



**Central Okanagan  
Public Schools**

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Together We Learn

# **CAREER LIFE PROGRAMS HANDBOOK**

*Dignity, Purpose & Options*

*Every student will graduate with the attributes, credentials and experiences to connect their career life plan with their individual talents and passions in pursuit of a balanced, meaningful and fulfilling life.*

September 2021

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## Abbreviations:

**CLP = Career Life Programs**

**CPC = Career Programs Coordinator (at school)**

**CCM = Career Centre Manager (at school)**

## **Roles and Responsibilities for District Career Life Programs Consultants**

**Career Life Program (CLP) Consultants are available to School District No. 23 staff and the Central Okanagan community to aid in the implementation of successful connections for our students/staff.**

### **Roles and Responsibilities**

- Coordinate, monitor, evaluate and implement Career Life Programs in SD23
- CLP long-range planning
- Communicate Ministry Career Education guidelines
- District CLP support for community, teachers, administrators, etc.
- Coordinate District CLP Meetings/Conferences
- Ministry, post-secondary and community CLP liaison
- CLP In-Service
- Resource Implementation - My Blueprint, redesigned curriculum
- Work cooperatively with school staff to continuously revise and improve the Capstone presentations
- CLP budget
- Audit documentations
- Ministry Reports
- Representatives for Advisory Committees
- Okanagan Regional Consortium
- Elementary connections
- District Website
- District Events (iGen Challenge, Skills Canada, Jr. Achievement, Career Fairs, Conferences, Take Our Kids To Work)
- Monitor student apprentices/dual credit students
- Liaise with Dual Credit instructors/parents/students
- Collaborate on ITA YOUTH WORK initiatives and procedures
- Recruitment of employers/students to ITA YOUTH WORK/Dual Credit programs
- Promotion of ITA YOUTH WORK/Dual Credit to students
- ITA YOUTH WORK/Dual Credit information Nights

## **Roles and Responsibilities for District Dual Credit Programs Administrative Assistant**

**The Dual Credit Administrative Assistant is available to School District No. 23 staff and the Central Okanagan community to aid in the implementation of successful connections for our students and staff.**

### **Roles and Responsibilities**

- CCM and CPC staff liaison for DCMS
- Communications/Publications/District website
- School/District/Community partnerships
- Security, maintenance and support for DCMS
- District statistics and spreadsheets
- Clerical support and events assistant
- Dual Credit support and events assistant – application processing, communications with programs, invoicing, marks reporting and recording, ITA reports and invoicing

## **Roles and Responsibilities for District Career Life Programs Administrative Assistant**

**The Career Life Program Administrative Assistant is available to School District No. 23 staff to aid in the implementation of successful exploration programs for students and staff.**

### **Roles and Responsibilities**

- Maintain myWEX system with support from the CPCs and CCMs
- Provide ongoing communication to school-based CCMs
- Support conferences & events, project placements and District job shadows
- Maintain financial records of CLP department, including receiving, coding and forwarding invoices to Director for budget approval
- Process CLP field studies requests, book busses and book TOC requests
- Maintain and organize student applications & registrations for programs & events
- Record and distribute all CLP and Dual Credit meetings minutes
- Update and maintain Career Life Programs website
- Complete general secretarial duties - certificates, name tags, reflection sheets, order food, travel arrangements, photocopy, book meeting rooms, order supplies

## **Roles and Responsibilities for Secondary Career Programs Coordinators (CPCs)**

**To coordinate and promote CLP in their school and organize access to the community to provide students with relevant and meaningful career life experiences to help fulfill our promise:**

- Promote CLP events and resources to students and parents and give updates to staff
- Coordinate school-based Career Life Programs opportunities and promote program awareness to students, teachers, and parents
- Identify Grade 11 and 12 Career Preparation students (1701s) and coordinate their involvement in career life experiences that are relevant to their specific career preparation program and career development
- Ensure that by Grade 12, every student has a meaningful career life plan that is presented as part of the Capstone process
- Attend school-based team meetings and meetings called by district CLP staff
- Work cooperatively with district staff and other schools to plan and coordinate student access of community educational experiences
- Coordinate, consult, prepare and reflect with students for Work Experience 12 placements and job shadows
- Maintain accurate and updated records of worksite placements
- Maintain accurate and current records of the required 30 hours of work experience and/or volunteer hours for your graduation requirement
- Promote community resources (presenters, field trips and conferences)
- Promote, inform and assist dual credit options for students
- Facilitate opportunities for teachers to experience the value of community-based learning
- Contribute to the maintenance of an up-to-date Career Centre and website that provides students with easy access to career educational resources
- Coordinate and support the implementation of myBlueprint
- Assist with course selection processes
- District Award/Authority Scholarships (DAS)
- Complete district forms and reports that relate to CLP
- Work cooperatively with district staff and other schools to continuously revise and improve the Capstone presentations
- Plan, coordinate and support all career curriculum education including: Career Life Education, Workplace Transitions, Career Life Connections, and Capstone presentations

