

CAREER AND WORK EXPLORATION PROGRAM

Background

Subject to the provisions of the Education Act, the Education Regulations, the Workers' Compensation Act, and Agreements between the Ministry of Education and the Workers' Compensation Board, the Division authorizes the participation of qualified students in approved work-based learning programs.

Work-based learning describes a program that allows students to receive a portion of their education through experiences in the world of work. It is an extension of formal education that enables students to acquire attitudes, skills and knowledge for career and other life roles in our community. The Division offers a range of work-based learning opportunities for students to make positive and meaningful connections with employers.

The Cooperating Employer is an individual business, enterprise, agency or organization that is external to the Division and engaged in a work-based learning program.

Procedures

1. To ensure that students qualify for benefits under the Workers' Compensation Act, the following conditions shall be met:
 - 1.1 All work-based learning programs must comply with the guidelines of the Ministry of Education;
 - 1.2 A four-party written agreement must be signed by the student, the parents/guardians, the supervising teacher and the employer in whose establishment the student is to work as a learner (see Administrative Procedure Form 216-1 Career and Work Exploration Program Agreement); and
 - 1.3 The student must be a registered participant in a class that has a work-based learning component.

Placements in Alberta work-sites are NOT included in coverage.

2. The Principal shall:
 - 2.1 Ensure that work-based learning programs in the school conform to the conditions set out above;
 - 2.2 Retain a copy of the four-party agreement (Administrative Procedure Form 216-1 Career and Work Exploration Program Agreement) signed by the student, parent/guardian, the supervising teacher and the co-operating employer for each student participating in the work experience programs;

- 2.3 Submit to the Director or designate, prior to the beginning of the work placement, a copy of the four-party agreement; and
 - 2.4 Ensure that students are monitored in the workplace in accordance with the Ministry of Education guidelines.
 - 2.5 The employer is to submit a student evaluation using Administrative Procedure Form 216-3 Career and Work Exploration Program Employer's Student Performance Evaluation.
3. In the event that a student is required to drive to their place of employment Administrative Procedure Form 216-2 Career And Work Driving is required to be completed.
 4. Participation in a Career and Work Exploration Program is voluntary on the part of the Cooperating Employer and student, with the following terms and conditions to be observed.
 - 4.1 Termination of Agreement
Any party may cease their participation by notifying the other parties in writing.
 - 4.2 Supervision
During the hours of work identified on Administrative Procedure Form 216-1 Career and Work Exploration Program Agreement, the student shall be under the supervision of the Employer Supervisor; however, the Director or designate shall be allowed access to the work site and the student at times which are mutually agreeable to the Supervisor.
 - 4.3 Full-Time Employee Tenure
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.
 - 4.4 Evaluation
The employer agrees to supply the Director or designate with an evaluation of the student's performance of duties on Administrative Procedure Form 216-3 Career and Work Exploration Program Employer's Student Performance Evaluation provided by the Division.
 - 4.5 Remuneration
Because the student is considered to be a learner, no remuneration is involved. If the Cooperating Employer employs the student outside of the terms of this Agreement, remuneration shall be payable according to law.

4.6 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.

4.7 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 Career and Work Exploration 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.

Reference: Sections 85, 87, 175 Education Act
The School Division Administration Regulations 45
Career and Work Exploration 10, 20, A30, B30
Workers' Compensation Act

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