



# District Career- Life Exploration Guide



# School District No. 73 Career-Life Exploration Guide

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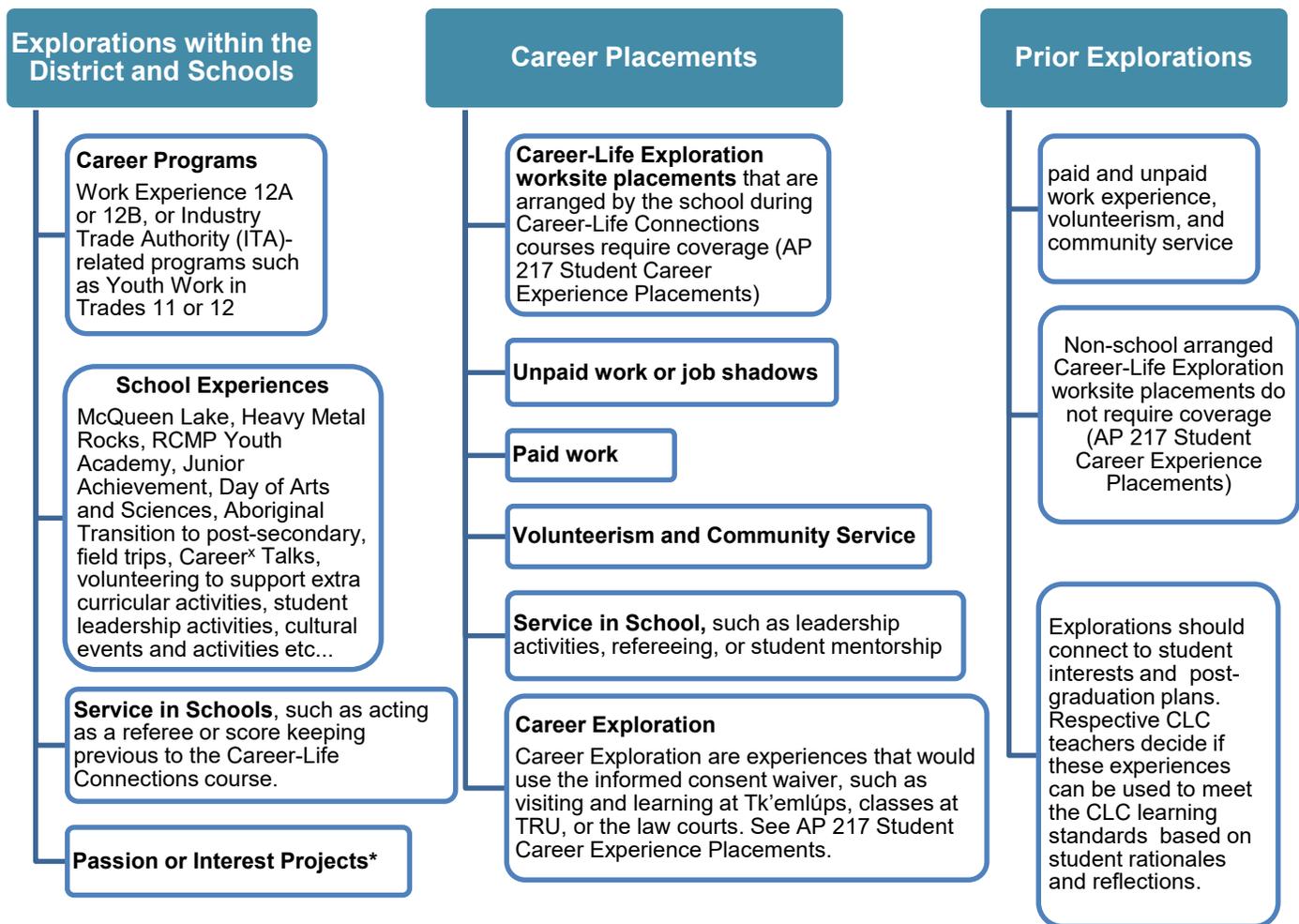


# Career- Life Exploration Hours

Career-life Exploration refers the graduation requirement for a substantive experiential learning (30 hours or more) that is intended to expand and/or deepen student exposure to career-life possibilities based on student needs and interests and connects to plans for post-graduation. It can include service learning, volunteerism, employment, fieldwork projects, entrepreneurship, and passion projects focused on an area of deep interest. Experiential learning is student-selected and should include ongoing reflections related to student-developed, targeted learning goals in support of their lifelong learning journey.

Exploration hours are part of the Career-Life Connections learning standards and are evaluated and reported on by the relevant teacher or career education team within respective schools. Career life exploration hours may take place before or during CLC, the key is the learning standard "engage in, reflect on, and evaluate career-life exploration," and this experiential learning is "intended to expand and/or deepen student exposure to career-life possibilities" as per the CLC curriculum.

## How Students Can Accrue Career-Life Exploration Hours



\*The CLC Capstone can be informed by or reference the exploration hours that are in the form of a passion project, but the Capstone is a separate requirement.

Experiential learning is student-selected and should include ongoing reflections related to student-developed, targeted learning goals in support of their lifelong learning journey.