**To complete other school-based CLP responsibilities as assigned by the Principal**

## **Roles and Responsibilities for Middle School Career Programs Coordinators (CPCs)**

- Coordinate school-based Career Life Programs opportunities while establishing and maintaining standards of excellence for the programs
- Promote program awareness, conferences, and events to students and parents through websites, emails, School Messenger, etc
- Promote CLP events, resources and in-service opportunities updates at staff meetings
- Complete district forms and reports that relate to Career Life Programs
- Attend District Career Life Program meetings
- Assist in rolling out the new Career Education curriculum at your school
- Facilitate My Blueprint at your school
- Inform and assist students regarding Career Preparation program articulation with secondary schools
- Maintain positive community relations with teachers and community
- Promote and coordinate events offered – including but not exclusively...
  - Grade 9 Take Our Kids to Work Day (Nov)
  - BC Skills: (Mar)
    - Spaghetti Bridge
    - Sumo Robot
    - Gravity Vehicle
    - Jr. Carpentry
    - Discovery Days – non competitive
  - iGen Challenge (January-June)
  - Kelowna Cultural Connection (May)
  - Project Placements – (All year)
    - Youth Health Care Volunteer Gr. 9-12
    - Art Gallery Assistant Gr. 9-12
    - Community event placements Gr. 9-12

## **Roles and Responsibilities for Secondary Career Centre Managers (CCMs)**

**Organize, maintain, update, and promote Career Centre resources that assist students with their transition to post-secondary education and work.**

1. Develop effective systems that provide easy access to information about post-secondary education and work.
2. Disseminate career information to various classrooms in the school.
3. Assist students with career education technology resources.
4. Work with school staff to update and promote Career Centre resources and assist teachers with the coordinating and scheduling of Career Life Programs community assisted learning opportunities.
5. Assist interested parents/community members to access Career Centre resources.

**Coordinate student and teacher access to community-based learning opportunities available through myWEX database.**

1. Contact employers and other community members to arrange participation in work experience and manage the logistics of each student's progress through placement to the point of evaluation.
2. Assist the District Career Life Programs Administrative Assistant to update myWEX information and collect requested data.
3. Assist the Career Life Programs teacher(s) to promote and register students for Career Life Programs special events.
4. Assist teachers to access community-assisted learning opportunities.

**Assist the Career Life Programs teacher(s) with the administering of Career Life Programs.**

1. Assist with distribution of CLP information to school-based staff and community.
2. Assist in the collection of Work Term Reports, Employer Evaluations, Work Experience Placement Evaluations, and other community learning assessments.
3. Assume responsibility for all other clerical tasks related to the operation of Career Life Programs and the Career Centre in respective school.

# Spotlight/Snapshot/Guest Presenter Sessions

## Spotlight (Gr. 10-12) Snapshots (Gr. 6-9)

- “Career specific” guest speaker who speaks about their job/career, training/education required, job prospects and includes a hands-on activity.

**Guest Presenter:** person comes in to a specific class to speak about a curricular related subject but not about their career.

## Format for a Successful Spotlight

- Students sign-in on Spotlight Attendance Sheet
- CCM enters attendance into MyEd BC
- CCM enters student placement into myWEX

### 1. Introduction – approx. 30 minutes:

About the Presenter:

- Who am I? (brief history – interests as a youth/young adult)
- What age did I become interested in my career/field?
- Education and/or training for my career
- Continuing education/training once in the job/field

About the Career:

- Certification and prerequisites
- Training routes, institutions, etc.
- Duties and responsibilities; skills required
- What do you like and dislike about the job
- What should students know prior to entering the career
- Opportunities, trends, labour market statistics etc.

