



Windsor Secondary School  
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#### Mission Statement

Windsor aspires to be a vibrant learning environment where individuals respect & encourage each other to develop the competencies to thrive in a rapidly changing world.

*"We strive to foster engaged, critical thinkers and compassionate, educated citizens."*

## WORK EXPERIENCE 12A/B

### BIG IDEAS

Experiences outside of school expand our workplace skills and career-life options while providing opportunities for self-discovery.

Personal awareness and pathway options are developed through an inquiry mindset.

Understanding and applying one's personal **rights and responsibilities** as a worker builds a safer work environment for all.

## GENERAL CURRICULAR COMPETENCIES:

### Connect and Wonder

- Identify novel and guided approaches to utilize personal strengths, preferences, and skills
- **Assess knowledge of self** and identify personal areas of interest to explore options for work placement

### Explore and Investigate

- Apply job search and interview skills
- Identify **transferrable skills** specific to the work placement
- Develop a plan to address skill development and refinement
- Access information and ideas on **workplace safety** prior to work placement to determine workplace safety risks
- Identify, demonstrate and incorporate **provincially legislated** safety and site-specific work-site safety procedures while at the work placement

### Experience and Develop

- Demonstrate knowledge of **cultural sensitivity, workplace ethics and etiquette**
- Demonstrate progression of skills learned specific to the work placement
- Contribute to **care of self, others, and community**
- Develop skills to work respectfully and constructively, both **independently** and with others, to achieve common goals

### Reflect and Refine

- Document work experience to **demonstrate required hours**
- Engage in ongoing **reflection and documentation** of work experience as it relates to current and **future pathways**
- Reflect on **independent and collaborative problem-solving strategies** implemented, specific to the work placement

## RESOURCE MATERIALS:

- [Program Guide to Ministry Authorized Work Experience](#)
- Student WorkSafe through WorkSafe BC
- Employability Skills 2000+
- myBlueprint
- [WINDSOR WORK EXPERIENCE BLOG](#) shows all the pre placement assignments

## STUDENT LEARNING & ASSESSMENT ACTIVITIES:

- workplace participation
- student activity logs
- employability skills
- employer evaluations
- student self-assessments
- WorkSafe review
- reflective journals
- resume
- interview skills review
- student training plans

## MARKS ASSIGNMENT:

### **Class Work (20%)**

- class work assignments

### **Work Placements (80%)**

- During Placement (50%)
  - Hours completed as signed by contract (at least 90 hours completed in one or more placements)
  - Employer evaluation/teacher evaluation
- Post Placement (30%)
  - Due one week after the placement has completed
    - Safety Report
    - Student Evaluation
    - Daily Journal
    - Reflection Report
    - Thank you letter
    - Updated resume

### **“Incomplete”**

Students who have been assigned an “Incomplete” have not completed the curricular competencies. Students with a mark of “Incomplete” must see their teacher immediately to ensure completion of the learning outcomes.

## **POLICIES AND PROCEDURES:**

### **Attendance:**

Participation and attendance are required in this course to ensure student readiness for work placements. Failure to complete classroom activities will result in a delay or cancellation of work placement.

### **Assignments:**

Students are expected to complete all assigned work, both within class or at home, to ensure readiness for work placement. Student assessment is based on assignments, teacher observation, reflection and self-evaluation. It should be noted that the quality of students' work will be monitored.

## **STANDARDS FOR STUDENTS IN RELATION TO WORK EXPERIENCE PLACEMENTS:**

In order for a work experience placement to be effective, a student must:

- Demonstrate personal management skills within the expectations of employers (positive attitude, adaptability, responsibility, readiness to learn)
- Abide by the behavior standards and practices of the workplace
- Understand the rights and responsibilities of employees in the workplace
- Understand and meet the expectations of the employer
- Work the days and hours of work as agreed with the work site supervisor (attendance and punctuality)
- Do not use their phone while working at any time (leave the phone alone)
- Notify the work site supervisor and school when unable to report to work
- Adhere to all safety-related rules and regulations at the work site
- Notify the work site supervisor and school immediately of any injuries, emergencies, or problems at the work site
- Respect the confidential nature of information at the work site
- Participate in evaluation meetings as required by the work site supervisor or work experience teacher
- Continue to attend all in-school courses at times other than those assigned to work experience

Please contact Ms. C. Misceo for more information.