# Career-Life Connections: Career Placements

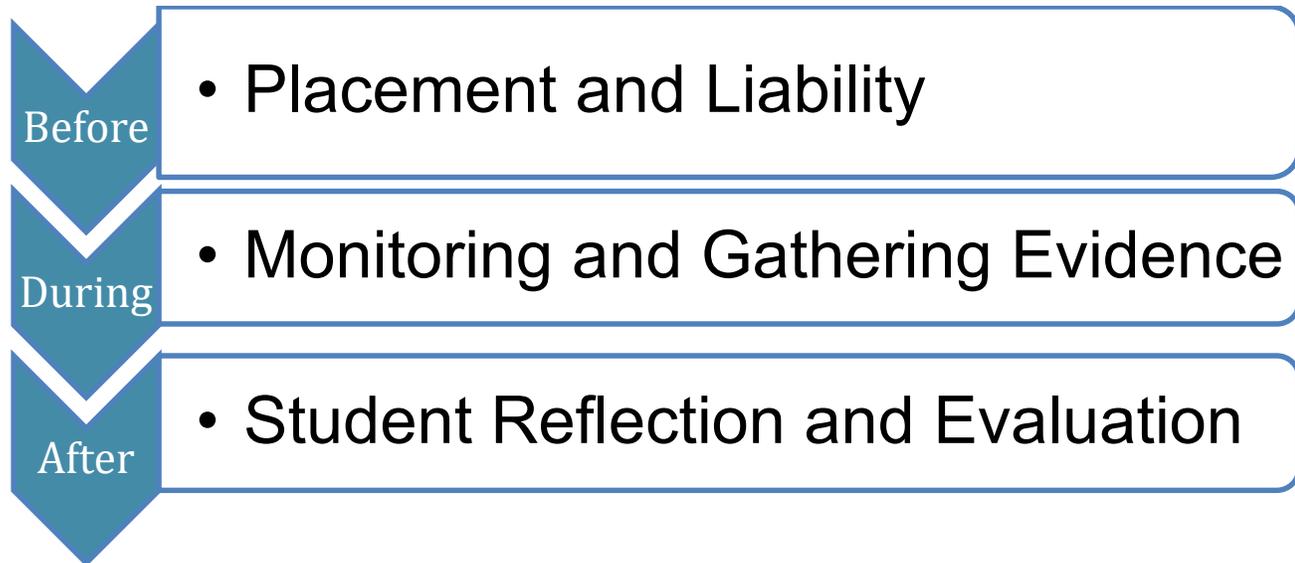
## Career Placements

Career-Life Exploration worksite placement hours are considered Career Placements. Career Placements include paid and unpaid work, volunteer work, or community service placements beyond the school context arranged by students, parents or guardians with the intent to use the exploration towards the students' Career-Life Connections course. They differ from explorations within the district and school as well as prior learning explorations. These placements provide students with an opportunity to participate in, observe, or learn about the performance of tasks and responsibilities related to an occupation or career congruent to their Career-Life Connections class.

## Career-life Explorations: Career Placements Procedures

There are Career Placement procedures that are *required* once the student *commences* Career-Life Connections. Explorations within the school and district and prior explorations are not part of the Career Placement process but can be used towards the Career-Life Exploration hours as determined by the Career-Life Connections teacher. Career Placement procedures are determined by Career Life Connections teachers and school by deciding if the exploration learning needs a *Career Placement Agreement* or a career exploration that would utilize *Informed Consent and Waiver*. In situations where Informed Consent is being used, School Principals must approve.

The following outlines career placement procedures and documentation.



## Before a Career Placement: Placement and Liability

- 1) A *Career Placement Agreement* form or an *Informed Consent and Waiver* form is completed.
  - A Career Placement Agreement form is documented and filed with the school (Appendix B).
  - An Informed Consent and Waiver (Appendix B) is used in situations where the school principal deems the level of risk is sufficiently low to warrant the placement (AP 217 3.4.5.1). The waiver is documented and filed with the school.
  - Worksite Inspection visits and Worksite Safety Orientations are part of a Career Placement and *not* necessary for an Informed Consent Waiver. Principals *may* require a Worksite visit or On-Site Safety Orientation.



2) Students have coverage or an informed consent and waiver (Appendix B).

- In accordance to AP 217, Coverage can be
  - ⦿ by WorkSafeBC
  - ⦿ an alternative provincial or federal insurer,
  - ⦿ a policy provided by the employer or
  - ⦿ a volunteer student accidental insurance policy

3) A Worksite Inspection occurred (Appendix B)

- Worksites are visited to ensure the worksite is safe from the perspective of the school (this is *not* a WorkSafe BC inspection)
- Schools *can have* a team approach to documenting worksite visits within Career programs, new worksites must be inspected.
- Principals *may* require a Worksite visit with an Informed Consent Waiver

4) Students have two Safety Orientations, a School Safety Orientation and on On-Site Safety Orientation.

- School Safety Orientation, this can be from the Career-life Education course, an individual Safety module, or in Career-Life Connections, this orientation is organized by the school and must be documented at the school level. (Appendix B)
- Worksite Safety Orientation, the student and the on-site supervisor review specific and respective safety regulations and procedures. (Appendix B)
- Principals *may* require a Worksite Safety Orientation with an Informed Consent Waiver.

### **During A Career Placement: Monitoring and Gathering Evidence**

In placements that occur over a length of time there must be evidence of monitoring and students are encouraged to gather evidence of their experiences.

- Student-Teacher-Supervisor Monitoring Log (Appendix C) is a sample that can be used. Career-Life Connections teachers or respective school teams can determine how monitoring occurs and is documented.
- Students are encouraged to document and gather evidence of their experiences. See Career-Life Exploration: Student Experience Log as a sample log (Appendix C).