### 2. Activity - approx. 30 minutes:

The activity would involve the students in one of the following types of learning situations which relates to the topic:

- problem solving
- decision making
- interactive tour
- video, slide presentation

Some of the strategies which may be used include:

- individual or small group activity
- demonstration
- teach a relevant concept then use to demonstrate idea

### 3. Wrap-up: 15 – 30 minutes:

- Question/Answer session
- Students complete reflection exercise



## Project Placements

- Work Experience hours allotted that go toward 30-hr. Grad requirement
- A definite start and finish to a community project/event
- Students are involved with planning, delivering and reflecting of the project/event
- Gr. 9-12 (minimum 14 yrs old)
- Community-based project with a mentor supervisor
- Usually after school hours / weekend events
- Hours commitment varies with each placement
- Students responsible for getting themselves to & from the community site

## Job Shadow

- Work Experience Hours allotted
- Minimum age of 14 years
- 4-8 hours at a worksite
- Observational, informational and reflective learning

Prior to a Job Shadow, the following must be completed:

- A **Work Experience Education Program Placement Agreement** (This form must be filled out and all signatures in place prior to students attending a worksite placement- excluding the host, which will be signed the very first thing upon students arrival at the worksite).
- **Parent and Teacher permission** must be completed.
- CCM to advise the school secretary of the student absence

Completion:

- Job Shadow Placement Booklet must be completed and handed in
- Thank you card must be completed and handed in - or email to be sent.
- Student must attend a debriefing session

## Dual Credit Program Shadow

Prior to a Dual Credit Program Shadow, the following must be completed:

- **Parent and Teacher permission** must be completed.
- **Parent acknowledgement of "No Insurance Coverage"** - parent signature/initials
- CCM to advise the secretary of the student absence

Completion:

- Dual Credit Program Shadow Booklet must be completed and handed in
- Student must attend a debriefing session

**ALL signatures must be in place prior to the Job/Program Shadow.**

# Dual Credit Programs

**Bob Boback**

**Dual Credit Programs Consultant**

1040 Hollywood Road

(250) 860 9729 ext. 4273

Email: [Bob.Boback@sd23.bc.ca](mailto:Bob.Boback@sd23.bc.ca)

**Chris Werry**

**BCIT Coordinator**

Rutland Sr. Secondary (250) 870-5110 ext. 7370

Email: [Chris.Werry@sd23.bc.ca](mailto:Chris.Werry@sd23.bc.ca)

Dual Credit programs allow students the opportunity get a head start on a career while earning both high-school credits and post-secondary credentials while in high school. For more information please visit: [www.dualcredit23.com](http://www.dualcredit23.com)

**Trades Dual Credit programs can be divided into three categories:**

1. **ITA YOUTH TRAIN** (Partnership programs) - Foundation trades training programs with our post-secondary training partners (**OC, BCIT, EITI**).
2. **ITA YOUTH WORK** - Trades apprenticeship training (work and school combined).
3. **School Based Programs** – including: Culinary Arts, Firefighter, Emergency Medical Responder, Hairdressing, and Computer Systems located at SD 23 campuses.

**Who can take a Dual Credit program?**

- Students who would benefit from a hands-on learning opportunity through an apprenticeship or college experience.
- Students who have explored their career choice prior to starting a Dual Credit program.
- Ideally students would start a dual credit program during second semester in their Grade 12 year.

**What are the benefits?**

- Earning high school credits and post-secondary credentials while enrolled in college or an apprenticeship program.
- Gaining valuable life experience from working and attending a college program.
- Getting a head start on training for their future. A stimulating and engaging environment for students compared to a regular classroom setting.

**What does it cost?**

- Costs vary for each program.
- Tuition to post-secondary programs is covered by SD No. 23.
- Student fees, books, tools, and supplies are the students responsibility - range from approximately \$250.00 - \$2,500.00 - depending on the program.
- Tuition is pro-rated for AME-S and AME-M due to program length.

