

## **CAREER AND WORK EXPLORATION PROGRAM**

### **Background**

The Division is committed to the Career and Work Exploration program as a valuable opportunity for students to develop and enhance the knowledge, skills and abilities necessary to understand, shape and manage their life career developments.

Career and Work Exploration involves work-based learning experiences that integrate a student's academic program of study with a community-based work site forming a partnership between the student, teacher and employer.

### **Procedures**

1. The Parents/Guardians accept full responsibility for providing transportation to and from the designated work placement site. A Parent/Guardian Permission Form shall be signed absolving Prairie South School Division, and employers from all liabilities in transportation to and from the designated work placement site.
2. A Career and Work Exploration Agreement, stating the conditions, shall be signed by all parties (student; school coordinator; employer; parent/guardian)
3. The Division discourages the practice of students operating a business owned vehicle. In situations where this is required as part of the student's duties, the following shall occur:
  - 3.1 It must be stated as a duty on the Career and Work Exploration Agreement
  - 3.2 A Memorandum of Agreement shall be signed by the Employer, Parent/Guardian, Student and School Coordinator stating it is part of the student's duties and the Business agrees that its liability insurance will extend coverage to the student while operating the vehicle.
4. The Prairie South School Division's Career and Work Exploration Program School's Guide be adhered to for guidelines and procedures.

Reference: Sections 85, 87, 175 Education Act:  
Workers' Compensation Act  
Career & Work Exploration Curriculum Guide (10, 20, A30, B30)  
A Practical and Applied Art 2002  
Workers' Compensation Form E-1  
Workers' Compensation Form W-1

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