### **After A Career Placement: Reflection and Evaluation**

Career-Life Connections teachers support the process of reflecting and evaluating a career-life exploration and how the experience supported student growth towards a possible preferred future in terms of preferences, competencies, growth of specific skills and employability skills. Sample reflections that may be used are

- Student Career-Life Exploration Hours Reflection (Appendix C)
- Career-Life Exploration Hours Journal (Appendix C)



## References

- BC Ministry of Education, [Career Education Frequently Asked Questions](#) (2019)
- BC Ministry of Education, [Career Education 10-12 Guide](#) (2019)
- BC Ministry of Education, [Career Life Connections](#) (2018)
- BC Ministry of Education, [Career-Life Connections and WorkSafeBC Coverage](#), 2019
- BC Ministry of Education, [Work Experience Program Guide: Programs Procedures, Requirements, and Standards](#) (2019)
- School District Administrative Procedure 217, Student Career Experience Placements (2021)

### Legal References

- Graduation Program Order M302/04
- School Act, ss 20, 22, 65, 75, 85
- Workers Compensation Act, RSBC 1996
- Workers' Compensation Coverage Order O1C344/11
- Work Experience Order M237/11



# Appendix

## APPENDIX A: ADMINISTRATIVE PROCEDURE

AP 217 STUDENT CAREER EXPERIENCE PLACEMENTS

## APPENDIX B: MANDATORY DOCUMENTATION

CAREER-LIFE EXPLORATION PROGRAM PLACEMENT AGREEMENT FORM

INFORMED CONSENT AND WAIVER

WORKSAFEBC EMPLOYER CLEARANCE LETTER

IN-SCHOOL SAFETY ORIENTATION

ON-SITE SAFETY ORIENTATION

WORKSITE INSPECTION

## APPENDIX C: SAMPLE DOCUMENTS

STUDENT CAREER-LIFE EXPLORATION HOURS REFLECTION

CAREER-LIFE EXPLORATION HOURS JOURNAL

CAREER-LIFE PLACEMENT STUDENT EVALUATION

STUDENT-TEACHER-SUPERVISOR MONITORING LOG

STUDENT EXPERIENCE LOG

## APPENDIX D: FREQUENTLY ASKED QUESTIONS AND ANSWERS

FREQUENTLY ASKED QUESTIONS AND ANSWERS



# Appendix A: Administrative Procedure

## AP 217 STUDENT CAREER EXPERIENCE PLACEMENTS



## Administrative Procedure 217

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# Student Career Experience Placements

## Background

The Career Development Programs Youth Work in Trades and Work Experience, as well as the Career Life Connections course, require or provide the option for students to earn course credit for experiences taking place in the workforce or through community volunteerism.

In the event of a community placement of students in for-credit opportunities, the District recognizes its legal obligation to communicate with employers, volunteer supervisors, and guardians to verify students are provided with accident insurance coverage, or deem the placement suitable for an informed consent and waiver from guardians.

**In cases of school-arranged placements for students with disabilities, the District shall ensure that appropriate supervision is in place. Student placements must align with goals outlined in Inclusive Education Plans. Students and caregivers should be involved in decisions regarding community placements and the plans to monitor student progress.**

## Procedures

### 1. Youth Work in Trades (WRK) Placements

- 1.1. WorkSafeBC coverage for Youth Work in Trades students must be provided by the employer/sponsor and will not be provided by the province. There is no other coverage option permitted for Youth Work in Trades.
- 1.2. A *WorkSafe Clearance Letter* must be placed in the student file at the school and district levels.
  - 1.2.1. Note *Personal Optional Protection* with WorkSafe BC is an option that will generate a valid clearance letter, but will not provide coverage for the student. If the employer has no regular employees other than the student, district staff must ascertain that the employer has regular coverage, and not *Personal Optional Protection* coverage.
- 1.3. Must follow the procedures in the Industry Training Authority [Youth Work in Trades Program Guide](#) as well as the [District Career Preparation Programs Guide](#).

### 2. Work Experience (WEX) Course Placements

- 2.1. Work Experience Placement Coverage must be provided by;
  - 2.1.1. WorkSafeBC, or
  - 2.1.2. An alternate provincial or federal insurer, or
  - 2.1.3. A policy provided by the employer, or
  - 2.1.4. A voluntary student accident insurance policy.
  - 2.1.5. In the event a placement is of a volunteer nature at a standard worksite providing WorkSafeBC coverage for its paid employees, the province will extend the WorkSafeBC coverage to a student volunteer as part of a school program, as a “worker of the Crown”.
- 2.2. Verification of coverage must be placed in the student file at the school level. This may take the form of a;
  - 2.2.1. *Worksafe Clearance Letter*, or
  - 2.2.2. Verification of insurance from a provincial, federal or employer provided policy, or
  - 2.2.3. Verification of voluntary student accident insurance.



