

WORK EDUCATION AGREEMENT : Standard Work Site

A **standard work site** is defined as a location, other than a work site created specifically for work experience:

DATE:

- a) at which a worker performs the tasks and the responsibilities related to an occupation or a career under the general supervision of a work-site employer; or
- b) at which a self-employed person performs the tasks and responsibilities related to that person's self-employment.

Students at a standard work site are covered by the Workers' Compensation Act.

Students and parent(s) / guardian(s) must be aware that Workers' Compensation Board coverage is in effect only for the dates and times specified below.

The parties to this agreement are the Board of School Trustees of School District 41 – Burnaby, the employer, the parent(s) or guardian(s) of the student, and the student. By their signatures the parties indicate their agreement to the terms and conditions on the reverse side of this agreement.

STUDENT:	Home Tel. #: Birth date: Program: Student's signature: _____
EMPLOYER:	Contact: Title: Tel. #: Fax. #: E-mail address: Supervisor's signature: _____
PARENT / GUARDIAN:	Home Tel. #: Bus. Tel. #: <div style="border: 1px solid black; display: inline-block; padding: 2px;">Parent / Guardian's signature:</div> _____
BOARD OF SCHOOL TRUSTEES - BURNABY SCHOOL DISTRICT <small>(School District officials, employees or representatives acting within the scope of their employment)</small>	Tel. #: Fax #: E-mail Address: Advisor: Advisor's Signature: _____
In case of emergency, contact: <ul style="list-style-type: none"> ● Parent or guardian; or ● School administrator; or <ul style="list-style-type: none"> ● School advisor listed above; or ● District Administration Office (604-296-6900). 	

WORK SITE PLACEMENT DATES / HOURS

(W.C.B. coverage is only in effect during the dates and times specified below or at such other times as may be agreed upon by the employer, school district and student, and established in writing.) If a student is employed by the work site employer beyond the days and hours agreed upon by the work site employer, school district and student, none of the provisions of this agreement apply.

CAREER EDUCATION

STUDENT'S WORK EXPERIENCE PERFORMANCE EVALUATION

Student: _____

Program: _____

School: _____

Advisor: _____

Phone #: _____

Fax #: _____

Company: _____

Supervisor: _____

Phone #: _____

Fax #: _____

EMPLOYERS: Please evaluate this student as you would an **entry-level employee** in your work place. This evaluation form will significantly influence the mark the student will receive for their work experiences. **Please make every effort to discuss this evaluation with the student.**

ENTRY-LEVEL EMPLOYABILITY SKILLS	ALWAYS	USUALLY	SOMETIMES	SELDOM	NOT APPLICABLE
the student shows a positive attitude and is enthusiastic to learn and participate					
the student shows a willingness to take initiative					
the student is cooperative and works well with others					
the student is sensitive and considerate towards others					
the student is honest and respects confidentiality					
the student accepts constructive criticism and changes behaviour accordingly					
the student is attentive, listens and follows directions					
the student speaks clearly and audibly					
the student asks appropriate questions, and can articulate thoughts or ideas					
the student writes clearly and concisely with few errors					
the student shows an ability to concentrate on the tasks assigned					
the student completes projects and assignments accurately and within time lines					
the student is able to use the technology specific to the workplace					
the student is dressed and groomed appropriately for the job					
the student observes the company's safety rules and regulations					
the student abides by company policies related to break times and hours of work					
the student makes a positive contribution to the workplace / community					

Please comment on the student's overall attitude and performance:

Overall attitude: Excellent Good Fair Poor

Overall rating: A B C F

Number of days late: _____ Reason: _____

Number of days absent: _____ Reason: _____

Has this evaluation been discussed with the student? YES NO

Student's signature: _____	Date: _____
Supervisor's signature: _____	

CAREER EDUCATION - WORK EXPERIENCE

STUDENT'S WORKPLACE SAFETY CHECKLIST

Student:

Program:

School:

Advisor:

Phone #:

Fax #:

Company:

Supervisor:

Phone #:

Fax #:

Employers are asked to conduct a workplace health and safety orientation and provide training specific to the duties of the workplace prior to the student starting work.

