



**Monsignor McCoy High School
Work Experience
Off-Campus
Program Agreement Form**



Have you completed HCS3000? With CALM: Yes No Though ADLC: Yes No

Name of Student :	
Date:	
Grade:	
Age:	
Address & Postal Code:	
Home Phone #:	
Student's Cell Phone #:	
E-mail:	

Name of Business:	
Student's Job Title:	
Supervisor(s):	
Address & Postal Code:	
Phone #:	
Fax #:	
E-mail:	

B. Medicine Hat Catholic Board of Education (*herein called the "Board"*)

WHEREAS:

1. The Board has approved the Work Experience Program for pupils in its schools to section 37 of the School Act.
2. The Employer and the Student have agreed to participate in the said Work Experience Program on the terms and conditions herein set forth.

WITNESSETH:

1. **HOURS OF WORK:**
Student's hours of work shall be confirmed within the period of 7:00 a.m. to 10:00 p.m. (Students may work outside of these hours but these hours cannot be used for work experience)
2. **TERMINATION:**
Notwithstanding anything contained to the contrary, any party hereto may terminate this agreement with prior notice to all parties concerned.
3. **REMUNERATION:**
Students in the Work Experience Program are exempt from the *Minimum Wage Act*. Each Employer shall use his or her own discretion as to remuneration for Work Experience Program students.

4. **SUPERVISION:**

During the hours of employment herein set forth, the Student shall be under the direct supervision and control of the Employer; provided, however, the employer shall at all times permit the Board or its representatives access to the employment site and the Student.

5. **DUTIES:**

The Student worker agrees to perform for the Employer the duties included in the job description as determined by the Employer and agreed to by the Board or its representatives.

6. **PROGRAM EVALUATION:**

The Employer shall at the request of the Board or its representatives, evaluate the Student in the performance of his duties hereunder and report such evaluation on a form from time to time provided to the Employer by the Board.

7. **FULL -TIME EMPLOYEE TENURE:**

The Employer agrees that the employment of the Student hereunder shall in no way affect the job security of any other full-time Employee of the Employer nor the Employer’s hiring practice with regard to full-time employees.

8. **INDEMNIFICATION:**

In consideration of the Board having arranged for the Work Experience Program hereinbefore described, at the request of the undersigned Parent or Guardian, and by employment with the undersigned Employer, both the said Parent or Guardian and the Employer agree to well and sufficiently indemnify and save harmless the Board of any of all demands, actions, proceedings, liability, claims, damages, together with the costs and expenses thereof, that may hereafter at any time be made or brought by or on behalf of the aforesaid Student of any injury, loss, damage, expense and costs sustained or alleged to have been sustained by the said Student howsoever arising from the aforesaid Work Experience Program provided.

9. **WORKERS’ COMPENSATION BOARD COVERAGE**

Students engaged in off-campus education are employees of Alberta Education. The workplace employer, therefore, is not responsible for paying Workers’ Compensation Board (WCB) premiums for these students.

Employer

Student

Program Supervisor, Jill Gloin/Warren Immel

Consent of Parent or Guardian for Student Participation



Signed time sheets and/or signed electronic employee log of hours worked must be submitted monthly. It is the student’s responsibility to submit them to the school.



STUDENT LEARNING PLAN

TO BE COMPLETED BY SUPERVISOR

Work Experience 15

1. Dependability: Prompt, consistent, truthful, follows instructions-listens to learn
2. Industrious: Makes wise use of time; shows energy and persistence to get the job done
3. Personal appearance and Grooming: clean, neat, orderly, poised, appropriate dress
4. Safety: Wears appropriate safety gear, acts responsibly and safely toward self and others

Work Experience 25

1. Dependability: able to work without supervision, manages time, shows a positive attitude toward learning;
2. Industrious: Understands the standards of the workplace and able to produce work that meets the standard
3. Leadership: uses good judgment- assumes responsibility for actions and deals with the consequences; cooperative team player

Work Experience 35

1. Dependability: demonstrates ability to set goals and prioritize work; understands and speaks the language in which the business is conducted, including proper use of specialized terminology; flexible and adaptable to new situations
2. Industrious: see issues clearly and truly in order to judge them fairly, able to solve problems and make decisions; able to suggest new or innovative ideas to get the job done
3. Leadership: able to inspire others to act; assumes more responsibility
4. Employability: has developed to be an effective vital part of the workplace

Job description and duties this student will be responsible for at this work site-point form is preferable. You may attach a job description.