- 2.3. Must follow the procedures in the Ministry of Education [Work Experience Program Guide](#) as well as the [District Career Preparation Programs Guide](#).
3. Career Life Connections 12 (CLC12) Worksite Placements
  - 3.1. As part of the Career Life Connections course, students are expected to take part in a minimum of 30 hours of Career-life exploration. This exploration can be any combination of school and community based experiences.
  - 3.2. Non-school arranged Career-life exploration worksite placement hours, completed for credit prior to the student commencing Career-Life Connections 12, do not require coverage.
  - 3.3. Career-Life Exploration worksite placement hours, completed for credit once the student commences Career-Life Connections 12, will be considered to be school-arranged placements. This includes paid and unpaid work, volunteer work, or community service placements beyond the school context arranged by students, parents or guardians.
  - 3.4. A school arranged, community based worksite placement will require coverage by one of the following:
    - 3.4.1. WorkSafeBC, or
    - 3.4.2. An alternate provincial or federal insurer, or
    - 3.4.3. A policy provided by the employer, or
    - 3.4.4. A voluntary student accident insurance policy, or
    - 3.4.5. Informed consent and waiver.
      - 3.4.5.1. Informed consent and waiver is only permissible in situations where the school principal deems the level of risk is sufficiently low to warrant the worksite placement.
  - 3.5. Verification of coverage must be placed in the student file at the school level. This may take the form of a;
    - 3.5.1. *Worksafe Clearance Letter*, or
    - 3.5.2. Verification of insurance from a provincial, federal or employer provided policy, or
    - 3.5.3. Verification of voluntary student accident insurance, or
    - 3.5.4. Documentation of Informed consent and waiver.
  - 3.6. In the event a placement is of a volunteer nature at a standard worksite providing WorkSafeBC coverage for its paid employees, the province will extend the WorkSafeBC coverage to a student volunteer as part of a school program, as a “worker of the Crown”.
  - 3.7. School arranged experiences including field trips and district events must follow district procedures for field trips, as outlined in Administrative Procedure 260.
  - 3.8. Must follow the procedures in the Ministry of Education [Career Education 10-12 Program Guide](#) as well as the [District Career-Life Exploration Guide](#).

Legal references: *School Act*, ss 20, 22, 65, 75, 85  
*Workers Compensation Act*, RSBC 1996  
*Workers’ Compensation Coverage Order OIC344/11*  
*Graduation Program Order M302/04*  
*Work Experience Order M237/11*

Other references: *Ministry of Education Youth Work in Trades Program Guide*  
*Ministry of Education Work Experience Program Guide*  
*Ministry of Education Career Education 10-12 Program Guide*  
*School District No.73 District Career Preparation Programs Guide*  
*School District No.73 District Career-Life Exploration Guide*

Adopted: April, 2021



## Appendix B: Mandatory Documentation

CAREER-LIFE EXPLORATION PROGRAM PLACEMENT AGREEMENT  
INFORMED CONSENT AND WAIVER  
WORKSAFEBC EMPLOYER CLEARANCE LETTER  
IN-SCHOOL SAFETY ORIENTATION  
WORKSITE SAFETY ORIENTATION  
WORKSITE INSPECTION



# Career-Life Exploration Program Agreement Form

The information on this form is collected as required by Ministerial Order 237/11 (M033/09), the *Work Experience Order*, and School District No. 73 Administrative Procedure 217. This form is to be filed with the School.

## TERMS OF AGREEMENT

By their signatures, the parties signify their agreement to undertake a Career-Life Exploration Placement

CAREER PLACEMENT: \_\_\_\_\_

### DURATION OF AGREEMENT:

This Agreement will be in effect from Date: \_\_\_\_\_ month/ \_\_\_\_\_ day/ \_\_\_\_\_ year

Until Date: \_\_\_\_\_ month/ \_\_\_\_\_ day/ \_\_\_\_\_ year unless it is ended at an earlier time.

SCHEDULE: Provide schedule as an attachment.

(subject to change based on operational needs and student schedule)

## AGREEMENT PARTICIPANTS:

### SCHOOL DETAILS

Name of School: \_\_\_\_\_

School Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (month/day/year)

between

### STUDENT DETAILS

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (month/day/year)

between

### PARENT(S) and or GUARDIAN(S) (to be completed for students who are younger than 18)

Name(s): \_\_\_\_\_

Postal Code: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_ (month/day/year)

Signature: \_\_\_\_\_

between

### EMPLOYER or SUPERVISOR

Name(s): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (month/day/year)



