

## **WORK EXPERIENCE 12 A COURSE OUTLINE (sample)**

Work Experience 12 A is intended to provide students with the knowledge and skills to be successful in the world of work, and the opportunity to explore alternative career pathways. The course is designed to link classroom knowledge and activities to skills and attitudes that are required in the work place. Students will complete the required hours afterschool, evenings and weekends.

### **Benefits:**

- Receive 4 Ministry authorized credits (100) hours of Work Exp 12 A
- Explore career choices to make informed decisions
- Gain valuable experience with workplace situations and equipment
- Possibility of paid work / some students can use their regular job for the WEX course
- Obtain references and contacts that will assist with future job searches.

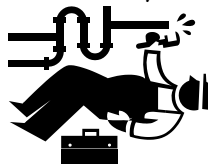
### **Learning Outcomes**

#### **WORK PLACE SAFTEY**

- Review hazard recognition: See It, Think It, Do It. (Guest Speaker)
- Accident response procedures
- Employee and Employer rights and responsibilities
- Knowledge of what constitutes a healthy work environment

#### **Employability Skills**

- Increase understanding of employability skills
- Work place ethics and etiquette
- Job search skills - resume writing, cover letters, interview skills



#### **Work Place Application**

- Identify types of skills learned on the job
- Demonstrating employability skills - problem solving, accepting feedback, resolving conflicts
- Identifying transferable skills - i.e. mechanical, computer, writing, oral presentation skills

## **EVALUATION:**

Classroom work: Pre-placement Class assignments and post-placement class assignments	20%
Work Placement: Student Package, Workplace Viewpoints and Touch Back Days Supervisor Evaluation	80%

## **Structure of Class:**

**Weeks 1-5** - re-evaluate your personal skills, interests, and aptitudes  
- complete career option project  
- update and correct resumes and prepare for work placement interviews  
- organization of work placements - work safety -  
(STUDENTS ATTEND CLASS ON A REGULAR BASIS)

**Weeks 6 - 20** - Time set aside for workplace hours ( students do not attend class during their WEX block as students will be attending their employer WEX time afterschool, evenings and weekends - depending on the needs of the employer). During this time the WEX teacher will be checking on you at your placement sites and speaking with your supervisors/employers.