



Crescent Heights High School Work Experience Program

EMPLOYER INFORMATION

Thank you for accepting a Crescent Heights High School student in an Off-Campus Education placement with your organization or company. We recognize this experience to be an excellent training and educational opportunity for our students and a chance for them to gain first-hand experience about the expectations, the challenges, the rewards, and the responsibilities of the work world.

Please note* All students in the Off-Campus Education programs at CHHS are covered for Workers' Compensation through **Alberta Education for the duration of their Off-Campus Education Agreement as indicated in the SD76 Off Campus Agreement.*

My name is Kelly Roach and I am the Off-Campus Education Coordinator for Crescent Heights High. I can be contacted for information or in case of an accident at:

1. School office at 403-527-6641 extension 8250
2. Cell phone 403-504-7890
3. OC office FAX 403-528-6578
4. School FAX 403-526-2018
5. Email: < kelly.roach@sd76.ab.ca >

There will be several documents used during this Work Experience placement:

1. **Registration form** with contact information for the student, parents, employer and supervisor.
2. **Agreement** between the student, parent, employer, and school district which describes the legal responsibilities of each of the signing parties. Done with the employer during the initial Coordinator site visit.
3. **Learning/training plan** developed with the employer, the student, and the OC Coordinator that outlines the learning expectations for the student during their OC experience. This form will be in the initial registration package taken to the employer by the student when registering.
4. Student **FOIP model release** in order to take pictures of the student at their work to use in school OC publications, web page, and displays. This form is also in the initial registration package the student receives.
5. **Weekly/Monthly time sheets** Employers/students have a choice between Weekly or Monthly timesheets. They are to be returned to the Off Campus office on the week following the last day of each month. Marks are assigned for this task so regular hour-keeping and timesheet returns are essential. These sheets are to be signed by the employer and there is also a place on this time sheet for supervisor comments and a 5 point evaluation of the student's effort.
6. **Student Evaluation form** completed by the employer at least once each semester and possibly more depending on the # of hours worked weekly by the student. Students will be responsible for returning the evaluation forms to my office upon completion by the employer. The evaluation forms may also be faxed in by the employer but must have the appropriate signatures.
7. **Student Self -Evaluation form** completed by the student. This is a reflective **self-evaluation** on their work habits that is completed at the same time as each employer evaluation is done. It comprises 20% of the student's Work Experience Mark. There is a place on this form for the Employer to sign.
8. **Accident Protocol/Information Booklet w/ WCB forms** supplied in case of a student accident.

IMPORTANT Please NOTE. It is critical that I am notified of any student accident immediately and both employer and worker forms are filled out and sent to me ASAP as they must be faxed in to WCB within 72 hours of the accident occurring.

Students anticipate working a minimum of 125 hours for this placement and will receive one credit for every 25 hours worked. Students may enroll for a maximum of 30 Work Experience Credits but any more than 20 credits in the same Work Experience placement will require a new Learning plan/position.

Again, thank you for allowing our student the opportunity to participate in this Off-Campus Learning experience with you. Should you have any questions or concerns, please feel free to contact me.

Kelly Roach, Off-Campus Education Coordinator

For more information about our Off-Campus Program check out the Off Campus Web Page at:
<<http://www.chhsweb.ca/Off-Campus-Education-Information.php>>