503.3AP – Career Preparation Programs

Purpose

The purpose of Career Preparation programs is to provide an opportunity for graduation program (Grade 11 and 12) students to develop knowledge, skills, attitudes, and experiences related to a particular field of employment. Each program consists of a closely related set of courses and 100 - 120 hours of related work experience in the community.

Career Preparation programs are designed to provide graduation program students with the opportunity to combine career experiences with regular secondary school studies and thus qualify for entry to a post-secondary institution program.

The goals of Career Preparation programs are to:

- Develop student knowledge, skills and attitudes needed for success in a chosen area of employment.
- Develop generic work skills that are transferable to any work/life environment, therefore increasing the employment possibilities of the student.
- Increase student awareness of alternatives available in work, education and leisure.
- Enhance student self-esteem through experiential learning and an examination of personal skills, values and interests.

Procedure

1. **Program Approvals**

   1.1 The approval of the Board of School Trustees is required for all new Career Preparation programs.

   1.2 The approval of the Superintendent is required for a school requesting a Career Preparation program already approved by the Board at another school within the district. All such requests must meet the requirements outlined in this policy and procedures.

   1.3 The Ministry of Education must be notified of all Career Preparation programs. This notification ensures that funding levels are established and that locally developed courses are given provincial status.

2. **Definition of a Career Preparation Program**

2.1 A Career Preparation program consists of a package of six career related courses at the graduation (Grade 11 and 12) level chosen from the provincially authorized list or from locally developed courses. Each program must have at least two, and not more than three, Grade 11 courses, two or three Grade 12 courses, and Career Preparation 12, to make the total of six.

The course designated Career Preparation 12 will consist of 100 - 120 hours of work experience in the career field.

3. **Program Format**

3.1 Students registered in Career Preparation programs must have an education plan which qualifies them for secondary school graduation.

3.2 Students qualify in their Grade 11 year as potential Career Preparation program students if they are registered in at least one focus course, and one or more support courses of a Career Preparation program.

3.3 Career Preparation programs shall contain:

- at least three focus courses in the specific field;
- two or more support courses directly related to the focus of the program; and
- Career Preparation 12 (100 - 120 hours of work experience directly related to the focus of the program).

3.4 Graduation requirement courses other than Social Studies 11, English 11/12, Communications 11/12, and Consumer Education 12 may be used as part of a Career Preparation program.

3.5 Students who complete the program requirements for a Career Preparation program (three focus courses, plus two related support courses, plus the related Career Preparation 12 Work Experience component) are eligible to receive their Career Preparation Certificate whether or not they qualify for a Dogwood Certificate.

4. **Locally Developed Courses**

4.1 Any locally developed course that has been approved as part of an authorized Career Preparation program assumes the status of a provincially authorized course at the school where the Career Preparation program is being offered.

Students completing such locally developed courses receive credit for the courses as if they were provincially authorized courses, and are thus permitted to take an additional two locally developed courses for graduation purposes.

5. **Work Experience**

5.1 Only Career Preparation students may enrol in Career Preparation 12 Work experience courses.

5.2 Career Preparation 12 will be labelled CP 12 and may have a letter added to indicate the specific field such as CP 12D (Drafting) or CP 12H (Hospitality).

5.3 All work experience placements must be registered in the Career Preparation/Work Experience office to ensure that students meet the Ministry's requirements of a minimum of 100 hours of work experience related to the focus of the program. All contracts must be issued from, and a completed copy filed in, the same office before the commencement of work experience.

5.4 Students are considered to be "on duty - off campus" while on work experience and therefore will receive full attendance credit as if they were in school.

5.5 Students successfully completing Career Preparation 12 will receive a final letter grade for the work experience component.

5.6 The supervising Career Preparation teacher shall visit each student at the work site at least once per 30 hours of the placement.

6. **Articulation with Post Secondary Institutions**

6.1 The school district shall maintain an articulation agreement with appropriate post secondary institutions that may provide students with:

- advanced credit for course work; and/or
- placement on a preferential entry list for further training.

6.2 When new Career Preparation programs are being planned, an appropriate articulation path must be available to students.

7. **Advisory Committees**

7.1 For each Career Preparation program, an advisory committee shall be established, with appropriate representation of employers and workers within the occupational field and, if possible, graduate students of the program.

7.2 The purpose of the Advisory Committee is to provide support and guidance for the Career Preparation program teacher(s).

7.3 The Advisory Committee will meet at least once per year, and minutes of such meetings will be recorded and kept on file in the Career Preparation/Work Experience office.

8. **Program Funding**

8.1 Differential funding for Career Preparation is allocated by the Ministry. The district allocates these funds to schools with Career Preparation specialty programs to be used to assist the development and maintenance of those programs, including the work experience supervision component.

The purpose of this additional funding to the schools is to be ensure that Career Preparation teachers are given preparation and supervision time to administer, develop and deliver their programs. This funding is intended to provide for:

- smaller class sizes,
- administrative time,
- liaison with work experience sponsors and placements,
- release time for supervision of students on work experience and field trips, and supplies.

Note: Although Career Preparation 12 Work Experience may operate outside the timetable, it is a course for which students receive full credit and, as such, is staffed equivalently to other courses.

8.2 Funding for approved programs is based on the number of qualifying or enrolled Grade 11, and enrolled Grade 12, students.

8.3 Start-up funding is provided for new programs for the first year.

9. **Career Preparation Teacher Qualifications**

9.1 Career Preparation teachers should have the following qualifications:

- a professional teaching certificate;
- two years of successful classroom teaching experience; and
- previous employment or education directly related to the career field, or expertise in another career field that is transferable to the specific Career Preparation program.

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