

*****Parents and students-please read and sign*****

(return this form before or on Sept. 16th to room 206)

Seycove Work Experience Course Outline

The aim of the Seycove Work Experience is to allow students to gain experience in a field (or fields) of work that they are potentially interested in as a future career. For the extensive provincial program guide to this course, please click [here](#).

I encourage you to visit the Work Experience section of my website (www.mrclancy.ca) for forms, workbooks and an electronic copy of this document.

Students will be working throughout the course with two individuals in the building; myself and Ms. Neeru Parmar. My role is as a Careers Program Advisor (CPA), and Ms. Parmar is the Careers Program Facilitator (CFP)..

Essentially, we work as team to find suitable placements for students, and help them navigate their way to a successful, fun, rewarding, and safe experience.

I am responsible for working with students to find their career aspirations, as well as marking and clerical duties.

Ms. Parmar works with her database of employers and volunteer groups to find a placement that we both feel best suits the student. She is responsible for contacting employers and drafting workplace agreements signed by the school administration, the student, their parent (s), the employer, and CPA/CPF.

We both make site visits to ensure a workplace is safe, as well as contact the employer throughout the placement to monitor a student's progress.

Mandatory September meeting are very important, as they allow us to disseminate and collect very important information, as well as get a head start on finding a desirable placement

It is the responsibility of the **student** to do the following to complete this course:

- Complete all coursework assigned before and after the Work Experience placement
- Agree to attend all mandatory meetings (see attached schedule over) and submit required documents on time
- Complete 90-100 hours of Work Experience related to my career goals

Student name: _____

Student signature: _____ Date: _____

Parents/guardians:

I have read the course outline and understand my son/daughter's requirements to pass this course.

Parent/guardian signature: _____ Date: _____

Parents email (please print): _____

Sincerely,

Sean Clancy
sclancy@sd44.ca
604 903 3666

over----->

Students MUST attend one lunchtime meeting per week in room 206 during the initial 3 weeks of school.

The first meeting will be on Tuesday/Wednesday Sept. 13th/14th (student's choice)

Subsequent required meetings are:

Monday/ Tuesday Sept. 19th or 20th (student's choice)

Monday/ Tuesday Sept. 26th or 27th (student's choice)

The following will be handed out Sept. 13/14th and are due back Sept. 16th (or before work placement begins, whichever comes first)-

- Work Experience Application Form
- 1701 form
- Schedule of September meetings with parent's email
- Signed Course Outline /Requirements Sheet

The following are due Sept. 23 (or before work placement begins, whichever comes first)-

- Work Safety Certificate and/or test (if you have done this in Planning 10, you must provide us with the test and certificate)
- Employability Skills sheet
- Current Resume
- Cover Letter
- Thank You Letter (may be fictional)

The following are due Sept. 30th (or before work placement begins, whichever comes first)-

- 1:1 meeting with Career Advisor
- Focus Areas Sheet

Due before 1st day on your job placement:

- WorkSafe Review Sheet

Work Experience Application

Student Name: _____ Student Number: _____
Last Name First Name

Current Grade: _____ Cell # _____ email: _____
 Parent email: _____

Focus Areas

- | | |
|--|---|
| <input type="checkbox"/> Business and Applied Business | <input type="checkbox"/> Liberal Arts and Humanities |
| <input type="checkbox"/> Fine Arts, Design and Media | <input type="checkbox"/> Science and Applied Science |
| <input type="checkbox"/> Fitness and Recreation | <input type="checkbox"/> Tourism, Hospitality and Foods |
| <input type="checkbox"/> Health and Human Services | <input type="checkbox"/> Trades and Technology |

My current Career Goals are: _____

Support Courses: support courses must be related to your Career Focus Area of interest. List four courses that you have selected on your course selection that support your Career Focus Area:

1. _____ 2. _____
 3. _____ 4. _____

Explain how these Support Courses relate to your chosen Career Focus Area:

List some ideas for your Work Experience placement(s). Where would you like to go?

