



CAREER EDUCATION

STUDENT'S WORK EXPERIENCE PERFORMANCE EVALUATION

Student: [Redacted] Program: Health and Human Services
 School: Burnaby Mountain Advisor: Cynthia Gingras
 Phone#: 604-296-6870 Fax#: 604-296-6873
 Company: Burnaby Parks & Recreation - Parks Services Supervisor: Laurie Bedford
 Phone#: 604-297-4529 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	Some times	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 timelines	✓				
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:

Loree is great with the kids and is always eager to help. She has developed good communication skills throughout the weeks. She brings a positive attitude every shift and it is a pleasure to have her as a volunteer!

Overall attitude: Excellent Good Fair Poor
 Overall rating: A B C F

Number of days late 0 Reason N/A

Number of days absent 0 Reason N/A

Has this evaluation been discussed with the student? Yes No

Student's signature L M Gingras

Supervisor's signature [Signature]

Date August 7, 2019



CAREER EDUCATION - WORK EXPERIENCE

STUDENT'S WORKPLACE SAFETY CHECKLIST

Student: ██████████	Program: Health and Human Services
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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 ✓
<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 AND WHMIS</p> <ul style="list-style-type: none"> • What hazardous materials are in the workplace • Purpose and significance of hazardous information on product labels • Location, purpose and significance of material safety data sheets (MSDS) • How to handle use, store and dispose of hazardous materials safely • Procedures for an emergency involving hazardous materials, including clean-up of spills 	✓
<p>Employer's / Supervisor's signature: <u></u></p> <p>Student's signature: <u></u></p>	



WORK EDUCATION AGREEMENT: Standard Work Site

Date: Friday, May 24, 2019
Page: 1

A **standard work site** is defined as a location, other than a work site created specifically for work experience:
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: [REDACTED] Burnaby BC [REDACTED]	Home tel. #: [REDACTED] Cell #: [REDACTED] Birth date: [REDACTED] ID#: [REDACTED] Program: Health and Human Services 11 Student's signature: <i>[Signature]</i>
EMPLOYER: Burnaby Parks & Recreation - Parks Services 9523 Cameron Street Burnaby, BC V3J 1L6 Work site safety orientation completed: Yes []	Contact: Laurie Bedford Title: Community Programmer Tel. #: 604-297-4529 Fax #: E-mail address: Supervisor's signature: <i>[Signature]</i>
PARENT/GUARDIAN: [REDACTED]	Home tel. #: [REDACTED] Bus. tel. #: Parent/Guardian's signature: <i>[Signature]</i>
BOARD OF SCHOOL TRUSTEES-BURNABY SCHOOL DISTRICT (School District officials, employees or representatives acting within the scope of their employment) Burnaby Mountain Secondary School 8800 Eastlake Drive Burnaby BC V3J 7X5	Tel. #: 604-296-6870 ext 5 Fax #: 604-296-6873 Email address: cynthia.gingras@burnabyschools.ca Advisor: Cynthia Gingras Advisor's signature: <i>[Signature]</i>

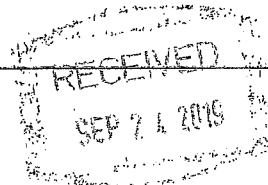
In case of emergency, contact: • Parent or guardian; or • School advisor listed above; or
• School Administrator; or • District Administration Office (604-296-6900).

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.
Burnaby School District recommends that work experience students NOT drive motorized vehicles.


Location: Keswick Park

10:00 am - 3:00 pm; Mon. Jul 8, 2019	10:00 am - 3:00 pm; Mon. Aug 5, 2019
10:00 am - 3:00 pm; Wed. Jul 10, 2019	10:00 am - 3:00 pm; Wed. Aug 7, 2019
10:00 am - 3:00 pm; Mon. Jul 15, 2019	
10:00 am - 3:00 pm; Wed. Jul 17, 2019	
10:00 am - 3:00 pm; Mon. Jul 22, 2019	
10:00 am - 3:00 pm; Wed. Jul 24, 2019	
10:00 am - 3:00 pm; Mon. Jul 29, 2019	
10:00 am - 3:00 pm; Wed. Jul 31, 2019	