**First Step: A student needs to complete a Dual Credit Application found online and is also available in your Career Centre.**

### **Okanagan College Programs**

- Aircraft Maintenance Engineer - Mechanic
- Aircraft Maintenance Engineer - Structures
- Auto Collision Trades - Collision Repair, Paint, Auto Refinishing Prep Tech
- Automotive Service Tech
- Carpentry/Joinery
- Culinary Arts
- Pastry Arts
- Electrical
- Heavy Mechanical Trades - Heavy Duty/Commercial Transport/Diesel Engine/Transport Trailer
- Plumbing & Piping Trades - Plumbing/Sprinkler/Pipe Fitter
- Recreation Vehicle Service Tech
- Refrigeration & Air Conditioning Mechanic
- Residential Construction
- Sheet Metal
- Welding
- Health Care Assistant

### **BCIT Programs**

- Electrical & Industrial Electronics (Graham Rd)
- Computer Information Systems Administration (Graham Rd)

### **School Programs:**

- GESS - Certified Education Assistant (CEA)
- RSS:
  - Forestry (Utility Arborist)
  - Emergency Medical Responder (EMR)
  - Firefighting
- MBSS:
  - Firefighting
  - Culinary Arts
  - Hairdressing

**Trades Sampler Program:** Students will be engaged in several related hands-on projects/activities as well as building science and trades related math. Topics covered include:

- Drafting
- Carpentry
- Electrical
- Plumbing
- Sheet Metal
- Applied Math/Science

## **ITA YOUTH WORK**

This is a work-based training program that gives students the opportunity to earn secondary school credits for their on-the-job work experience in an apprenticeable trade. This requires a student to be working with a certified tradesperson who is willing to sponsor the student as an apprentice.

A student may earn up to 16 high school credits when they have a formal Industry Training Authority (ITA) agreement signed by their employer and receive a Secondary School Apprenticeship certificate upon graduation.

Many students elect to devote one entire semester in grade 12 to their apprenticeship.

### **How does the ITA YOUTH WORK Program work?**

- **Students must have an employer who is willing to sponsor you as an apprentice before applying.**
- Students complete work hours at their afternoon, evening and/or weekend positions with their employer sponsor.
- Students learn trade-specific skills from their sponsor on-the-job.
- The student and sponsor (with the support of the SD No.23 ITA YOUTH WORK Coordinator) track and report hours and progress throughout the program.
- The ITA YOUTH WORK Coordinator will work with the sponsor to evaluate the student's progress and assign secondary school credits as required.
- Application Packages should be made available through your Career Centre and collected by CCM's.

### **ITA YOUTH WORK Scholarship?**

Students who successfully complete the ITA YOUTH WORK program may be eligible for a \$1000 financial award from the Ministry of Education, in cooperation with the Industry Training Authority (ITA). Students must meet the following criteria to be eligible:

- Have graduated with a Grade 12 Dogwood or Adult Dogwood.
- Successfully complete the full 480 work-based training hours
- Received credits for ITA YOUTH WORK 11A, 11B, 12A and 12B.
- Maintain a C+ average on all Grade 12 numbered courses.
- Continue working or training full-time in the trade 5 months after secondary school graduation and have 900 hours reported to the ITA.

**Contact:**  
**Chris Ovelson**  
**Apprenticeship Coordinator**  
[Chris.Ovelson@sd23.bc.ca](mailto:Chris.Ovelson@sd23.bc.ca)  
**250-860-9729 ext. 6265**

# Work Experience

Work Experience Hours Allotted

Age limit: Minimum age of 14 years

Two or more days at a community worksite

## What is Work Experience?

- Provide students with new learning experiences that go beyond what is learned in school.
- Provide students with opportunities to apply in-school learning to the world of work.
- Provide students with opportunities to prepare them for transition from school to work environment.
- Community-based.
- Placements should not be performed in the student's own school unless there are special circumstances.
- **volunteer** hours CANNOT be counted towards Work Experience hours.

## Non-Paid (Authentic) Work Experience:

Prior to a Work Experience placement, the following must be completed:

- A **Work Experience Education Program Placement Agreement** (This form must be filled out and all signatures in place prior to students attending a worksite placement (excluding the host, which will be signed the very first thing upon students arrival at the worksite). **ALL signatures must be in place prior to the beginning of a WEX placement.**

## Paid Work Experience:

Prior to a Work Experience placement, the following must be completed:

- A **Training Plan** must be handed into the Career Center **BEFORE** paid work experience can be counted towards WEX 12A or WEX 12B. This is designed to advise the employer that the student will be using their job to collect hours towards WEX 12. It outlines the employer's responsibility, business details, outline of duties, safety orientation, confidentiality training, and **verification of WCB coverage and the employer's WCB number – mandatory!** A Career Life Coordinator or designate must contact the employer to establish this Training Plan and evaluation criteria.

