



WORK-BASED LEARNING PROGRAMS

Subject to the provisions of the Education Act, the Education Regulations, the Workers' Compensation Act, and Agreements between the Ministry of Education and the Workers' Compensation Board, the Division authorizes the participation of qualified students in approved work-based learning programs. This could include Functionally Integrated, Alternative or Regular program students.

Definitions

Work-based Learning - describes a program that allows students to receive a portion of their education through experiences in the world of work for a minimum of twenty-five hours. It is an extension of formal education that enables students to acquire attitudes, skills and knowledge for career and other life roles in our community. The Division offers a wide range of work-based learning opportunities for students to make positive and meaningful connections with employers.

Work Based Learning - does not include job shadowing opportunities such as the "Take Our Kids to Work" program. Students earning apprenticeship credits must have WCB coverage as part of their employment.

The Cooperating Employer - is an individual business, enterprise, agency or organization that is internal or external to the Division and engaged a work-based learning program.

PROCEDURES

1. To ensure that students qualify for benefits under the Workers' Compensation Act, the following conditions shall be met:

- 1.1 All work-based learning programs must comply with the guidelines of the Ministry of Education;
- 1.2 A **Work-Based Learning Consent and Agreement** (Form 611-1) and **Waiver Form** (Form 611-2) must be signed by the student, the parents/guardians, the supervising teacher and the employer in whose establishment the student is to work as a learner; and
- 1.3 The student must be a registered participant in a class that has a work-based learning component and have completed the **Work-Based Learning Contract** (Form 611-3).

2. The Principal shall:

- 2.1 Ensure that work-based learning programs in the school conform to the conditions set out above;



- 2.2 Retain a signed copy of *the Work-Based Learning Consent and Agreement*, *the Waiver of Liability Form* as well as the *Work-Based Learning Contract* for each student participating in the work experience program;
- 2.3 Submit to the Director or designate, prior to the beginning of the work placement, a copy of the aforementioned agreement and contract; and
- 2.4 Ensure that students are monitored in the workplace in accordance with Ministry guidelines.

References:

Sections 85, 87, and 175 Education Act, 1995

Career and Work Exploration 10, 20, A30, B30: Curriculum Guide: A Practical and Applied Art (2002)

Workers' Compensation Act

Inclusion and Intervention Plan Guidelines: Saskatchewan Ministry of Education, 2017

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Education in a Culture of Excellence



Form 611-1

Work Based Learning Consent and Agreement

Work-based learning is a school program whereby students practice theory and skills learned in school by working with a local employer. Students are not paid and may be placed with more than one local employer.

Students participating in the program are covered under the provincial workers' compensation system during the time spent in the work-based learning component of their course.

Workers' compensation is a collective liability no-fault protection plan for workers. Students are entitled to benefits that are available to workers who are normally covered by the *The Workers' Compensation Act, 1979*.

Employers and their workers who participate in work-based learning assignment cannot be sued for injuries which occur to students arising out of and in the course of employment.

The Workers' Compensation Board ("Board") and the Minister of Education ("Minister"), entered into a Memorandum of Understanding ("Memorandum") to extend the forgoing workers' compensation benefits to eligible students while in work-based learning portions of their program. The Minister applied to the Board to extend coverage under the Act to eligible students. The Board ordered that such students be covered, upon the proper completion of the following consent.

The Act, the Memorandum, and the Ministry's Work-based Learning Guidelines more particularly detail the rights and the obligations of the students in work-based learning.

Consent:

The student and (if the student is a minor) the student's parent/guardian consent:

1. To the eligible student participating in a work-based learning portion of _____ (name of the course) and
2. To the Minister having applied on behalf of the eligible student to the Board for an order that the student be brought within the scope of *The Worker's Compensation Act, 1979*, as a worker.

Dated at _____, Saskatchewan this ____ day of _____ 20__

Student

Parent/Guardian (of a minor student)

Witness (for an adult student)



Form 611-2

Work-Based Learning Consent and Waiver of Liability Form
North East School Division

I, _____ the undersigned, hereby acknowledge that I have been provided with the description of the work placement and I wish to participate in _____. (name of the course)

The term of this work placement will be from _____(date) to _____(date).

I hereby release the North East School Division and its employees, servants or agents from any and all liability for any injury that I suffer, or loss or damage to any personal property arising from, or in any way resulting from participation in activities related to the work placement, unless such injury, loss, or damage is caused by the sole negligence of the School Division or its employees, servants or agents while acting within the scope of their duties.

All students who are at an on-site location for the purpose of work experience (for programs in excess of one day) and who have been registered with Saskatchewan Ministry of Education are covered by Workers' Compensation for injury to themselves, for loss of salary (at a current part- or full-time job), and possibly for future loss of salary (dependent on the nature of the injury). The compensation to which a student is entitled, under the Act, takes the place of the right to sue the co-operating employer or fellow worker for damages. Similarly, if a student is responsible for injury to a fellow worker, Workers' Compensation takes the place of that worker's right to sue.

I consent to and understand the RULES AND REGULATIONS for this program as outlined by the Board of Education and the participating workplace that are designed for the safety and protection of participants, and I hereby undertake to abide by these rules and regulations.

I consent to and understand that certain activities require a minimum level of fitness and health (physical, mental, emotional) and that each person has a different capacity for participation in these activities. I also hereby warrant that any medication needs known by me are clearly indicated in writing on this form.

My medication needs for participating are: (if any) _____

Dated at _____ this _____ day of _____, 20____

Signature of Student

Date

I have read the information above and understand this information as it pertains to this work based learning program.



Signature of Parent/Guardian
Form 611-3

Date

Work-Based Learning Contract

Contract of Work Placement between:

Employer: _____

Student: _____

School: _____

We, the undersigned agree that:

1. The student shall:
 - a. Attend work all days assigned according to attendance policies as outlined by the employer.
 - b. Participate in the usual workload, as any trainee under the employer of the business would be expected to do.
 - c. Maintain a daily log sheet.
 - d. Adhere to all safety guidelines as outlined by the employer.

2. The employer shall:
 - a. Treat the student as he/she would any other employee.
 - b. Assist the student in learning about the type of work he/she is doing.
 - c. Provide feedback to the student in terms of his/her performance.
 - d. Evaluate the student as required at the end of the work term.
 - e. Not use the student as a paid employee during work placement periods.
 - f. Conform to all requirements necessary of the Sask. Occupational Health and Safety Code.

3. The school shall:
 - a. Assist in arranging the work placement for the student.
 - b. Counsel the student regarding his/her job performance.

Student Signature

Date

Employer Signature

Date

School Coordinator Signature

Date

Administrator Signature

Date