CAREER EDUCATION

STUDENT'S DAILY WORK RECORD & JOURNAL

Student:		Program:	Health and Human Services
Company:	Burnaby Parks & Recreation - Parks Services	Supervisor:	Laurie Bedford
Starting Date:	Jul 8.19	Finishing Date:	Aug 7.19
<ul style="list-style-type: none"> • Use this form to document duties you perform or observe during your work experience. Record in chronological order. Also indicate the skills, software and / or equipment used or observed. You do not have to rewrite entries for duties that are repeated; simply note that they were part of your routine. • Give the start and finish dates as accurately as possible. • Return this and other Work Experience forms to your Career Education Advisor. 			
Indicate Day or Date if Applicable	What duties did you perform or observe today? What skills, software and / or equipment did you use or observe?		
July 8, 2019	<ul style="list-style-type: none"> • Setting up/taking down tent • Teaching craft (paper plate fish) • Playing tag 		
July 10, 2019	<ul style="list-style-type: none"> • Setting up / taking down flags • Teaching craft (paper bag sea animals) • Cleaning shack 		
July 15, 2019	<ul style="list-style-type: none"> • Setting up / taking down flags / tent • Teaching craft (hand parrot and chain snake) • Taking stats of children / general people at park 		
July 17, 2019	<ul style="list-style-type: none"> • N/A - rained in 		
July 22, 2019	<ul style="list-style-type: none"> • Setting up / taking down flags / tent • Teaching craft (coffee filter art) • Doing a safety check of the park 		
July 24, 2019	<ul style="list-style-type: none"> • Setting up / taking down flags / tent • Teaching craft (trussie paper rainbow) 		
July 29, 2019	<ul style="list-style-type: none"> • Setting up / taking down flags / tent • Teaching craft (origami plane / heart) • Doing a safety check of the park 		
July 31, 2019	<ul style="list-style-type: none"> • Setting up / taking down tent / flags • Teaching craft (dream catcher) • Doing a safety check of the park 		



CAREER EDUCATION

STUDENT'S DAILY WORK RECORD & JOURNAL

Loree Mae Bagtas

Indicate Day or Date if Applicable	What duties did you perform or observe today? What skills, software and / or equipment did you use or observe?
August 7, 2019	<ul style="list-style-type: none"> - Setting up / taking down flags / tent - Teaching craft (clothes pin bugs) - Taking stats of people at the park
TOTAL NUMBER OF HOURS AT THIS PLACEMENT: <u>45</u>	

RETURN TO CAREER EDUCATION SCHOOL ADVISOR



Career Programs

Work Experience Reflection Document

Hours credited: 45

Student: [REDACTED]

Student #: [REDACTED]

Company / Organization: BBY PARKS + REC.

A. Introduction

1. What type of business does the company / organization do? Provide summer entertainment for kids of all ages

2. How did you communicate with your employer prior to the start of your placement?

E-mail Telephone Person-to-person

What information was exchanged in the interview? There was no interview.

3. Briefly describe your position(s) / job(s): Assist the program leader with several tasks, such as explaining the day's craft to the kids, helping with safety check and playing games with the kids

4. What type of skills did the majority of your duties / observations involve?

People Things & Equipment (e.g. machines, tools)
 Ideas (e.g. creativity) Information & Data (e.g. data entry, working with figures)

5. Describe two other jobs that you observed at this workplace: One of the main jobs at this workplace is the Program leader. The program leader decides the craft for the day and is the one who's mainly responsible for supervising the craft table. The program leader is also responsible for setting up other activities to do at the park, such as games, setting up chalk or even putting out sports equipment. The other job was a park supervisor, which was my employer and the person who oversees all the parks.

6. What type of interaction did you have with your co-workers? I had direct interaction with my program leader at all times.

7. What did you like / dislike about the physical workplace environment? What I liked about the environment was that it was outdoors and I was able to get some sun. What I disliked about the environment was that it could get exhausting fairly quickly as multiple kids would show up at once.

