



<b>Curriculum &amp; Instruction</b> <b>8310</b> <b>Work-Based Learning</b> <b>Transition Programs</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	January 27, 2015
	<b>References:</b>	The Labour Standards Regulations, 1995, L-1 REG 5 Sec. 23(2), Sec. 25(5)(6) Career and Work Exploration Curriculum Guide (2002) The Workers' Compensation Act ER-1 Treatment of Students and Parents/Guardians
	<b>Status:</b>	Operational

## Preamble

The Board supports the provision of work-based learning opportunities through the establishment of partnerships between schools and community agencies or businesses, when these opportunities align with curricular objectives.

Subject to the policies and regulations established by the Board, Saskatchewan Learning, Saskatchewan Labour, *The Workers' Compensation Act*, and with the prior approval of the Director or designated superintendent, schools may design a work-based learning curricular offering.

## Definitions

### Work-Based Learning

*Work-Based Learning is a process approved by the Ministry of Education to facilitate pupil learning.*

*For the purpose of this policy, work-based learning opportunities include Practical and Applied Arts Work Study, Career and Work Exploration, and cooperative ventures and partnerships that involve pupils in learning and working contexts.*

## Application

1. Work-Based Learning includes any combination of the following activities:

a. Work Placements

This is a career exploration or experience where students are afforded the opportunity to be in the workplace as learners developing generic and specific skill development in a real workplace environment.

b. Career Spotlight - Career Research Interview

This is a career exploration activity where the student interviews a professional to learn more about his/her job. This may also involve a visit to the professional's workplace, presentations, and tours of the workplace or job site.

c. Job Shadow

This is a career exploration activity where the student shadows an employed worker to learn more about his/her job. This activity is integrated into curricular learning in such courses as Career and Work Exploration, other Practical and Applied Arts courses of study, or potential careers not covered in PAA/Work Exploration Courses.



2. Work-based learning typically involves a coordinated effort between the student, school-based administration, school-based counselors, teachers, parents of the student and community-based partners.
3. Work-Based Learning Course Offerings involve multi-week placements as a requirement for course. Other Practical and Applied Arts (PAA) courses may offer an optional work-study component to students who are perusing a career in the area. Similar placements could depend on the partnership agreements with businesses/community groups.
4. Work-Based Learning programs are administered through a series of forms indicated below:
  - a. WEE 01– Work-based Learning Information Letter  
This is an informational letter to parents that provides information about Career and Work Exploration courses.
  - b. WEE 02- Student Information Forms for Work Placement  
This is a series of three forms to be completed by the student, signed by the parent and submitted to the PAA consultant before the student work placement.
  - c. WEE 04– Student Responsibilities Form  
This form outlines student responsibilities to be signed by the student and parent and returned to the teacher.
  - d. WEE.06-Student Log Sheet  
This form is required by the student to complete as a class requirement for reflection of the work placement.
  - e. WEE.09-Student Evaluation of Worksite Station  
This is a form to be completed by the student as a reflection of learning in the workplace.
  - f. WEE.14- Unsuccessful Work-based Learning Report  
This form is to be completed by the teacher upon the discontinuation of the student from their placement.