Please discuss the following topics that are related to your workplace	check <input checked="" type="checkbox"/>
<p>RIGHTS AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • General duties of employer, workers and supervisors • Worker's right to refuse unsafe work and procedure for doing so • Worker's responsibility to report hazards and procedure for doing so 	
<p>WORKPLACE HEALTH AND SAFETY RULES</p> <ul style="list-style-type: none"> • Procedures for working alone or in isolation • Procedures for dealing with violent situations in the workplace 	
<p>SAFE WORK PROCEDURES FOR CARRYING OUT TASKS</p> <ul style="list-style-type: none"> • Known hazards and how to deal with them 	
<p>FIRST AID</p> <ul style="list-style-type: none"> • First aid attendant name and contact information • Locations of first aid kits and eye wash facilities • How to report an illness, injury, or other accident (including near misses) 	
<p>EMERGENCY PROCEDURES</p> <ul style="list-style-type: none"> • Locations of emergency exits, fire extinguishers, exit routes and meeting points • What to do in an emergency situation 	
<p>PERSONAL PROTECTIVE EQUIPMENT (PPE)</p> <ul style="list-style-type: none"> • What to use, when to use it, and where to find it 	
<p>WHERE APPLICABLE, HAZARDOUS MATERIALS AND WHMIS</p> <ul style="list-style-type: none"> • What hazardous materials are in the workplace • Purpose and significance of hazard information on product labels • Location, purpose and significance of material safety data sheets (MSDS's) • How to handle, use, store and dispose of hazardous materials safely • Procedures for an emergency involving hazardous materials, including clean-up of spills 	

Employer's / Supervisor's Signature _____

Work Experience Student's Signature _____

Career Education

Work Experience Reflection Document

Student: _____ Student #: _____ Gr. _____

Organization: _____

1. When looking at the geographic location of your workplace, identify which traditional territory it is located on. (Refer to Orientation Booklet)

2. Refer to your Training Plan for this placement. Provide detailed examples of how you developed these skills. _____

3. Explain what the purpose of the organization is? _____

4. Observing the different roles within the organization, describe another position that exists in this workplace: _____

5. What duties did you enjoy and do well at in the job? _____

6. Provide an example of an interaction that you had with a co-worker. _____

7. What positive contribution did you make to the workplace/community? _____

8. Provide positive examples of how your workplace displayed aspects of inclusion. (Refer to the Orientation Booklet.)

9. What did you like/dislike about the physical workplace environment? _____

10. What difficulties or challenges did you experience on the job, and how did you overcome them?

11. How do the school courses you are taking, or plan to take, relate to the knowledge/skills you used or observed in the workplace? _____

12. Overall, in what ways did your work experience meet your expectations? _____

13. Did your work experience confirm or change your area of career interest? Explain. _____

14. How did you show your appreciation to your employer for the work experience opportunity?

CAREER PROGRAMS

WORK EXPERIENCE - STUDENT'S SELF EVALUATION

Student:

Please use the following scale. Circle the number that best describes your workplace attitudes, abilities and performance during work experience.

(4: exceeding; 3: proficient; 2: developing; 1: beginning; N/A: not applicable)

Communication:

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Listening skills (ability to listen and follow directions): | 4 | 3 | 2 | 1 | N/A |
| 2. Verbal communication skills (ability to communicate orally with others): | 4 | 3 | 2 | 1 | N/A |
| 3. Body language (ability to convey interest, attentiveness and respect): | 4 | 3 | 2 | 1 | N/A |
| 4. Questioning skills (ability to ask appropriate questions): | 4 | 3 | 2 | 1 | N/A |
| 5. Alternative communication skills (ability to communicate effectively via phone, text and/or email): | 4 | 3 | 2 | 1 | N/A |

Personal Management:

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Demonstration of a positive attitude, keen interest and enthusiasm (asks questions cheerful, friendly): | 4 | 3 | 2 | 1 | N/A |
| 2. Attendance (arranges appointments outside of "work"; contacts employer when ill): | 4 | 3 | 2 | 1 | N/A |
| 3. Punctuality (arrives early at the workplace): | 4 | 3 | 2 | 1 | N/A |
| 4. Grooming and dress (appropriate for the workplace): | 4 | 3 | 2 | 1 | N/A |
| 5. Takes initiative (taking notice of what tasks need to be done and completing them without being asked): | 4 | 3 | 2 | 1 | N/A |

Work Habits:

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Willingness to learn and participate (demonstrates a positive attitude towards learning and an enthusiasm towards work): | 4 | 3 | 2 | 1 | N/A |
| 2. Responsible & reliable (demonstrates a serious attitude and completes tasks on time): | 4 | 3 | 2 | 1 | N/A |
| 3. Industrious (works hard on assigned tasks, shows energy and persistence to get the job done): | 4 | 3 | 2 | 1 | N/A |
| 4. Initiative (offers to do extra work, works well without supervision): | 4 | 3 | 2 | 1 | N/A |
| 5. Personal ethics and respect for others (is honest, sensitive, considerate, and inclusive; respects the confidential nature of the business conducted in the workplace): | 4 | 3 | 2 | 1 | N/A |
| 6. Teamwork (is cooperative, works well with others and shares the workload): | 4 | 3 | 2 | 1 | N/A |
| 7. Flexibility/adaptability (is willing to try a new approach and accept constructive criticism): | 4 | 3 | 2 | 1 | N/A |
| 8. Accuracy (is serious about ensuring that work is done correctly): | 4 | 3 | 2 | 1 | N/A |

Overall Work Performance:

4 3 2 1 N/A