1. **EMPLOYER or SUPERVISOR:** An EMPLOYER or SUPERVISOR is the individual who is supporting the student's Career Placement and has ensured, along with the school, parent and or guardian, and student that the student has coverage either through WorkSafe BC, an alternative provincial or federal insurer, or a policy provided by the employer, or a voluntary student accident insurance policy.
2. **STUDENT DUTIES:** The Student agrees to perform duties assigned to the Student from the Worksite Employer or Supervisor in consultation with the School. The Student agrees to comply with the Worksite Employer's rules and all applicable safety regulations. Special Rules and Regulations are to be communicated by the Worksite Employer to the Student.
3. **DAYS AND HOURS OF THE CAREER-LIFE EXPLORATION PLACEMENT:** The Student agrees to perform those duties as assigned by the Worksite Employer or Supervisor on the days and during the hours indicated or at such other times as may be agreed by the Worksite Employer, the School, and Student. If the Student is employed by the Worksite Employer beyond the days and hours agreed upon by the Worksite Employer, Board of Education and Student, none of the provisions of this Agreement apply.
4. **SUPERVISION:** The Student agrees to be under the direct supervision of the Worksite Employer, Supervisor, or an assigned employee.
5. **SITE SAFETY ORIENTATION:** The Worksite Employer or Supervisor will provide to the Student site and work-specific safety training and will not permit the Student to perform any duties unless the Student has all safety equipment and attire required for the tasks to be performed by the Student.
6. **BOARD ACCESS:** The Worksite Employer or Supervisor agrees to allow Board of Education representatives to have access at any time to the Worksite Employer's worksite and the Student.
7. **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 Worksite. Except, \_\_\_\_\_ Write "not applicable" if there are no exceptions. If School or Worksite Employer transportation will be included describe in detail and attach it.
8. **ASSESSMENT:** If requested by the school, the Worksite Employer or Supervisor will assess the Student's performance of their duties, and report that assessment in the form required by the Board, and consult with Board representatives.
9. **COVERAGE:** The student must have coverage either through WorkSafe BC, an alternative provincial or federal insurer, or a policy provided by the employer, or a voluntary student accident insurance policy. Students in an unpaid CLC placement at a standard worksite are covered by the Workers' Compensation Act and are considered to be workers of the Government of the Province of British Columbia for Workers' Compensation purposes only. Coverage is limited by the terms and conditions set out in the Workers' Compensation Order (effective July 21, 2011) The Employer provides coverage for a paid CLC placement as the student is an employee.
10. **NOTICE OF INJURY:** The Worksite Employer or Supervisor will, if a Student is injured, immediately report the occurrence of injury to the School Contact and complete WorkSafeBC Employer's Report of Injury without undue delay within three days of being notified of the incident or the reporting process for alternative coverage.
11. **INDEMNITY:** The Board agrees to indemnify and hold harmless the Worksite Employer, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of the negligent acts or omissions of the Board, the Board's employees and the Student, in their performance of this agreement, unless such negligent acts or omissions are at the direction of or occasioned by the Worksite Employer, its employees or agents. The Worksite Employer agrees that it will not require the Student to perform any task unless such task might reasonably be expected to be within the scope of the Student's skills, training, and interests.
12. **INSURANCE:** The Board shall maintain liability coverage to protect the Board, the Board's employees, and the Student during their performance of this agreement.
13. **EFFECT ON EMPLOYEES:** The Worksite Employer agrees that the placement of the Student will not affect the job security of any employee of the Worksite Employer and will not affect the Worksite Employer's hiring practices. The placement of the Student will be in addition to the Worksite Employer's full complement of employees. The Student will not be a replacement for any employee.
14. **MINIMUM AGE:** The parent(s) or guardian(s) of the student warrant that the Student is \_\_\_\_\_ years of age at the date of this Agreement. A Student must be at least 14 years of age or older to participate in a CLC placement.
15. **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.
16. **REFERENCE:** In this Agreement a reference to the Board includes Board officers, employees or representatives acting within the scope of their employment.
17. **CONFIDENTIALITY:** All parties agree to maintain, in the strictest confidence, information that comes to their knowledge during the CLC placement.

By their signatures the parties signify their agreement to the terms and conditions set out above.



**School District No. 73 (Kamloops-Thompson)**  
**ACKNOWLEDGEMENT OF RISK AND RESPONSIBILITY AND INFORMED CONSENT**

Career Exploration \_\_\_\_\_  
 On \_\_\_\_\_ (date) from \_\_\_\_\_ (start time) to \_\_\_\_\_ (end time)  
 Located at \_\_\_\_\_ (address)

The purpose of the Career Exploration is

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student and Parent or Legal Guardian details: (please print)

Student legal name \_\_\_\_\_

Parent and or legal guardian \_\_\_\_\_ Relationship to the student \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone number in case of an emergency \_\_\_\_\_

**PLEASE READ CAREFULLY BEFORE SIGNING**

I, \_\_\_\_\_ (Parent or Legal Guardian), on behalf of the Student acknowledge the following:

- I am aware that the Student will be participating in a Career Exploration where WorkSafeBC or Personal Protection Insurance is not provided solely at my own discretion and the discretion of the student.
- I understand that this Career Exploration is unsupervised and that no teachers will accompany the Student. The Student will do a self-guided safety tour.
- The Student will be responsible for getting them to and from home/school/another location and the Career Exploration.
- I UNDERSTAND THAT PARTICIPATION IN THE CAREER EXPLORATION IS NOT WITHOUT RISK. The Career Exploration may involve the risk of physical injury. I acknowledge that participation in the Career Exploration entails known and unanticipated risks that could result in physical or emotional injury, or damage or loss to the Student, to the Student's property, or to third parties.
- I have made an effort to obtain an accident and property damage insurance policy in connection with the Student's participation in this Career Exploration activity, and none is available.
- I am not aware of the Student having any existing health, mental, or physical conditions that may increase his/her/their risk in participating in the Career Exploration.
- I understand that Administrative Procedure 350 – Student Code of Conduct applies on this Career Exploration.
- I understand that inappropriate conduct is not tolerated and the consumption of alcohol or controlled drugs by students is prohibited and each may result in suspension from school.
- The Student has been informed that they must act as an ambassador of the school and behave reasonably and responsibly.

In consideration of School District No. 73 (Kamloops-Thompson) and its Board of Education / School Trustees (collectively, the "Board"), approving the Student's participation in this Career Exploration Activity:

- To the fullest extent permissible by law, on behalf of myself and the Student, I agree to waive, release and forever discharge the Board, its employees and agents ("the Releasees") from any loss, claim, or demand for any and all injuries or damages sustained by either of us as a result of the Student's participation in this Career Exploration Activity.

I agree to indemnify and hold harmless the Releasees from any loss, claim, or demand as a result of the Student's participation in this Career Exploration Activity which is threatened or made on behalf of any third party or on behalf of the Student (to the extent I may not have legal authority to provide the above waiver and release) against the Releasees.