1.
2.
3.
4.
5.

Safety Orientation

List job training and safety training

TO THE EMPLOYER

By agreeing to accept this student into your workplace, you have become a valued partner in their educational program. This experience will assist them in making the transition from normal education to the world of work. In order to make this a meaningful learning experience, may we suggest the following:

1. When the student starts work, provide an orientation to your workplace. Explain the purpose of the job or department and how they can make a contribution. Outline daily routines and expectations of all employees including such things as dress code, safety procedures, hours of work, care of equipment, calling in if not coming to work, cleaning up work area and dealing with the public.
2. Recognize that the student is a learner in this new environment and will need more supervision initially as well as an opportunity to feel comfortable in asking questions. They will appreciate being given meaningful tasks that challenge their ability and having the range and level of difficulty increase as they become familiar with the job. Communication between the student and supervisor is vital so that the student can grow in the job.
3. Safety of the student is paramount. While it is an expectation that regulations under the Occupational Health and Safety Act and the Workplace Hazardous Materials Information System guidelines are adhered to in your workplace, students will need an opportunity to learn about them and have the how and why of your operating procedures explained to avoid injury and/or damage to your equipment.
4. In case of an accident or injury, give the first aid or medical attention as required then report it to the teacher-coordinator so the necessary papers can be filled out. Students are covered under Workers Compensation through Off-Campus Education so accidents are not filed against the employer's account.
5. For the term of this Agreement and the hours specified, students are deemed to be employees of the Alberta Government of Workers Compensation protection and the employer is exempt from paying the minimum wage stipulated by the Employment Standards Code. All other regulations apply. If you hire the student outside of the hours of the agreement, Workers Compensation becomes the responsibility of the Employer and payment of minimum wage is required.
6. Monthly time sheets are an opportunity for valuable communication with the student and teacher-coordinator. The positive feedback on observed strengths and your suggestions for improvement tells the student how they are doing and allows them to set goals for the coming week.
7. Putting Learner expectations in writing helps to provide focus for the learning situation. During their visits the teacher should discuss these with the supervisor and make necessary changes to assure challenging but attainable goals for the individual student.

Thank you for becoming a partner in this educational process. We hope you find the experience of working with this student a challenging and rewarding one.

TO THE STUDENT AND PARENT/GUARDIAN

There are two main reasons for students becoming involved in the Off-Campus Education Agreement; to develop the skills, attitudes and expectations to succeed in the workplace and to explore career options and opportunities.

This is a learning situation and the attitude of the student in approaching it will have a significant impact on the benefits gained from the experience. The following points are for your consideration:

1. Be sensitive to the expectations of your working situation in terms of dress code, behaviour expectations and language. If in doubt, use your supervisor as a model and ask questions.
2. Follow instructions carefully and ask questions if you are not sure of something. It is better to ask a dumb question than to risk injury or damage to equipment.
3. Safety procedures are to be followed at all times. Many jobs have risks associated with them but following proper procedures and wearing protective equipment serious hazards can be minimized or eliminated. For some work sites you may be required to purchase safety shoes. If you have concerns about the safety equipment you will be required to provide, please consult your teacher-coordinator.
4. You are expected to be at work on time. If you are going to be late or absent please notify your employer with as much notice as possible. Check with your teacher-coordinator to see what procedures are required for reporting to the school if you are going to be away from work.
5. Respect the confidential nature of information at the workplace. Business information must remain a company matter and is not to be discussed outside work.
6. Most jobs include some tasks that are essential to the operation but not necessarily challenging to your ability. Approach these as an opportunity to prove your supervisor that you are capable of handling more.
7. Be a good employee! Think about what you would like to see an Off-campus Education student doing if you were the supervisor.

We hope that you will find this an enjoyable and meaningful learning experience. If you have any concerns about the safety of this work station or the suitability of the learning situation, please discuss it with the teacher-coordinator prior to signing this Agreement form.