## **Monitoring**

- Monitoring should consist of work site visits, and phone calls or emails.
- Monitoring activities must be documented

## **Completion:**

- A work term report must be completed and handed in prior to changing the activity to "Complete" and assigning the hours.
- An evaluation must be completed by the supervisor

## Work Experience Placement Process

1. When a **new** employer is interested in hosting students, the employer and the Career Programs Coordinator discuss the placement details.
2. CCMs enter new Employer and Activities in myWEX and submit them to the District Career Programs office for approval. A duplicate check must be performed first to avoid duplicating employers in the system.
3. When a student is interested in a placement, the Career Centre Manager or Career Programs Coordinator calls the employer to arrange a mutually agreeable date for a student placement and to set up a safety visit.
4. If the placement is agreed upon, the student will contact the employer at least one week prior to confirm the date and arrange an interview time.
5. The student will be interviewed by the employer prior to the placement date. The student will bring the following to the interview:
  - Resume
  - Work Experience Placement Agreement – filled out except for employer’s signature
  - Training Plan
  - Appraisal form
6. During the interview, the following should be discussed or done:
  - Employer signs all copies of the Agreement and keeps a copy
  - Employer reviews resume and gives feedback to student
  - Training Plan is completed which includes:
    - a. Duties and responsibilities
    - b. Appropriate dress
    - c. Hours of work, days of work
    - d. Employer’s expectations or rules
    - e. Safety orientation
  - Appraisal form reviewed
  - Respond to student’s questions
  - Employer gives student feedback on interview skills
7. Student returns two signed copies of the Agreement and the Training Plan to the Career Centre at the school. The Career Programs Coordinator and the student discuss the interview in preparation for the worksite placement.
8. Student attends the work placement for the agreed duration.
9. On the last day of the placement, the employer and student spend 5 to 15 minutes reviewing the completed Student Appraisal form. The student returns the completed form to the Career Centre at the school.

## **Student Injury Reporting Procedure**

- **Within 72 hours** of student's injury, FORM 7 (Employer's Report of Injury) is completed, signed and dated by the SD23 teacher sponsoring the placement (see appendices)
- **Send the following to Career Programs Consultant @ Hollywood Road (Sarah Wood)**
  - **Form 7**
  - **Work Experience Placement Agreement (copy)**
- A Risk Management Incident Report Form (found at your school office) completed and sent to School Board Office attention: Payroll Department

## **Career Life Connections (30 hours)**

Career-life exploration refers to substantive experiential learning (30 hours or more) that is intended to expand and/or deepen student exposure to career-life possibilities. Based on student needs and interests, it can include service learning, volunteerism, employment, fieldwork projects, entrepreneurship, and passion projects. Work Experience hours can be counted towards the 30 hour requirement.

**Volunteer:** This would include helping out at community events such as parades, family fun nights etc. Record what the activity was, date & time, organization involved, contact person, duties (past or present) and number of hours.

**Paid & Unpaid Work Experience:** Here you can add a student and job details: a contact person (supervisor), phone number and a brief description of duties (past or present) and number of hours.

## **Mass Assignment**

Mass Assignments can be requested through the District Career Programs office for activities that involve an entire grade(s) such as Take Our Kids to Work or Jr. Achievement programs, etc. Once students are mass entered into MyWEX, the CCM then goes into the system and removes those students who did not participate.

Mass assignment can be done for Spotlights/Snapshots to add a placement to a group of students rather than the time-consuming process of manually entering each one. Please contact the CLP District office if you have questions about the steps involved.

## **Skills Canada Protocol**

### **Regional Competition: (Okanagan College)**

Each school is responsible for registering and paying for their student's entries and providing any TOC's required.

### **Provincial / National Competitions:**

District CLP pays for:

- Student registration only

Student and parent meals, hotels and mileage is to be covered by individual schools.

Teacher TOC, mileage, meals and hotel is to be covered by individual schools.

Career Hours:

- 10 hrs. for Regional Level
- 20 hrs. for Provincial Level
- 30 hrs. for National Level