

# Work Experience 12A/12B Goals & Evaluation Criteria

Ministry of Education approved **Work Experience 12A** and **Work Experience 12B** are each 100 to 120 hour courses of work-based training in a co-operative partnership between the student, the school, and the employer. Through work-based training, students observe and practice employability skills and learn new technical and applied skills related to specific occupations or industries.

## A. GOALS OF WORK EXPERIENCE

The following processes may vary depending upon school and employer needs ...

- Making school courses become more relevant
- Increasing student confidence and potential
- Learning skills that are transferable to other employment scenarios
- Building a network of industry/employer contacts
- Acquiring information toward career decision making

## B. PREPARATION FOR WORK EXPERIENCE **25%**

- ⑩ Student interview and discussions with School Coordinator regarding work interest areas
- Creation and assessment of Resumé and Cover Letter
- Participate in the interview process
- Orientation to Log Book and all forms including WCB Insurance form
- Student Orientation/Training Plan and Safety Checklist with School
- Completion of Work Safe B.C. learning activity

## C. EMPLOYER EVALUATION **50%**

The employer evaluation report will account for 50% of the total mark given for this course.

## D. TIME LOGS **20%**

Complete the Time logs. Remember to follow the "3-D approach": **d**ay, **d**ate, **d**uties, and the number of hours worked each shift. Students should check in with their Career Counsellor at least once every two weeks and can submit their logs for filing at that time. No credit will be given for the course if the log of hours is not submitted.

## E. STUDENT REFLECTIONS **5%**

This section asks you to reflect on your Work Experience, the new skills you have acquired and how the training relates to your goals. (It will be helpful to answer the questions while you are still attending the worksite). It is acceptable to answer the questions in point form in the spaces provided.

## TOTAL **100%**