

WHAT IS CAREER AND WORK EXPLORATION?

This program enables students to learn about themselves, the world of work, and occupational choices. The various CWEX courses combine classroom instruction with work-based learning.

WHAT IS THE PURPOSE OF THE PRACTICAL WORK PLACEMENT?

To provide students with:

- a “real” experience in the world of work
- an understanding of an employee’s responsibilities and required attitude
- a chance to explore skills and abilities and to evaluate the need for education, training, and/or skill development

WHAT IS THE PURPOSE OF THE WRITTEN COMPONENT?

- To equip students with the skills, knowledge, and attitudes to be successful in the workplace
- To develop an awareness of safety issues, as well as identify workers’ rights and responsibilities

HOW ARE THE PLACEMENTS DETERMINED?

Work placement sites will be determined by:

- students’ interests
- availability of approved work sites in the community
- availability of student transportation

WHAT SUPERVISION IS PROVIDED FOR THE STUDENT?

School personnel will visit the workplace on several occasions and will be available for consultation with the employer or workplace supervisor.

WHAT TYPE OF WORK SHOULD THE STUDENT DO?

It is desirable that the student be given experience in as many areas of interest as possible, with due consideration being given to the student’s ability to handle any particular assignment.

ARE STUDENTS RESPONSIBLE FOR THEIR OWN TRANSPORTATION?

Parents are responsible for the students’ transportation to and from their work placements.

HOW ARE STUDENTS EVALUATED?

Employers are asked to participate in the students’ evaluations. The students should be evaluated as *entry-level employees*. Employers are encouraged to discuss the evaluation forms with the students. The teachers are responsible for the final marks based on:

- employers’ evaluations of the students’ on-the-job performances
- attendance and punctuality
- assignments/projects/examinations
- attitude and participation

CAN A STUDENT BE TERMINATED FROM THE PLACEMENT?

Students can be terminated from the program. Grounds for considering termination include:

- student is repeatedly late for work and/or the in-school classes
- student displays a poor attitude/lack of initiative
- student is dishonest or steals from the employer

WHAT REMUNERATION DO STUDENTS RECEIVE WHILE PARTICIPATING IN CAREER AND WORK EXPLORATION COURSES?

Work-based learning is part of the students’ school program and, therefore, no payment is permitted. Any benefit that the employers may receive from the students’ work will help to offset the time and supervision contributed by the employers.

WHAT INSURANCE COVERAGE AND/OR COMPENSATION IS PROVIDED?

The CWEX Program is a board-approved program; therefore, the program is included in the Board’s liability insurance policies. These policies cover personal injury and property damage and are meant to cover situations where the students are legally liable. An agreement between the Ministry of Education and *The Workers’ Compensation Board* extends coverage to students enrolled in a Career and Work Exploration Program. Employers **must** carry Workers’ Compensation. Students are also covered under the Board’s student accident program.



WHAT ARE THE BENEFITS OF THE CAREER AND WORK EXPLORATION PROGRAM?

Students

- Experience the world of work in a supportive environment
- Apply their skills and knowledge to a real work situation
- Develop employable attitudes and work habits
- Explore occupations of interest
- Determine their suitability for a particular job
- Develop realistic future plans
- Obtain a current job reference
- Possibly secure employment

Employers

- Take an active part in a school program
- Provide a better-trained and more realistic potential employee
- Increase productivity
- Allow for present employees to gain supervisory training and experience

Schools

- Build school-community relations
- Motivate the students' interest in other school subjects
- Encourage students to remain in school
- Offer students training on up-to-date equipment
- Keep up to date on current business trends

Communities

- Create better trained youth
- Utilize community resources more effectively
- Bridge the gap between adolescents and the work world
- Develop a sense of community and belonging

WHAT ARE THE RESPONSIBILITIES OF THE STUDENTS?

- Display excellent attendance and punctuality
- Notify the employer **and** school if unable to attend work
- Display a positive attitude and good habits with respect to honesty, reliability, work ethic, and cooperation
- Work in a safe manner and respect co-workers, materials, and equipment
- Follow instructions and observe the rules of the employer
- Demonstrate good conduct, grooming, and dress appropriate to the workplace
- Report any concerns to the school contact and employer
- Keep matters of business confidential
- Complete and submit necessary forms on time
- Complete the written component(s) of the Career and Work Exploration course(s), including a resume, cover letter, portfolio, and other assignments as required



**Information for
Students, Parents,
and Employers**