

Administrative Procedures 241
Work-Based Learning Placements



Adopted: June 28, 2011

Amended: September 25, 2020

External References

- Workers' Compensation Act
- Practical and Applied Art Handbook, August 2020
- Workers' Compensation Form W-1, E1

Internal References

- AP 160 Health and Safety of Students and Staff
- AP 240 Career Development
- AP 241 – Appendix A – Work-Based Learning Placements Form Summary
- AP 315 Illness/Injuries at School
- AP 552 Private Vehicle Use for Student Transportation
- Work-Based Learning Best Practices Handbook

Background

Work-based learning placements allow students to receive a portion of their course credit through experiences in the workplace allowing them to acquire attitudes, skills, and knowledge for life/career roles. The Division offers a range of work-based learning opportunities 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. In addition, students may have the opportunity to participate in off-site work-based learning placements in other subjects, including Practical and Applied Arts (PAA) courses (welding, auto body, carpentry, etc.), locally developed options (AET 20L/30L).

Work-based learning placements provide students with:

- A “real world” experience in the workplace
- 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.

Students are in the work-based placements 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.
- 3.2 Before the student can be placed with an employer the student must be registered with the Ministry of Education in the class with the Work-Based Learning Placement.
- 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 Pre-Work-Based Learning Placement 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 Work-Based Learning Placement - 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 241-3 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 student successes as well as any issues at the site. In follow-up activities, the teacher should advise the principal about cases involving theft, injury, harassment, abuse, insubordination, etc.
 - 4.2.5 Telephone and/or email communication 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 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 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 Pre-Work-Based Learning Placement - Health and Safety Orientation Checklist.

7. Transportation Arrangements

- 7.1 Student travel for Work-Based Learning Placements 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 When an authorized driver is not available to drive a student to the workplace, students may drive with the written approval of the parent/guardian and principal (Form 241-1 Work-Based Learning Placement Student Use of Private Vehicle).
- 7.1.3 If placement is outside of the 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).
- 7.1.4 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 Learning Consultant responsible for Career Development. Consultation with the principal and parents/guardians/student will occur prior to written approval from all parties (Form 241-2 Work-Based Learning Placement Student Use of Private Vehicle Special Provision).
- 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 When a student is injured in the workplace while participating in a work-based learning opportunity the incident must be reported to the employer at the work placement and to the CWEX teacher immediately.
- 8.2 The student's parents/guardians are also notified as soon as possible. The employer must provide immediate and appropriate first aid, and if required, arrange for transportation for appropriate treatment from a qualified health care professional.
- 8.3 Form 315-1 School Incident Report for Insurance Purposes is required and is completed at the school level (Refer to Administrative Procedures 315 Illness/Injuries at School). The form may be completed from the following link:
www.opticrisk.com/SSBA/forms/AccidentIntake.aspx.

- 8.4 The reporting procedure and forms for reporting student injury are found at the following link <http://www.curriculum.gov.sk.ca/> on the Ministry of Education curriculum website. After selecting, “Browse by Subject” and referring to the PAA Supports, you will refer to the “Reporting and Injury” document as well as the appropriate forms for submission.
- 8.5 In the event of injury when a student seeks medical attention, the employer, in consultation with the CWEX teacher (and/or Student Support Teacher with Alternate CWEX), completes the electronic EI form (available on the link above). The Ministry of Education is listed as the Employer on the form and the Contact person provided by the Ministry of Education. The contact information is the work placement employer. Section D – other is selected with a note indicating “unpaid student”.
- 8.6 The EI form is submitted to WCB within 3 days of the occurrence with the completed Work-Based Learning Consent and Agreement Form attached. The fax number and mailing address are on the Ministry of Education provided E1 form. The email address is forms@wcbask.com
- 8.7 The student, with assistance from the CWEX teacher (and/or Student Support Teacher with Alternate CWEX), completes the W1 Form (available on the link above). The student information is provided in the Worker Information field, Section A.
- 8.8 A copy of the completed E1 and W1 is emailed to the Learning Consultant responsible for Career Development.

Administrative Procedures 241 - Appendix A

Work-Based Learning Placements Form Summary



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External References

- Education Act: Sections 85, 87, 175
- Workers' Compensation Act

Internal References

Form 241-3 Schedule B Work-Based Learning Consent and Agreement

- Completed by student and if student is a minor, by parent/guardian.
- Copy retained by teacher
- Copy retained at the school level

Form 241-1 – Work-Based Learning Placement –Student Use of Private Vehicle

- Completed by parent/guardian
- Copy retained by teacher
- Copy retained at the school level

Form 241-2 – Work-Based Learning Placement –Student Use of Private Vehicle Special Provision

- For work placements greater than 100 km from student's school.
- Requires approval from Learning Consultant responsible for Career Development
- Completed by parent/guardian
- Copy retained by teacher
- Copy retained at the school level

Form 241-4 – Pre-Work-Based Learning Placement - Health and Safety Orientation Checklist

- Completed by CWEX teacher in discussion with the employer
- Copy signed by employer
- Copy signed by teacher
- Copy retained at the school level

Form 241-5 – Work-Based Learning Placement – Employer – Health and Safety Orientation Checklist

- Completed by Employer in discussion with CWEX teacher to ensure appropriate safety protocols in the workplace to ensure student safety.