

## **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 (contracts, time sheets and evaluation sheets) if Mrs. Jobb or Mr. Immel are not in the office.

### **How do I contact Mrs. Jobb?**

You may see her on a drop in basis. If she is not there, you may:

- leave her a note,
- email her at [charlotte.jobb@mhcbce.ab.ca](mailto:charlotte.jobb@mhcbce.ab.ca)
- or call her on her cell – 866-8161.

### **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 counselor's office, main office, work experience office, and in the library beside the printer. Return the contract to Mrs. Jobb. Mrs. Jobb will then contact you and make arrangements to meet your employer. Students may also see Mrs. Jobb to help them get started.

### **How do I earn credits?**

Students can earn anywhere from 3 to 10 credits in one work site or one skill set. Hours are based on time. Each credit requires 25 hours of work. (for example, 5 credits will require 125 hours of work, 6 credits- 150 hours, and so on)

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

No. Work Experience begins once the student hands in a contract and Mrs. Jobb makes a site visitation to deem that it is a safe working environment.

### **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. For example, if a student works 10 hours a week, that student will probably earn 10 credits in about 6 or 7 months. It may take another student less time, or more time, depending on the amount of hours worked. However, once a student is in work experience, 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 \$600. Students can also use two jobs at one time. The student just needs two different contracts. Again, for clarification, please see Mrs. Jobb.

### **Can I use the same job for all 30 credits?**

Probably not, but the same job may be used if there is a progression of skills or different tasks for each 10 credits. Students generally can earn up to 20 credits at one work site. Please see Mrs. Jobb for clarification

### **Can volunteer work be considered work experience?**

Yes, the same criteria are used and volunteer hours can be accumulated over three years, so that student can earn the maximum number of credits.

### **What are the advantages of being in work experience?**

- 15 credits may be used to earn a high school diploma
- Students may have up to a 5-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.
- (Grade 12 students are required to earn a minimum of 30 credits in their grade 12 year. Students may use 10 credits of work experience to assist in meeting this 30 credit requirement. (Grade 12 students may then have a maximum of two 5-credit spares)
- Students in Grade 10 and 11 can **bank** credits for their grade 11 and/or grade 12 year. to allow them to have a spare in grade 11 or carry less than 30 credits in their grade 12 year.
- Students can fulfill the high school diploma requirement of needing 10 credits at the Grade 12 level other than English and Social by having Work Experience 35.
- Students can also work toward the **work experience bonus of up to \$600**.

**Can I earn more than 15 credits and what is the advantage to do this?**

Although students can use only 15 credits toward their high school diploma, students can earn up to 30 credits in work experience. **If a student earns more than 15 credits, that student is eligible for a bonus for every extra 5 credits earned, up to \$600. There are conditions and students must see Mrs. Jobb for more information.**

**Can I use a job in the summer?**

Yes. Students have 3 summers for work experience – the summer after grade 10, the summer after grade 11, and the summer after grade 12.

**What is the procedure to be a summer work experience student?**

- Students must see Mrs. Jobb prior to the end of school or contact the summer work experience teacher by calling the advertised cell number as soon as the student secures employment.
- The summer contact will be on the web page and advertised throughout the school prior to summer vacation.

**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 this is handed in to Mrs. Jobb**)
- Keep track of time sheets and hand in to Mrs. Jobb on time
- Get evaluations filled out and handed in when required
- Verify that you are familiar with this FAQ sheet
- **See Mrs. Jobb on a regular basis to update work experience information, such as new job skills and new duties, or termination of employment.**

**When will I receive my bonus?**

Students will receive their bonus in the fall of the year that they graduate. Their cheques will be mailed to them by December of that year. Some grade 11's may receive the bonus while they are still in school if they have earned 30 credits.

**Please see Mrs. Jobb if you have any questions about work enrolling in work experience or need help to get started. Parents' calls welcome.**