



St. Albert Catholic High School

33 Malmo Dr. St. Albert, AB, T8N 1L5

Ph. (780) 459-7781
Fax. (780) 458-7912

Work Experience Agreement

Name of Student: _____ Grade: _____
 Name of Parent: _____
 Address: _____ Postal Code: _____
 Home Phone: _____ Student Cell: _____

Name of Company: _____ Phone: _____
 Address: _____ Postal Code: _____
 Supervisor: _____

GENERAL AGREEMENT

Conditions of this Work Experience program agreement for the above student and work site are as follows:

1. The student may work between the hours of 7:00 am and 10:00 p.m. Monday through Sunday.
2. This agreement may be terminated by either the school or the work site at any time.
3. A statement of duties and tasks that the student is to have mastered upon completion of the course will be provided for the work site to complete.
4. The work site is responsible for a mid-point and final evaluation of the student. A standard reporting form for hours worked and intermittent evaluations shall be provided for the work site.
5. The student is covered by the Workers' Compensation Board through Greater St. Albert Catholic Regional Division #29. All injuries are to be reported to one of the school's Off-Campus Education Facilitators, Mr. John Dedrick or Mr. Michael Zanon, at 780-459-7781 immediately.

Note: Absences by the student without appropriate prior notification to the work site is reason for termination.

Students are to ask the following question of their supervisor/boss (**have your supervisor/boss fill in the information**).

What three skills does your supervisor/boss think you need to successfully carry out your duties and be an "Excellent Employee"?

1. _____
2. _____
3. _____

Return this sheet to the Work Experience Liaison. This is worth 10% of your mark.

Employer	Parent or Guardian	Student
_____	_____	_____

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Work Experience Liaisons -

Mr. Michael Zanon
Email: mzanon@gsacrd.ab.ca

Mr. John Dedrick
Email: jdedrick@gsacrd.ab.ca



Off-Campus Education Accident Reports / WCB Claims

All students participating in Off-Campus Education courses are considered employees of the government and covered through Alberta Education for purposes of injury or accident while on the job. All WCB claims can be made through the Alberta Education Account Code and do not have to be processed through the work station's WCB account.

How are Accidents Recorded and Reported?

Every student in an off-campus education program must understand that all minor and major accidents are to be reported immediately to the supervisor at their work station and also to the supervising teacher.

It is the responsibility of the workplace supervisor to see that the accident is recorded in the company's incident/accident report book.

If a student is hurt in a work-related accident, the WCB is to be advised when:

- the worker is away from work for longer than the day of the accident
- the worker will require ongoing medical treatment, e.g., physiotherapy, chiropractor services
- another party is involved, e.g., motor vehicle accident
- the injury results in hearing loss, respiratory problems or any progressive injury or condition
- prescriptions, dental work or glasses replacement are required
- a permanent disability is likely.

If no lost time from work occurs, WCB notification is not required. However, the accident must be noted in the company's accident report book.

How to File a Claim.

If an accident necessitates a WCB claim to be filed:

- the employer is to fill out an "Employer's Report of Injury or Occupational Disease" form.
- the student (worker) is to fill out the "Worker's Report of Injury or Occupational Disease" form

Note: Both of these forms are available online at www.wcb.ab.ca

Entering the Account Code.

Employers should not enter their compensation code or account number on the report. The Alberta Education Account Code must be entered where appropriate. **The Alberta Education Account Code is- 345912/6**

When a student receives medical attention for an injury, he or she must make sure that their doctor knows that the accident happened at work. Doctors attending injured workers are required to send in a "Physician's Report of Accident" within two days of treatment. If the doctor does not send in a report, the WCB will not open a file.

If a claim is to be filed, the employer is to contact one of the school's Off-Campus Coordinators (Mr. John Dedrick or Mr. Michael Zanon) within 72 hours of the incident.

Time Limits

Employers are required to report any injury to the WCB within 72 hours of learning about the accident. As a result, co-ordinating teachers need to forward the accident reports to the WCB, with copies to the Policy Unit, Curriculum Standards Branch, Alberta Education, well before the 72 hour time limit expires.

For More Information

For more information or clarification, employers can check the WCB web site at www.wcb.ab.ca or contact the WCB office - 427-2984. Fax: 780-427-5863

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Mr. John Dedrick

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SACHS Off-Campus Education: Work Experience Program

Course Description:

Work Experience is an accredited opportunity to learn about oneself, the work place and to receive training within a community based work site. There are three Work Experience courses available for high school students: Work Experience 15 - 25 - 35.

Students can attain from 3 to 10 credits in each course leading to 30 credits that will show on the student's official high school transcripts but only 15 credits can be used towards the 100 credits needed for a high school diploma. A minimum of 75 hours (15 hours a month) is needed for 3 credits in a Work Experience course, then 1 additional credit is earned for each extra 25 hours worked to a maximum of 250 hours for 10 credits.

Work Experience can be used as a course towards a Rutherford Scholarship (\$\$\$\$) in all three years. A student can enroll in Work Experience 35 (which counts a 35 level course for graduation requirements) without having completed Work Experience 15 or 25.

The Off-Campus Education Coordinator is responsible for periodic visits to the work place and to provide the student's supervisor with evaluations to monitor the student's progress. These visits and evaluations formulate the major criteria for a course mark.

Objectives of Work Experience:

Work Experience provides students with the opportunity to:

- participate in meaningful work
- explore occupations and try different career
- acquire references and experiences for future employment
- attain volunteer hours and references for post secondary education
- to learn and acquire "good work habits" and "employability skills"
- attain from 3 to 10 high school credits per course, utilizing the work place as the classroom.

The CTS module CTR 1010 "Job Preparation" or HCS 3000 "Workplace Safety Systems" is a co/prerequisite to students enrolled in work experience.

Selection of a Work Site

Students may find their own work site, this can include their current part time job, or the school may assist in locating a work site for the student.

Evaluation:

Employer's portion

- a. Work Performance 20%
- b. Attitude 20%
- c. Interpersonal Skills 15%
- d. Employer's 15%

Coordinator's portion 30%

10% is based upon the acquiring of the "Employer's Wants"

20% is based upon the student's cooperation (submitting work hours in a timely fashion, getting sheets signed in a timely fashion).

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