Based upon my understanding and acknowledgements described herein, I give the Student permission to participate in the Career Exploration.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

CLC 12 Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_



## Obtaining a WorkSafeBC Employer Clearance Letter

1. Go the WorkSafeBC website: [www.worksafebc.com](http://www.worksafebc.com).
2. Select “Insurance” from the menu bar at the top.
3. Select “Get a clearance letter”.
4. Select “Clearance letter application”.
5. Complete the Clearance Letter form:

### **Step 1: Tell WorkSafeBC who is requesting the letter**

Fill in the Legal name as: **Kamloops-Thompson School District No. 73**

Fill in the Worksafe BC account number: **579560**

Fill in the Mailing address using the SBO address:

**Canada**  
**1383 9<sup>th</sup> Avenue**  
**Kamloops**  
**British Columbia**  
**V2C 3E7**

Enter your school’s phone number and your email address.

### **Step 2: Find firm(s) for the letter**

Select “Search”.

Select to either search by WorkSafeBC account number or business name.

Enter account number or business name and select “Search”.

The firm will now appear in Step 2b.

Select the firm and then “Done”.

### **Step 3: Create and view a clearance letter**

Select “Create clearance letter”.

Select “View letter”.

6. Confirm that the employer is in good standing based on the letter’s content.
7. Print a copy and place the copy in the student’s file.

For support from WorkSafeBC call 604 244 6380 or 1 888 922 2768.



## Sample Clearance Letter for SD No. 73



WORKING TO MAKE A DIFFERENCE

**Assessment Department Location**

**Mailing Address**

PO Box 5350  
Station Terminal  
Vancouver BC V6B 5L5

6951 Westminster Highway  
Richmond BC  
V7C 1C6  
www.worksafebc.com

**Clearance Section**

Telephone 604 244 6380  
Toll Free within Canada  
1 888 922 2768  
Fax 604 244 6390

Kamloops-Thompson School District No. 73  
1383 9th Avenue  
KAMLOOPS, BC V2C 3E7

June 02, 2021

**Person/Business : SCHOOL DISTRICT #73 KAMLOOPS THOMPSON**  
**Account number : 579560**

This letter provides clearance information for the purposes of Section 258 of the *Workers Compensation Act*.

We confirm that the above-referenced firm is active, in good standing, and has met WorkSafeBC's criteria for advance clearance. Accordingly, if the addressee on this letter is the prime contractor, the addressee will not be held liable for the amount of any assessment payable for work undertaken by the above-referenced firm to **July 01, 2021**.

This firm has had continuous coverage with us since January 01, 1997.

Employer Service Centre  
Assessment Department

**Clearance Reference # : C132412037**  
**CLRAAA**

**For more information about Section 258 and clearance letters visit [WorkSafeBC.com](http://WorkSafeBC.com)**

*Please refer to your account number in your correspondence or when contacting the Assessment Department.*

**To alter this document constitutes fraud.**



# Career-life Exploration Placement: In-School Safety Orientation

Reviewed by teacher \_\_\_\_\_ (print name)

with student \_\_\_\_\_ (print name)

**Workers in BC have three health and safety rights:**

1. The right to know about hazards in the workplace
2. The right to participate in health and safety activities in the workplace
3. The right to refuse unsafe work without being punished or fired.

**Occupational Health and Safety Regulation:** An employer must ensure that young or new workers are given health and safety orientation and training specific to the worksite. The following is a checklist to review with a student prior to the worksite orientation to ensure they are equipped with questions about safety for their orientation.

➤ **Rights and Responsibilities**

➤ **Workplace health and safety rules**

➤ **Emergency procedures**

➤ **Safe work procedures for carrying out tasks**

➤ **Personal protective equipment**

➤ **First Aid**

➤ **Known Hazards and how to deal with them**

➤ **Hidden Hazards**

➤ **Procedures for working alone or in isolation**

➤ **Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations**

➤ **Bullying and harassment**

WorkSafeBC Resources:

Getting a Job: Ask Questions about safety (WorkSafeBC)

Hidden Hazards in the Workplace: A Young Worker's Guide

Be a Survivor

Student WorkSafe 10-12 Independent Learning Guide

SD73 On-line Safety Module

**An employer must provide additional orientation and training if**

- a young or new worker is not able to perform work tasks or work processes safely
- requested by the young or new worker

School Contact signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_(month/day/year)

Date: \_\_\_\_\_(month/day/year)



## Career-life Exploration Placement: Worksite Safety Orientation

This form is to be completed by the student and submitted to the school contact to confirm that a worksite safety orientation was conducted by the worksite supervisor.

**Worksite:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_

**Worksite Supervisor:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Check the completed statements:

- I have received an orientation to the worksite.
- I have asked the supervisor the safety questions below.
- I am aware of the accident and reporting procedure and will report all injuries to the workplace supervisor and work experience teacher as soon as possible.
- I am aware of the procedures set out by the employer if I witness or experience bullying and harassment in the workplace.
- I have been instructed in
  - The use of personal protective equipment
  - Workplace health and safety procedures
  - The location of first aid equipment
  - The management and organization of tools and equipment
  - Procedures for working alone or in isolation
  - The location and management of hazardous materials
  - Procedures for reporting accidents and/or safety concerns

### WorkSafeBC Safety Questions:

- What are the potential dangers of my job, and how will I be protected from these dangers?
- Are there any hazards (such as noise or chemicals) that I should know about, and what are the appropriate steps to take to avoid these hazards?
- Is there any safety gear that I am expected to wear, and who is responsible for providing the gear?
- Will I be trained in how to prevent injuries?
- Will I be trained in emergency procedures for things like fire or chemical spills?
- Where are the fire extinguishers, first aid kits, and other emergency equipment located?
- What are my workplace health and safety responsibilities?
- Who do I talk to if I have a workplace health or safety question? Is there a safety committee?
- What is the procedure if I am injured on the worksite?
- Who is the first aid attendant? How do I contact the attendant?

