

Work Place Learning Course Outline

Goals

- To promote career exploration and encourage career planning
- To promote the concept that learning of both job specific technical skills and life long employability skills takes place on the job
- To provide opportunities for students to understand and develop employability skills
- To provide an opportunity for students to take responsibility for their own growth and development on the job
- To help students earn credits needed for their high school diploma
- To help students transition from school to work
- To enhance students' resumes

Learner Outcomes

The primary focus in this course is the development of employability skills. See list below. Students are expected to develop a training plan that lists the technical and employability skills they plan to improve. Students are encouraged to discuss with their supervisor which skills could be included in the plan.

Demonstrate setting appropriate work attitude

- Dependable & punctual for work
- Regularly attends work; provides notice to supervisor if absent
- Works effectively with colleagues
- Shows readiness and ability to find tasks
- Reacts positively to advice and criticism
- Displays eagerness to learn; is aggressive and enthusiastic about the job

Demonstrate setting appropriate personal qualities

- Wears appropriate clothing for the job (hygiene, safety gear, uniform)
- Asks questions; makes informed decisions when necessary
- Is flexible and shows capacity to adjust to new problems
- Approaches supervisors in a proper working manner
- Shows willingness to follow directions
- Shows courtesy, respect, honesty

Demonstrate setting appropriate work performance

- Understands and knows work requirements
- Able to communicate orally; articulates ideas clearly
- Demonstrates ability in written communication
- Demonstrates good listening skills
- Able to complete a job correctly and safely without supervision
- Properly and safely uses tools and equipment
- Able to meet employer's expectations in quantity of work
- Able to meet employer's standards of work quality

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Course Requirements:

1. Start-up requirements

- Students must have a job or volunteer position at a work site that is approved or will likely be approved by the Off Campus Education Coordinator. Special approval is required for any job more than 30 minutes from Airdrie.
- Students must meet with the school Off Campus Education Coordinator or designate to review the course requirements.
- CTR1010 – Job Preparation is a requirement. Students must have completed this one credit course, or have made arrangements to work on it while reporting hours for Workplace Learning.

2. Start-up forms

- The contract, The Off Campus Agreement
 - Students must approach their employers/supervisors and ask them if they will supervise and evaluate for the purposes of the Workplace Learning course(s).
 - Students need to discuss with their employers the need to sign the RVSD “Off Campus Agreement,” the contract to start the course and the ongoing course requirements.
NOTE: Only those hours worked and reported - after the “Off Campus Agreement” is handed or faxed in - will be counted.
 - RVS Travel Form
 - Hand in with the contract.
 - The Training Plan
 - Students need to work 10 to 15 hours before writing.
 - Students must write their own training plans. Students are encouraged to discuss possible skills to learn or improve and strategies with their supervisor(s)/employer.
 - Students should refer to the employability skills listed above or in the Training Plan.
- Note: there are three 10 credit Workplace Learning courses. Consequently, a different training plan needs to be written during the first 25 hours of each 10 credit course.

2. Ongoing expectations

- Time Sheets
 - Students are expected to submit timesheets weekly. Marks may be docked for late timesheets.
 - During the school year, Time Sheets need to be submitted in person.
 - Blank timesheets are provided by the school, in the Guidance Office.
 - During the summer, students must fax timesheets to (403) _____. Blank timesheets are in the Summer Package.
 - Under the heading “General Description...,” students are expected to use key words and phrases to note the main tasks performed and any learning or improvements. Use key words “learned” and “improved.”
 - The worksite supervisor must sign the timesheet.

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- Training Plan
 - Students are expected to work on improving the skills they identified in their training plans.
- Problems
 - **Students are expected to report any jobsite injuries to the Off Campus Education Coordinator (403)968-0050 within 24 hours to help with any WCB claims.**
 - Students are advised to discuss job related difficulties that cannot be resolved at the jobsite with the Off Campus Education Coordinator.
- Evaluation
 - During the school year, students are provided with Student Evaluation Forms and are expected
 - to complete at least one Student Self Evaluation Form and
 - to arrange for their supervisor to complete the Student Evaluation Form (employer) and return them to the Guidance Office.
 - During the summer, students are provided with Student Evaluation Forms in the Summer Package
 - to complete the Student Self-evaluation Form and to arrange for their supervisor to complete the Student Evaluation Form (employer).

Evaluation

Training Plan Development and follow through	35%
Weekly Timesheets	25%
Employer/Supervisor Evaluation	30%
Self Evaluation	10%

Credits

- There are three courses. Credits will show up on your transcript as Workplace Learning 15, 25, or 35.
- One credit is earned for every 25 hours reported and accepted.
 - Minimum per course: 75 hours = 3 credits at one jobsite
 - Maximum per course: 250 hours = 10 credits
- Note: Although students could earn 30 credits, only 15 credits can be credited toward the 100 credits needed for graduation.
- Grade 12 students will automatically be enrolled in Workplace Learning 35.

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