 20, A30, or B30, and/or 18, 28, A38 and B38).

Students are in the work place as learners therefore NO remuneration is permitted. Cooperating Employers hiring students outside of the terms of a CWEX Agreement during non-school hours, shall provide remuneration according to law.

Procedures

1. Schools are to follow the provincial curriculum and Division procedures for work placements and the monitoring of these placements.
2. The Career and Work Exploration Teacher (and/or Student Support Teacher with Alternate CWEX) is responsible for securing appropriate non-paid work placement opportunities for students. The placement must be suited to the student's interests and abilities as well as provide him/her with meaningful learning experiences. The Career and Work Exploration Teacher (and/or Student Support Teacher with Alternate CWEX) will complete all of the mandatory information found below as they are important in order to ensure proper insurance coverage is in place.
3. Initial Procedures for Placement of Students

- 3.1 An effort will be made to place students within 100 km limit providing appropriate student/employer matched placements aligned with the objectives of the Career Work Exploration Curriculum Guide.
 - 3.1.1 Within the 100 km limit, students may drive with the written approval of the parent/guardian and principal. (Form 241-1 Career Work Exploration Student Use of Private Vehicle).
 - 3.1.2 If placement is outside of 100 km limit, an authorized driver will be the preferred form of student transportation to and from the work placement. (Form 552-2 Driver Authorization Application).
 - 3.1.3 If placement is outside of the 100 km limit and no authorized driver is available to transport a student, a special request may be made by the Career Work Exploration teacher to the Career Development Consultant for Career Work Exploration. Consultation with the principal and parents/guardians/student will occur prior to written approval from all parties. (Form 241-2 Career Work Exploration Student Use of Private Vehicle Special Provision).
 - 3.2 Before the student can be placed with an employer, the employer must receive program information and the student must be registered with the Ministry of Education in the CWEX Class. (Form 241-3 Career Work Exploration Information for Employers).
 - 3.3 A pre-screening safety-check must be performed by the CWEX teacher (and/or Student Support Teacher with Alternate CWEX) prior to placing students at the workplace. (Form 241-4 Career Work Exploration Teacher Health and Safety Orientation Checklist)
 - 3.4 Upon placing students, **employers** must complete a **safety orientation with the student**. Teachers must distribute information then review and monitor. (Form 241-5 Career Work Exploration Employer Health and Safety Orientation Checklist)
 - 3.5 The Cooperating Employer agrees that the placement of the student shall in no way affect the job security of any full-time or part-time employee.
 - 3.6 Prior to attending work placements, all students and parents/guardians must sign and return Form 241-6 Career Work Exploration Schedule B Work Based Learning Consent and Agreement.
4. Teacher Monitoring of Work-Based Learning
 - 4.1 Maintain monitoring checklists on each student to track visits.
 - 4.2 Minimum monitoring expectations require a monitoring visit to each student at the work placement site at least twice in the first 25 hours of work exploration or work study period, and it least once for each additional 25 hours of work-based learning. This holds true whether running the program over a year, semester, or block period.
 - 4.2.1 The pre-placement visit is not considered as one of the monitoring visits.
 - 4.2.2 The first monitoring visit should occur early in the placement in order to assist the student in becoming comfortable in the work placement and to provide appropriate orientation.
 - 4.2.3 The second (and subsequent) monitoring visits should occur later and should allow for opportunity to discuss the student learning taking place and to support the assessment of the student during the work placement, in collaboration with the work site/employer supervisor.
 - 4.2.4 Monitoring visits provide the opportunity to discuss any problems at the site. In follow-up activities, the teacher should advise the administration about cases involving theft, injury, harassment, abuse, insubordination, etc.

- 4.2.5 Telephone conversations with the employer supervisor and casual contact with the student should be used to reinforce the on-site monitoring. These methods do not replace on-site visits and do not constitute monitoring.

5. Supervision and Evaluation of Students

- 5.1 The employer agrees to supply the CWEX Teacher with an evaluation of the student's performance of duties in a format outlined by the Division.
- 5.2 Any party may cease their participation by notifying the other parties in writing.
- 5.3 During the hours of work identified on the agreement, the student shall be under the supervision of the Employer Supervisor; however, the CWEX Teacher shall be allowed access to the work site and the student at times which are mutually agreeable to the Supervisor.