Student signature: _____ Date: _____

Parent's Signature: _____ Date: _____

CPAdvisor's signature: _____ Date: _____

I am interested in learning more about the following program(s) (please check) **any you are interested in**

ACE-IT (Trades Training)		
<input type="checkbox"/> Auto Collision	<input type="checkbox"/> Cabinet Maker	<input type="checkbox"/> Hairdressing
<input type="checkbox"/> Auto Refinishing	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Auto Service Technician	<input type="checkbox"/> Construction Electrician	<input type="checkbox"/> Steel Fabrication
	<input type="checkbox"/> Cooks Training	<input type="checkbox"/> Warehouse Person
Industry Certification		
<input type="checkbox"/> Computer Support Technician	<input type="checkbox"/> Fitness Instructor	<input type="checkbox"/> Hospitality/Management
Industry Connect		
<input type="checkbox"/> Film & Broadcast	<input type="checkbox"/> Graphics/Media	<input type="checkbox"/> Theatre Technician
<input type="checkbox"/> Secondary School Apprenticeship		

1701 Registration Data

(To be used for 1701 audit purposes by teachers and/or administrators **by September 30**)

- Grade 12 students who are registered after September 30 can not appear on any 1701 count
- Grade 10 & 11 students registering between October 1 – June 30th will have their registration held for inclusion in 1701 registration in the following year on or before September 30)

The goal of this Work Experience Program is to provide an opportunity that prepares students for a specific career sector, entry into the workforce, continued studies, or training at a post secondary institution. This course works in conjunction with Planning 10 & Grad Transitions 12.

For Administrator and/or Teacher use only

- | | |
|---|---|
| <input type="checkbox"/> 30 Hour Graduation Transition | <input type="checkbox"/> ACE IT – Professional Cook (NV Culinary Arts Program) |
| <input type="checkbox"/> IDS 50 Hour Work Experience 2 credits | <input type="checkbox"/> ACE IT – Baker (VCC) |
| <input type="checkbox"/> WEX 12A | <input type="checkbox"/> ACE IT – Automotive Service Technician Level 1 (VCC) |
| <input type="checkbox"/> WEX 12B | <input type="checkbox"/> ACE IT – Automotive Refinishing Prep Technician (BCIT) |
| <input type="checkbox"/> SSA 11A <input type="checkbox"/> SSA 11B <input type="checkbox"/> SSA 12A <input type="checkbox"/> SSA 12B | <input type="checkbox"/> ACE IT – Welding "C" (BCIT) |
| | <input type="checkbox"/> Construction/Carpentry (BCIT) |

*If SSA, please indicate areas of interest/study _____

- | | |
|--|--|
| <input type="checkbox"/> Photo Release form signed, copy in file | <input type="checkbox"/> Medical Form signed, copy in file |
|--|--|

Student Name: _____ Grade: _____

PEN # _____ SIN # _____ Student ID# _____

Email (print clearly): _____ Home Phone: _____ Cell: _____

To enroll in Work Experience:

<input type="checkbox"/>	12201	XF	44 COOP Science and Applied Science	<input type="checkbox"/>	12316	XF	44 CP Science and Applied Skills
<input type="checkbox"/>	12308	XA	44 CP Business and Applied Business	<input type="checkbox"/>	12317	XG	44 CP Tourism, Hospitality and Food
<input type="checkbox"/>	12309	XB	44 CP Fine Arts, Design and Media	<input type="checkbox"/>	12318	XH	44 CP Trades and Technology
<input type="checkbox"/>	12310	XC	44 CP Fitness and Recreation	<input type="checkbox"/>	12319	XG	44 COOP Tourism, Hospitality and Food
<input type="checkbox"/>	12311	XD	44 CP Health and Human Services	<input type="checkbox"/>	12320	XG	44 SSA Tourism, Hospitality and Food
<input type="checkbox"/>	12315	XE	44 CP Liberal Arts and Humanities	<input type="checkbox"/>	12321	XH	44 SSA Trades and Technology

Date: _____ Teacher Signature: _____