### Workplace Bullying and Harassment:

- What are the procedures I should follow if I witness or experience bullying and harassment in the workplace?

For further information regarding safety aspects of worksites, please contact the WorkSafeBC Prevention Support at 604-276-3100 (toll free 1-888-621-7233).



## Career-life Exploration Placement: Worksite Inspection

This work-site visit is not intended to be an exhaustive safety inspection, but a common sense perusal of the worksite to ensure that the school district has determined the worksite and placement to be appropriate for the student's safety and skill development. It is to be completed by the School Contact.

**Employer:** \_\_\_\_\_ **WorkSafeBC #:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **School Contact:** \_\_\_\_\_

**School Contact Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- This is a standard worksite (where the student performs the tasks and responsibilities related to an occupation or career under supervision of a worksite employer).

In evaluation of the worksite, please bear in mind that the two most important considerations are:

1. The provision of a safe work environment.
2. The interest and concern of the site supervisor for the student.

### ON-SITE VISIT: PLEASE CHECK

- The worksite matches the interests and abilities of the student.
- This is a physically safe worksite (includes location, environmental conditions, building structure, etc).
- Safety signs are posted (lockout procedures, safe work procedures, eye wash stations, first aid facilities, emergency exits, etc.).
- Necessary safety practices are in place and the student will be informed of these.
- The student will have the necessary safety attire and or equipment required. Provisions will be agreed upon by the student and the employer.
- The employer has been informed of WorkSafeBC accident or injury reporting procedures and coverage.
- The employer/supervisor is familiar with and supports the objectives of the career placement.
- The employer/supervisor will ensure that the student is adequately instructed/trained and supervised.
- The employer/supervisor will ensure a comfortable working environment for the student including acceptance of the student as an integral part of the work team, freedom from harassment, reasonable expectations for work, breaks, lunch, etc.

Please list any comments, or concerns about this worksite.

This worksite is:  **Recommended**  **Not recommended**



## Appendix C: Sample Documents

STUDENT CAREER-LIFE EXPLORATION HOURS REFLECTION  
CAREER-LIFE EXPLORATION HOURS JOURNAL  
CAREER-LIFE EXPLORATION STUDENT SELF-EVALUATION  
STUDENT-TEACHER-SUPERVISOR MONITORING LOG  
STUDENT EXPERIENCE LOG



## School District No. 73 Career-Life Exploration Hours

### *Student Career-Life Exploration Hours - Reflection*

Student Name \_\_\_\_\_

Career Placement \_\_\_\_\_

# of Hours \_\_\_\_\_

What type of work did you do and what skills did you learn or improve upon?

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What did you learn through this career life experience that you can apply to your future? Include general reflection as well as reflection on competencies, employability skills, and personal preferences.

General Reflection

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Competencies

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Employability Skills

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Personal Preferences

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Student signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Career-Life Exploration Reflective Journal

To reflect on the experience, you had at your Career-Life Placement. You are encouraged to make a creative reflective journal. The following are prompts that you can use.

## 1) WHAT I LEARNED ABOUT MYSELF Use the prompts below to complete this section.

- The best part of my career-exploration was ...
- I was surprised to discover that...
- I was encouraged to learn that...
- I was disappointed to learn...
- When I made a mistake I was able to learn from it by...
- The skills and personality needed to work in this job include...
- This experience led me to understand more about myself because...

## 2) HOW CORE COMPETENCIES CONNECTED TO CAREER PLACEMENT

- Communication (Communicating and Collaboration)
- Thinking (Creative, Critical and Reflective)
- Personal and Social (Personal Awareness and Responsibility, Positive Personal Culture and Identity, Social Awareness and Responsibility)

## 3) SKILLS I HAVE LEARNED AS A RESULT OF MY CAREER PLACEMENT

List your top five skills in each of the following categories: Transferable, Technical, and Employability Skills

## 4) POSITIVELY CHARGED

Describe three examples of your positive attitude which your employer appreciated/appreciates.

## 5) WHAT I LEARNED ABOUT THE CULTURE OF MY CAREER PLACEMENT

- The dress code is...
- The rules about the use of equipment (phone, photocopier, fax, etc.) are...
- The do's and don'ts about breaks and lunch times are...
- The three most common reasons for people getting fired from this job are...
- The clues to watch for which indicate that you have done something wrong are...
- Unacceptable reasons for absence and lateness are...
- I know that I have done well when...
- A star employee in this company could be described as...

## 6) THROUGH THE LOOKING GLASS

Choose three words which you think your co-workers or supervisor would use to describe you and why. The list is to give you some ideas, please feel free to add your own descriptors.

assertive sincere good humoured independent responsible cheerful honest sociable genuine patient reliable  
creative friendly interesting trustworthy motivated sensitive outgoing eager loyal helpful skillful steady  
understanding

## 7) THE NEXT STEP

Identify at least three ways in which you could improve as an employee.

