

During the placement ...

During the student's participation at your workplace, please take the time to:

- ❑ Provide the student with continuous feedback about his/her performance and indicate ways to improve.
- ❑ Assign more difficult tasks requiring greater responsibility and initiative, as appropriate.
- ❑ Meet with a representative from the school to discuss the student's overall performance, as arranged by the school.
- ❑ Contact the school's Career Programs Advisor immediately if problems arise or a serious complaint has been made about the student's behaviour or work ethic.

On the student's final day ...

On the final day of the student's Work Experience placement, it is important that the employer:

- ❑ Complete the Student's Work Experience Performance Evaluation.
- ❑ Meet with the student to personally review her/her evaluation. Remember, as you are the expert, any information you can provide that will assist the student in increasing his/her employability skills is very valuable.
- ❑ Complete all district Work Experience documents and return them to the school Career Programs Advisor immediately following the student's placement.

Burnaby School District Career Programs:

Mission Statement

The Burnaby School District's Career Program is committed to providing learners with the opportunity to develop a comprehensive insight into career opportunities through mutually-beneficial partnerships between students, teachers, schools and the business community. It is through the active cooperation, participation and shared commitment of the business community that our students can be successful in pursuing their goals.

For more information on how to become part of the Burnaby School District's Career Programs, please contact the district's Career Program Coordinators at (604) 664-8441.



*Working to Learn
Learning to Work*

WORK EXPERIENCE GUIDELINES FOR EMPLOYERS

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The Burnaby School District's work experience program is designed to give today's students a taste of tomorrow's workplace. While the rewards to students are evident, so too are the benefits for the employers involved.

As an employer, you are also a role model, providing leadership that greatly influences a young person's attitudes towards work and their work ethic.

In addition to playing a valuable role in the education of youth, you are also helping to prepare tomorrow's employees...possibly your own.

In choosing to take part in the Burnaby School District's Career Program, your willingness to train, supervise, educate and groom Burnaby's students is a significant contribution appreciated by everyone involved.

The following is an outline of what is required from employers who take part in the program.

Before the placement begins ...

In order to ensure that the placement is a mutually beneficial experience for both the student and the employer's organization, please consider the following suggestions:

- Where appropriate, interview the student prior to or on the first day of their work experience placement. During the interview you may want to:
 - Review the student's resumé
 - Set expectations
 - Discuss company rules and regulations, including dress code
 - Discuss company safety rules and regulations
 - Outline the student's planned experience and establish specific learning outcomes for the experience
 - Explain the need for confidentiality in the workplace
 - Confirm dates and times
- Sign Work Experience documents if available.
- Assign a suitable supervisor who will take responsibility for instructing and evaluating the student's work experience activities. Ensure that the designated supervisor understands the expectations of the program. Feel free to involve the school's Career Programs Advisor if further information is required.
- Prepare appropriate activities for the student. Plan to give the student a variety of tasks and duties that will provide him/her with a valuable learning experience. Where appropriate, work with the school's Career Programs Advisor to develop the student's individual training plan.
- Prepare your company/organization for the student's arrival.

On the student's first day ...

Upon the student's arrival at the workplace, please take the time to:

- Sign the Work Experience documents.
- Briefly confirm the student's schedule and review times for breaks and lunch.
- Review company rules and regulations, safety rules and regulations, and first aid procedures.
- Provide a site-specific safety orientation prior to the student beginning hands-on activities.
- Confirm procedures should the student be absent or late.
- Introduce the student to his/her workplace supervisor as required.
- Conduct a physical orientation of the workplace environment, including the washrooms, lunchrooms, entrance doors, supply rooms, etc.
- Introduce the student to regular work site employees with an explanation of the student's role.
- Train the student on any equipment he/she will be required to use.
- Allow the student to observe tasks or equipment operations before he/she is expected to perform them.
- Remind the student that you expect him/her to ask questions regarding procedures, equipment, expectations, specific tasks, etc.