B. Workplace Skills

1. The following is a list of *fundamental skills* (general skills that relate to all jobs) that employers value. Please check each of the fundamental skills that you demonstrated at work:

- | | |
|---|---|
| <input checked="" type="checkbox"/> listening skills | <input type="checkbox"/> accuracy |
| <input type="checkbox"/> written communication skills | <input checked="" type="checkbox"/> creativity |
| <input checked="" type="checkbox"/> verbal communication skills | <input checked="" type="checkbox"/> organizational skills |
| <input type="checkbox"/> reading comprehension | <input type="checkbox"/> using technology |
| <input type="checkbox"/> problem-solving | |

Choose three of the skills checked above and provide an example of how you used each of these skills in the workplace:

- Skill Verbal Communication : Explaining how to do the craft of the day out loud to several children
- Skill Creativity : Making an example craft of the day to show the kids
- Skill Listening : Listening to the program leader as to how to make the craft of the day

2. The following is a list of *personal management and teamwork skills* that employers value. Please check each of the personal management and teamwork skills that you demonstrated at work:

- | | |
|--|--|
| <input checked="" type="checkbox"/> shows initiative | <input checked="" type="checkbox"/> honest |
| <input checked="" type="checkbox"/> adaptable | <input checked="" type="checkbox"/> responsible |
| <input checked="" type="checkbox"/> positive attitude | <input checked="" type="checkbox"/> reliable |
| <input checked="" type="checkbox"/> good work ethic | <input checked="" type="checkbox"/> punctual |
| <input checked="" type="checkbox"/> participates in projects and tasks | <input checked="" type="checkbox"/> is safe at work |
| <input checked="" type="checkbox"/> is a team player | <input checked="" type="checkbox"/> can work independently |
| <input checked="" type="checkbox"/> works well with others | <input checked="" type="checkbox"/> dresses and grooms appropriately |

Choose three of the skills checked above and provide an example of how you used each of these skills in the workplace:

- Skill Initiative : I would lead the craft of the day when my supervisor was busy playing with some other kids or overloaded with another group of kids doing the craft
- Skill Work Independently : I could lead the craft of the day without my supervisor's help when needed.
- Skill Dresses Appropriately : I would wear the required volunteer shirt every day of my volunteer experience

3. Identify and describe *technical and job-specific skills* used during your work experience (e.g. use of specific tools or equipment, computer software programs, cooking skills, office skills):

During my work experience, I would use child care skills; making sure to talk in a softer, more fun tone/voice, crouching down instead of standing straight up when speaking to a child, etc.

4. What knowledge / skills that you learned and developed in secondary school courses did you use during your work experience (e.g. accounting, mathematics, problem-solving, computer skills, presentation skills)?

I used a bit of my presenting skills to explain the craft of the day to both the children and parents, using more simple terms when talking to the children and an overall inviting tone for children and parents.

5. Confidentiality is important to both the employer and employees. As a work experience employee give examples of information that might be considered "confidential" at your work site, and explain why.

One strong example of information that might be considered "confidential" ~~are~~ is a child's personal information that they may give by pure accident (for instance, age, attending school, home life, etc.). This information is considered confidential as a parent would not want their children's information being spread without their knowledge or consent.

C. Workplace Safety

1. Did you have a safety orientation with your employer / supervisor prior to starting your work experience? Yes No

If yes, what was discussed? The program leader discussed what to do during serious accidents, what a safety check is, and what to do when a wild animal is in the area.

2. Identify the major causes of injuries as well as the main hazards at your work experience job (this information can be attained at www.worksafebc.com):

Some of the major causes of injuries at my workplace include tripping, slipping and falling on/off playground equipment, as well as sharp objects such as serrated being misused.

3. Identify two of your rights and responsibilities in ensuring your personal safety.

1. I have the right to ask for supervisor if I'm unsure about my work
2. I have the responsibility of maintaining the proper outfit at work

4. Did you have any personal safety issues associated with your work experience that concerned you? If so, briefly describe them: I had no personal safety issues associated with my work experience.

D. Summary

1. Did your work experience meet your expectations? Yes No
 Explain: Considering I've volunteered at the same park last year, I expected the same amount of fun and similar birds appearing at the park, and my expectations were met.
2. What duties did you enjoy and do well at in the job? I enjoyed explaining the daily craft of the day to the children at the craft table as well as helping kids with creating their craft when needed.
3. What difficulties or challenges did you experience on the job, and how did you overcome them? I had the difficulty of helping large groups of kids all at once due to the amount of energy that would be shown at the table and I would get tired easily. I overcame this difficulty by sharing the load with my program leader and spending more time on preparing materials for the crafts then expending energy to the kids.
4. Explain how this experience was of benefit to you. The experience was of benefit to me as I got to interact with some of the kids from last year, as well as giving me more reference with the City of Burnaby incase I want to apply for Assistant Program leader.
5. Did your work experience confirm or change your interest in your area of career interest?
 Explain: My work experience did not change my interest in my area of career interest. I mainly did this work experience for more reference as to when I would apply for Assistant Program leader, so I had no intention of changing my area of career interest to work in the parks.
6. What positive contribution did you make to the workplace? I provided a fun summer for kids to enjoy and ~~to~~ I helped my program leader not have to do as much work as she would have had to do if she was alone.
7. How did you show your appreciation to your employer for the work experience opportunity?
I sent a thank you email to my employer at the end of my summer work experience.

