

**PEACE WAPITI PUBLIC SCHOOL DIVISION No. 76**

**POLICY HGADA – Off Campus Education  
Exhibit 1- Applications for Approval of Work Sites & Program Agreement  
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**APPLICATION FOR APPROVAL OF WORK SITES/ STATIONS**

SCHOOL \_\_\_\_\_ SCHOOL YEAR \_\_\_\_\_

ADDRESS \_\_\_\_\_ SCHOOL CODE \_\_\_\_\_

PHONE NO. \_\_\_\_\_

WORK EXPERIENCE COORDINATOR \_ \_ \_ \_ \_ FAX # \_\_\_\_\_

**PROGRAM TYPE(S) (PLEASE CHECK)**

1. WORK EXPERIENCE \_\_\_\_\_ AO/IOP \_\_\_\_\_ SPECIAL PROJECT CREDITS \_\_\_\_\_  
15-25-35

WORK STUDY ASSOCIATED WITH A COURSE: \_\_\_\_\_

2. SPECIAL EDUCATION \_\_\_\_\_

**Description of Work Experience Education Stations:**

Name of Business or	Student Duties	Student's Supervisor in Business	No. of Work Experience Students at Site

Date \_\_\_\_\_ Supervisor \_\_\_\_\_

One copy is kept at school, and one copy at system level.

**POLICY HGADA – Off Campus Education**

**Exhibit 1- Applications for Approval of Work Sites & Program Agreement**

1. Procedures associated with the approval of work experience programs are presented in the Guide offering or intending to offer a Work Experience Program and signed by the Superintendent or Designate. This signature attests that the district's Work Experience Program has been approved by the local Board of Education.
2. It is understood by the school, the Board, and the employer that the students registered in the Work Experience/Study Program:
  - a) Shall not replace regular employees;
  - b) Shall be protected by the Worker's Compensation Act upon acceptance of this application by the Board.
  - c) Who work days or hours before or after the hours as specified for the Work Experience Program:
    - i) Are not covered for Workers' Compensation by the Department of Education and
    - ii) Shall be paid at a rate not less than the applicable minimum wage.
3. It is understood by all parties that the work site/station will be acceptable in terms of the Employment Standards Code, Canada Department of Labour Legislation, Occupational Health and Safety Act, Workplace Hazardous Materials Information System, local health, safety, building and other legislated requirements.
4. It is understood by all parties that students enrolled in off campus education are deemed to be employees of the Government of Alberta.

Affirmation

I affirm that parental or guardian approval will be obtained on the student's behalf and that a student-employer contract will be signed by both parties and the parents of under-age students, and that this contract will be on file at the school attended by the student, before the student is placed at the work station. I also affirm that the parent or guardian and student will be told the ramifications of WCB coverage while undertaking work experience.

Date \_\_\_\_\_ Signed \_\_\_\_\_

School Principal or Designated  
Teacher/Coordinator

**APPROVED on behalf of the Board:**

Date \_\_\_\_\_ Signed \_\_\_\_\_

Superintendent of Schools

Copies: School/Superintendent