

## WORK EXPERIENCE ORDER

**Authority:** *School Act*, section 168 (2) (a)

Ministerial Order 237/11 (M033/09).....Effective August 16, 2011  
Repeals and Replaces M282/04  
Orders of the Minister of Education

### Interpretation

**1** In this order

"Accelerated Credit Enrollment in Industry Training" means an educational program that allows students to earn credit toward both secondary school graduation and Level 1 or higher trades certification in relation to a program with requirements established by the Industry Training Authority;

"board" includes a francophone education authority;

"Career Preparation Program" means an educational program that includes work experience and is designed to help prepare a student in relation to a specific career sector, entry into the workforce, continued studies, or training at a post secondary institution;

"Career Program" means an educational program focusing on a career or career sector and combining related subjects with a work component and includes an Accelerated Credit Enrollment in Industry Training, a Career Preparation Program, a Career Technical Centre Program, a Co-operative Education Program, and a Secondary School Apprenticeship Program;

"Career Technical Centre Program" means an educational program that combines secondary and post-secondary courses in a range of applied technology and trades areas, and allows students to earn credits towards both secondary school graduation and a post-secondary credential;

"Co-operative Education Program" means an educational program designed to provide a student with opportunities to explore one or more careers and includes a program of study emphasizing generic employment skills and work experience;

"Graduation Transitions" means a collection of student documentation that demonstrates that the student has met the standards set out in the applicable educational program guide listed in Ministerial Order 333/99, the Educational Program Guide Order;

"Program Agreement" means an agreement in writing signed by the student, and the student's parent in the case of a minor student, a Work Site Employer and a board, governing the terms under which the student will be participating in the Work Study Program placement and specifying by date, the period during which the student will be participating in the Work Study Program, and the location or locations of the Standard Work Site;

"Secondary School Apprenticeship Program" means an educational program that consists of workplace based training where secondary students register as apprentices with the Industry Training Authority;

"Standard Work Site" means a location, other than a work site created specifically for work experience by a school or board,

(a) at which a worker performs the tasks and responsibilities related to an occupation or career under the general supervision of an Employer, or

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(b) at which a self employed person performs the tasks and responsibilities related to that person's self employment;

"Work Experience" means that part of an educational program that provides a student with an opportunity to participate in, observe or learn about the performance of tasks and responsibilities related to an occupation or career, including participation in community service under a graduation course requirement established by the minister;

"Work Study Program" means Work Experience at a Standard Work Site; and

"Work Site Employer" means an Employer that is subject to the *Workers' Compensation Act*, including an Employer who is not-for-profit or a community service organization, and who participates in the Work Study Program.

### **Career Program**

**2** If a board establishes a Career Program, the board must ensure that any person providing instruction in a trade or occupation to students in a Career Program is competent in the trade or occupation being taught.

### **Work experience placement**

**3** Before a board arranges a Work Experience placement, the board must establish guidelines respecting the conduct, supervision, evaluation and participation of students in the Work Experience.

### **Participation in a work study program**

**4** A board must not permit a student to participate in a Work Study Program unless

- (a) the student is 14 years of age or older,
- (b) the student will be covered by the *Workers Compensation Act*; and
- (c) there is on file at a location designated by the board for that purpose, a Program Agreement consistent with the guidelines established pursuant to section 3.

### **Student Arranged Work Experience**

**5** Despite section 4, a board may recognize a student's current or past paid employment as Work Experience, provided that as part of Graduation Transitions, the student satisfies the board that the employment provides or provided for coverage for student under the *Workers Compensation Act* as confirmed in writing by the student's employer.