



Course: Work Experience - 2023/2024

Teacher:	Mrs. Andrea Yeo
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Course Title:	WEX A or B
Grade:	10-12

Parents and students-please read and sign:

The aim of the Seycove Work Experience program is to allow students to gain experience in a field (or fields) of work that they are potentially interested in as a future career. This gives them a valuable opportunity to gain a more in-depth insight into different fields of work to expand their completion of the Career Life Education course requirements:

- "Apply a mentor's guidance in career-life exploration."
- "Collaborate with supportive community members to explore the reciprocal influences of career-life choices."
- "Explore and connect experiential learning both inside and outside of school with possible and preferred career-life pathways."

I encourage you to visit the Work Experience MS Teams group on a consistent basis for important dates, information, forms, and assignments; as well as Mrs. Knapp's Work Experience Blog (linked to the Seycove website). Students will be working throughout the course with two individuals in the building: Mrs. Andrea Yeo and Mrs. Janice Knapp. My role is as a Careers Program Advisor (CPA) and Mrs. Knapp is the Careers Program Facilitator (CPF). Essentially, we work as team to find suitable placements for students, and help them navigate their way to a successful, fun, rewarding and safe experience. Essentially, I am responsible for supporting the students to find their career aspirations, as well as provide constructive feedback and assessment of the WEX curriculum and learning outcomes. Mrs. Knapp works with her database of employers and volunteer groups to find a placement that we both feel best suits the student. She is responsible for contacting new employers and drafting workplace agreements signed by the school administration, the student, their parent(s), the employer, and CPA/CPF. Usually, Mrs. Knapp makes site visits to ensure a workplace is safe, as well as contacts the employer throughout the placement to monitor a student's progress.

Mandatory September meeting(s) are very important, as they allow us to disseminate and collect very important information, as well as get a head start on finding a desirable placement. It is the responsibility of the student to do the following to complete this course:

- Complete all coursework assigned before and after the Work Experience placement
- Agree to attend all mandatory meetings in Portable 25 (TBA - check MS Teams)



- Submit required documents on time (please turn in to Mrs. Knapp to check off for you)
- Complete 90-100 hours of Work Experience related to their career goals

*Mandatory meetings as per BC Ministry of Education requirements.

First Meeting:

- Work Experience Application Form
- Signed Course Outline "Requirements Sheet"
- List of Pre-placement assignments

Second Meeting:

- Work Safety Certificate and/or test (if you have done this in online Career Life Ed 10, please see Mrs. Knapp)
- Employability Skills Assignment
- Current Resume
- Cover Letter (may be fictional)
- Thank You Letter (may be fictional)

Third Meeting:

- 1:1 meeting with Career Advisor time set up to meet with Mrs. Yeo (before placement)
- Complete student booklet for placement reviewed / post placement assignments
- Interview Readiness Checklist

Students:

I have read the course outline and understand my requirements to pass this course:

Student's name (please print): _____

Student's signature: _____

Date: _____

Parents/guardians:

I have read the course outline and understand my youths requirements to pass this course.

Parents/guardians name (please print): _____

Parents/guardians signature: _____

Parents/guardians email: _____

Date: _____

Have a wonderful and amazing experience! Questions? Please contact:

Andrea Yeo at: ayeo@sd44.ca or Janice Knapp at: jknapp@sd44.ca

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