6. Workers' Compensation, Liability and Insurance

6.1 Workers' Compensation

The student performing services under this Agreement is defined as a "learner" for the purposes of the Workers' Compensation Act. However, while the student is employed outside of the scope of this Agreement, the student shall be deemed to be a regular employee or worker for the purpose of the application of the Statutes of Saskatchewan.

6.2 Liability and Insurance

In addition to the coverage under the Workers' Compensation Act, the Division agrees to maintain insurance with respect to its liability under the Work-based Learning Program. The employer may examine this insurance policy from time to time. The Division is not liable, however, for any damages or other claim arising out of any act or omission of any party to this Agreement.

- 6.3 The Division requests that employers provide evidence of appropriate levels of liability insurance. This is completed at the initial safety orientation using Form 241-4 Career Work Exploration Teacher Health and Safety Orientation Checklist.

7. Transportation Arrangements

- 7.1 Student travel for work experience is outlined in Administrative Procedures 552 Private Vehicle Use for Student Transportation.
 - 7.1.1 Form 552-2 Driver Authorization Application is to be used to authorize drivers.
 - 7.1.2 Form 241-1 Student Use of Private Vehicle or Form 241-2 Career and Work Exploration Student Use of Private Vehicle Special Provision is to be used for student drivers using a private vehicle.
- 7.2 Information regarding reimbursement for travel is covered on Form 517-2 Expense Claim - Student Related Travel (Ongoing).


8. Reporting Student Injury

- 8.1 Teachers and employers must follow Ministry of Education regulations in dealing with student injury. There is time-sensitivity around the reporting of student injury. All details can be found at:
https://www.curriculum.gov.sk.ca/webapps/moe-curriculum-BBLEARN/index?lang=en&view=workplace_accidents
- 8.2 The employer, in consultation with the CWEX teacher (and/or Student Support Teacher with Alternate CWEX), completes the electronic [E1 Form](#) provided by the Ministry of

Education. The form is then emailed to the Ministry of Education and a copy sent to the Sun West School Division Career Development Consultant.

- 8.3 The student, in consultation with the CWEX teacher (and/or Student Support Teacher with Alternate CWEX), completes the [W1 Form](#) provided by the Ministry of Education. The form is then emailed to the Ministry of Education and a copy sent to the Sun West School Division Career Development Consultant.
- 8.4 Form 315-1 Marsh Canada School Incident Report will be completed at the school level.

Administrative Procedures 241 - Appendix A Career Work Exploration Form Summary

	Adopted: June 28, 2011 Amended: September 6, 2017
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 87, 109, 175 • Workers' Compensation Act

Completed by	Form
Student	<ul style="list-style-type: none"> • Form 241-1 Career Work Exploration Student Use of Private Vehicle • Form 241-2 Career Work Exploration Student Use of Private Vehicle Special Provision (if approved) • Form 241-6 Career Work Exploration Schedule B Work-Based Learning Consent and Agreement • W1 Form
Parent/Guardian	<ul style="list-style-type: none"> • Form 241-1 Career Work Exploration Student Use of Private Vehicle • Form 241-2 Career Work Exploration Student Use of Private Vehicle Special Provision (if approved) • Form 241-6 Career Work Exploration Schedule B Work-Based Learning Consent and Agreement • Form 552-2 Driver Authorization Application
Principal	<ul style="list-style-type: none"> • Form 241-1 Career Work Exploration Student Use of Private Vehicle • Form 241-2 Career Work Exploration Student Use of Private Vehicle Special Provision (if approved) • Form 315-1 Marsh Canada School Incident Report
Career Work Exploration Teacher	<ul style="list-style-type: none"> • Form 241-1 Career Work Exploration Student Use of Private Vehicle • Form 241-2 Career Work Exploration Student Use of Private Vehicle Special Provision (if approved) • Form 241-3 Career Work Exploration Information for Employers • Form 241-4 Career Work Exploration Teacher Health and Safety Orientation Checklist • Form 315-1 Marsh Canada School Incident Report • Form 517-2 Expense Claim - Student Related Travel (Ongoing) • E1 Form
Career Work Exploration Employer	<ul style="list-style-type: none"> • Form 241-4 Career Work Exploration Teacher Health and Safety Orientation checklist • Form 241-5 Career Work Exploration Employer Health and Safety Orientation Checklist • E1 Form
Career Work Exploration Consultant	<ul style="list-style-type: none"> • Form 241-2 Career Work Exploration Student Use of Private Vehicle Special Provision (if approved)