

Work Experience-Frequently Asked Questions

Office Location: The work experience office and the RAP office (registered apprenticeship program) are located in the library. There is a mail slot on the door where students may leave forms.

How do I contact my supervisor?

- leave them a note in the mail slot,
- email – jill.rebbeck@mhcbe.ab.ca or warren.immel@mhcbe.ab.ca
- Phone Ms. Rebbeck at 403 866-8161 or Mr. Immel at 403 952-6061

Who may go into work experience?

Any student in grade 10, 11, or 12 who has a part time job, or who volunteers, can sign up for work experience.

What do I need to do?

Get a work experience contract filled out – copies available in the main office or in the Work Experience office, and in the library beside the printer. Return the contract to the Work Experience office.

How do I earn credits?

Each credit requires 25 hours of work.

Can I count my hours if I do not have a contract?

No! Work Experience begins once the student hands in a contract and a site visitation has been completed.

Is there a time limit of when the credits must be completed?

No. Students' work schedules vary from one student to another and therefore, students earn credits on an individual basis however it is crucial that they hand in their time sheets every month so that credits can accurately be submitted to Alberta Education.

Can I use more than one job for work experience?

Yes. The more variety in job experiences, the more likely that student can earn the maximum work experience bonus of \$500. Students can also use two jobs at one time. The student just needs two different contracts.

Can I use the same job for all 30 credits?

It depends a diversification of skills.

Can volunteer work be considered work experience?

Yes, the same criteria are used for volunteer hours.

What are the advantages of being in work experience?

High School Diploma and Graduation Benefits

- 15 credits may be used to earn a high school diploma
- Students can fulfill the high school diploma requirement of needing 10 credits in Grade 12 level courses other than English and Social by completing Work Experience 35.

Timetable Advantage

- Students may have up to a 3-credit spare in grade 11, if they have completed or are completing 10 credits of work experience. Otherwise, Grade 11's are not allowed any spares. (work experience credits earned in grade 10 qualify for the grade 11 spare)

Financial Incentives

Work Experience Bonus

- 20 credits in Work Experience earns \$100
- 25 credits in Work Experience earns \$300
- 30 credits in Work Experience earns \$500

Credit Completion Scholarship

- 120 - 124 credits earns \$100
- 125 - 129 credits earns \$200
- 130 - 134 credits earns \$300
- 135 - 139 credits earns \$400
- 140 credits or more earns \$500

Alexander Rutherford Scholarship

This scholarship is sponsored by the Alberta Government and is open to all students in Alberta. Consult your counselor for information about how to qualify for this scholarship.

- The mark in Work Experience 15, 25, and 35 can be used to help students qualify for the Alexander Rutherford Scholarship (**\$300 to \$400** for Grade 10) (**\$500 to \$800** for **Grade 11**) and (**\$700 to \$1300** for **Grade 12**) (*the lower amount is for a 75% average and the higher amount is for an 80% average*)

Can I use a job in the summer?

Yes. Students have 3 summers for work experience.

If I get a job for the summer what do I need to do?

- Contact the work experience supervisors

As a work experience student, what are my responsibilities?

- Get a contract signed and handed in (**students cannot be in work experience and count hours until a contract is completed and given to the Work Experience Supervisor**)
- Hand in time sheets.
- Get evaluations filled out and handed in when required

When will I receive my bonus?

Students will receive their bonus once 30 credits of Work Experience is completed.