## 8) SUMMING UP

Describe the most important lesson/skill you learned from this experience and how it will help you in the future?



# Career-Life Exploration Student Self-Evaluation

Reflect on your career-life explorations and how you developed skills, values, and interests.

Worksite: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Student: \_\_\_\_\_ Signature: \_\_\_\_\_

Dates of work experience: \_\_\_\_\_ Date: \_\_\_\_\_

Please use the four-point scale below:

4- Extending

3- Proficient

2- Developing

1- Emerging

PERSONAL AND SOCIAL QUALITIES					
Cooperative and able to work with others	4	3	2	1	N/A
Accepting of constructive criticism	4	3	2	1	N/A
Adaptable to new tasks and/or situations	4	3	2	1	N/A
Respectful of others	4	3	2	1	N/A
Appropriately groomed	4	3	2	1	N/A
Demonstrates a positive attitude	4	3	2	1	N/A
Shows interest and enthusiasm	4	3	2	1	N/A
QUALITY OF WORK AND WORK HABITS					
Reliable	4	3	2	1	N/A
Punctual	4	3	2	1	N/A
Attends regularly	4	3	2	1	N/A
Shows good work ethic	4	3	2	1	N/A
Able to follow directions	4	3	2	1	N/A
Completes assigned tasks on time	4	3	2	1	N/A
Shows initiative	4	3	2	1	N/A
Utilizes and is aware of safety practices	4	3	2	1	N/A
Utilizes technology and/or other tools effectively	4	3	2	1	N/A
COMMUNICATION SKILLS					
Uses appropriate communication for the work-site	4	3	2	1	N/A
Speaks clearly	4	3	2	1	N/A
Listens well	4	3	2	1	N/A
Asks appropriate questions	4	3	2	1	N/A
Uses appropriate body language	4	3	2	1	N/A
Writes clearly and legibly	4	3	2	1	N/A
Communicates appropriately (cell, text, e-mail)	4	3	2	1	N/A

REFLECTION QUESTIONS		
What did you enjoy learning (values and interests)?	In what area of competencies did you grow?	Where you able to build your employability skills?



## Career-Life Exploration Student-Teacher-Supervisor Monitoring Log

Monitoring placements could include worksite visits, regular communication (e.g., phone calls, texts, or e-mails) with the student and the student's employer and/or workplace supervisor depending on the length of the placement.

Communication (identify student or workplace Contact)	Date: (day/month/year)	Communication Details (means of communication, purpose for communication, any concerns if applicable, student progression)





# Appendix D: Frequently Asked Questions and Answers

## FREQUENTLY ASKED QUESTIONS AND ANSWERS



## Career-Life Explorations Frequently Asked Questions and Answers

**Q Can coverage other than WorkBC coverage be used for students?**

**A** Yes, according to Administrative Procedure 217, students can use WorkSafeBC, an alternate provincial or federal insurer, a policy provided by the employer, or a voluntary student accident insurance policy. Where there is negligible risk instead of one of the aforementioned forms of coverage an Informed Consent and Waiver can be used if approved by the school principal.

**Q What is the difference between a Career Placement Agreement and an Informed Consent Waiver?**

**A** An Informed Consent and Waiver can be used in placements where there is negligible risk in lieu of coverage. School Principals must approve the Informed Consent and Waiver which manages liability if they deem the level of risk is sufficiently low to warrant the worksite placement. Principals also determine if a Career Placement Agreement, safety orientations and worksite visits are necessary. A Career Placement must have a Career-Life Exploration Program Agreement, coverage, safety orientations, and a worksite visit.

**Q Is a worksite inspection necessary when the Career Placement is using an Informed Consent Waiver is being used?**

**A** School Principals may ask for a worksite inspection to deem the level of risk is sufficiently low to warrant the worksite placement.

**Q Can a teacher approve an Informed Consent Waiver?**

**A** Principals must approve the Informed Consent and Waiver based on their judgment of the risk being neglig

**Q Can explorations before a Career-Life Connections course begins be used towards students 30 hours or more of Career-Life Exploration?**

**A** Yes, prior explorations to Career-Life Connections can be used towards 30 hours or more of Career-Life Exploration. CLC teachers evaluate and report on exploration hours. The key with prior hours is how the student connects them to their transition plans through reflecting and evaluating their prior experiential learning. Hours can come from one experience such as a Youth Work in Trades Program, or several experiences such as volunteer hours, McQueen Lake Forestry Camp, or other independent explorations. In general student explorations should be from the start of their graduation program (grade 10-12).



**Q** Why does the procedure for collecting hours accrued prior to Career-Life Connections and during Career-Life Connects differ?

**A** The procedure for collecting hours accrued prior to and during Career-Life Connections hinges on when a student's independently organized explorations occurs and raises questions of liability. When the student is being evaluated by a teacher during the CLC course, all procedures must be in place because the exploration is specifically attached to a course that is in progress for school. When explorations occur previous to CLC, they are not specifically attached to a current course, so liability is managed by parents and/or guardians.

**Q** Do teachers have to visit a worksite for a Career Placement?

**A** Yes, a school or district representative must visit a Career Placement. Worksite Safety in the form of a worksite inspection. Visits can be a collective collaboration within the school and the district. Sites do not have to be visited per student if it is a known site where numerous students are placed. Sites must be visited once a year.