CAREER EDUCATION

WORK EXPERIENCE - STUDENT'S SELF EVALUATION

Student: XXXXXXXXXX

Please rate yourself by circling the number that best describes your workplace attitudes, abilities and performance during work experience

(4: excellent; 3: good; 2: fair; 1: needs improvement; 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.	Written communication skills (ability to write effectively):	4	3	2	1	(N/A)
4.	Reading comprehension (ability to read and understand written materials):	4	3	2	1	(N/A)
5.	Use of Technology (ability to use the technology of the business and make appropriate decisions while using it):	4	3	2	1	(N/A)

Personal Attributes

1.	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.	Critical thinking (ability to evaluate situations, solve problems and make decisions):	(4)	3	2	1	N/A

CAREER EDUCATION

WORK EXPERIENCE - STUDENT'S SELF EVALUATION

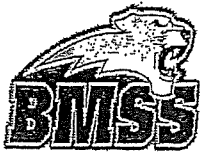
Loree Mae Bagtas

Work Habits

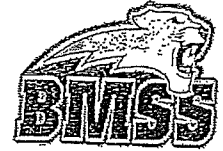
1. Willingness to learn and participate (demonstrates a positive attitude towards learning and an enthusiasm towards work):	(4)	3	2	1	N/A
2. Responsible & reliable (demonstrates a serious attitude and completes tasks on time):	(4)	3	2	1	N/A
3. Industrious (works hard on assigned tasks, shows energy and 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, and considerate, 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
<u>Overall Work Performance:</u>	(4)	3	2	1	N/A

Do you think your employer's evaluation was fair and accurate? Explain.
 Comment on differences between the employer's evaluation and your self evaluation

Yes I think my employer's evaluation was fair and accurate. I would help as much as possible around the craft table and play with the kids when I had free time. I would also wear the proper shirt during work experience and would be fairly enthusiastic when talking to the kids. There were no differences between my employer's evaluation and my self evaluation.



PACKAGE #2



Name: _____ Student #: _____
Employer: BBY PARKS & REC Work Exp. DATE: JULY 8 - AUG 7/19

WORK EXPERIENCE CHECK LIST

Check (x) as you do the following tasks:

1. Please call your supervisor 1 week prior to work experience to introduce yourself.
2. Bring a RESUME with you on the first day. Also, please hand a resume in with this package.
3. Take this package and all of its forms to the worksite each day of your experience.
4. On the first day of your work experience, ask your supervisor to sign the "WORK EDUCATION AGREEMENT" form, as well as review and sign the "STUDENT'S WORKPLACE SAFETY CHECKLIST" so that Workers' Compensation and Liability Insurance will cover you in the event of an accident.
5. NO CELL PHONE USE DURING WORK HOURS. No phone calls, texting, internet use, or using your phone as a watch/clock, except during break times.
6. Give the employer the "STUDENT'S WORK EXPERIENCE PERFORMANCE EVALUATION" form so they can complete it, review it with you, and return it to you on or before your final day.
7. Send a thank you email, card, or letter to the employer.

- ENJOY YOUR WORK EXPERIENCE PLACEMENT. You will be treated as if you are an entry-level employee in that company with all the responsibilities of that position. Be sure to ask questions and offer assistance to the employees so that you make the most of your time at that company. Ms. Gingras, Mr. Salvatore, or another teacher will visit you at some time during your work experience.
- Phone Ms. Gingras, or Ms Manning at school (604-296-6870 ext. 5) if there are any problems during your work experience.
- If for any reason you are NOT able to make a shift you MUST call the school, and the employer, BEFORE your shift starts.
- Hand in this completed package no later than 1 week after your work experience. Your letter grade is partly based on the quality of your written answers in this package. Students who do not return their folders will receive a lower grade.

PLEASE NOTE:
USE OF PERSONAL VEHICLES DURING WORK EXPERIENCE FOR BUSINESS PURPOSES IS