



ACE PLACE LEARNING CENTRE

ALTERNATIVE CHOICES IN EDUCATION

A JUNIOR/SENIOR HIGH OUTREACH SCHOOL WITHIN THE HORIZON SCHOOL DIVISION

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Work Experience Course Outline

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The Work Experience Program is designed to allow you to explore various occupations while earning credits. The type of work should be related to a trade, occupation, or profession you think you might be interested in doing later in life.

Employees 15 to 17 years of age who work in retail or hospitality can only work between 9 pm and 12 am with adult supervision. They can't work between 12:01 am and 6 am. Employees 15 to 17 years of age who work in jobs that are not in retail or hospitality can work between 12:01 am and 6:00 am. However, they require: parental or guardian consent and adult supervision.

Any work outside the set hours is not covered by Workers' Compensation should you be hurt while on the job. Students are no longer covered after they have they have worked 750 hours in the program. Regular submission (at least monthly) of hours and evaluation is expected.

Credits are awarded as follows:

- 1 credit = **25 work hours**
- You must obtain a minimum of 3 credits at any 1 level (15, 25, 35).
- Students enrolling in work experience for the first time must have previously completed **HCS-3000**. This credit is awarded separately from the work experience credits and is **MANDATORY**.
- You may receive up to 30 credits for Work Experience. *A maximum of 15 credits can be applied towards your diploma.*

Requirements

1. Hand in the **Work Agreement Form** signed by you, a parent and the employer.
2. Hand in a completed **Student Learning Plan**.
3. **HCS 3000** – This module is a prerequisite to registering in work experience. You will receive a credit separate from your WE credits. If you do not complete this module you **WILL NOT** be registered in WE or receive any credits.
4. Students will hand in **monthly** time sheet or paystubs that indicate hours worked.
5. To receive credits, students must hand in an **Employer Evaluation Form** that will include the total hours worked in each reporting period.
 - **Must be signed and dated by employer.**
 - Submit **Final Assignments (Self Evaluation)**

Course Evaluation

Employer Evaluations	70%
Student Learning Plan	10%
Self-Evaluation	<u>20%</u>
TOTAL	100%