



## AP L6 Career Pathway Programs

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Legislative References: Section 20, 22, 65, 75, 85 School Act; Workers' Compensation Act, RSBC 1996; Workers' Compensation Coverage Order OIC344/11; Graduation Program Order M302/04; Work Experience Order M237/11

Policy Reference: None

Collective Agreement References: None

Date: December 20, 2024

Career Pathway Programs are important learning opportunities for students as they transition from secondary schools to the world of work. Career Pathway Programs include Work Experience and Youth Work in Trades courses, governed by [Work Experience Ministerial Order 237/11](#).

Work Experience (WEX) and Youth Work in Trades courses are in addition to the substantive experiential learning, Career Life Exploration (30 hours or more), that is intended to expand and/or deepen student exposure to career-life possibilities through service learning, volunteerism, employment, fieldwork projects, entrepreneurship, and/or passion projects as part of Career Life Connections.

Elective work experience is defined in the [Ministry of Education WEX Program Guide](#) as the "opportunity to participate in, observe, and learn about the tasks and responsibilities related to an occupation or career" (p.1).

Youth Work in Trades programs are defined in the [SkilledTradesBC Youth Work in Trades Program Guide](#) as a program that "enables students to apply trade-specific training or explore career options with SkilledTradesBC recognized sponsors, and provides them with a frame of reference within which to review or revise career-life goals" and "is to help students personalize their learning by allowing them to begin apprenticeship training as part of their secondary school education program" (p. 2).

Dual Credit in BC is a system which grants credits at both the secondary school and post-secondary level for the completion of a course or program. Students are entitled to earn "dual credits" if they enroll in trades training programs as defined in the [SkilledTradesBC Youth Train in Trades Program Guide](#) or academic courses/programs as defined on the MECC website ([Dual Credit - Province of British Columbia](#)). The Ministry of Education and Child Care funds school districts for dual credit courses. That funding, provided in the same way and at the same rate as other high school courses is over a thousand dollars per course. This typically provides for both post-secondary tuition and student supports.



In the implementation of Career Pathway Programs, the standards for Ministry Work Experience and Youth Work in Trades programs must be upheld with an emphasis on work-site safety and student conduct.

## **Processes**

### **1. Work Experience**

- 1.1. The District authorizes, in accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, participation in Work Experience programs for students who are fourteen (14) years of age or older.
- 1.2. Principals and work experience teachers are responsible for implementing and evaluating the Competencies, Content, and Big Ideas from the Work Experience Program Guide.
- 1.3. Principals are responsible to ensure that, all documentation is completed and filed as outlined in the Work Experience Program Guide with specific attention to the SD64 Work Experience Student Package.
- 1.4. Skills learned in all Work Experience placements must be related to a student's career focus and shall include hands-on work experience, job shadowing, and/or career mentoring at a standard work site, or a non-standard community site created specifically for work experience or a career simulation.
- 1.5. All work experience students must be supervised by a designated on-site work site employer subject to the Worker's Compensation Act, and, monitored and evaluated by a District educator in accordance with the Work Experience Program Guide guidelines.
- 1.6. Compliance with WorkSafeBC standards and procedures is mandatory, with an emphasis on the safety orientation before a workplace placement commences.
- 1.7. Students with diverse learning needs or disabilities shall have access to all career education opportunities available to other students in the school they attend, if one or more career objectives are identified in the student's Individualized Education Plan (IEP). Within the regular curriculum, accommodations for students with an IEP may include:
  - 1.7.1. Increased time for vocational training, assessment and/or evaluation activities;
  - 1.7.2. Appropriate on-site supervision and support in the workplace; and
  - 1.7.3. Specific and direct opportunities to increase work related skills.



- 1.8. For students undertaking the Adult Graduation Certification, recognition of current or past work can be used for credit recognition through a prior learning assessment.
- 1.9. Students participating in any work experience program must have consent from their parent/guardian(s) and be approved by an official of the school/District prior to commencing their work experience placement. The student, a parent/guardian, the employer, and the principal or designate must complete Pre-Placement paperwork in the SD64 Work Experience Student Package before a placement commences. Electronic signatures are acceptable when utilizing a fillable PDF SD64 Work Experience Student Package.
- 1.10. Copies of this agreement will be kept on file in the student's specific Career Programs file.

## **2. Youth Work in Trades**

- 2.1. The District authorizes, in accordance with Ministry of Education policies, Work Experience Ministerial Order 237/11, and SkilledTradesBC Youth Work in Trades Program Guide, students who are fourteen (14) years of age or older to participate in Youth Work in Trades programs. Graduated School-Age Students may also participate in the Youth Work in Trades Program.
  - 2.1.1. Student must be registered with a sponsor recognized by SkilledTradesBC in the Dual Credit Management System (DCMS).
- 2.2. Principals and Youth Work in Trades educators are responsible for implementing, evaluating, and reporting on the Competencies, Content, and Big Ideas from the Program Guide for Youth Work in Trades.
- 2.3. Principals are responsible to ensure that, in accordance with Ministry guidelines and District administrative practices, all documentation is completed and filed as outlined in the SkilledTradesBC Youth Work in Trades Program Guide, with specific attention to the SD64 Youth Work in Trades Student Package.
- 2.4. Educators along with Employers/Sponsors must complete a unique, signed, student training plan that articulates the skills and areas of knowledge to be developed in each of the 4 Ministry Authorized courses, based on the program outline for the particular trade. For each course, the student training plan must be completed and signed prior to the student starting the course.



- 2.5. The Youth Work in Trades program must be supervised by a designated on-site Work Site Employer subject to the Worker's Compensation Act; and, monitored and evaluated by a District educator in accordance with the SkilledTradesBC Youth Work in Trades Program Guide.
- 2.6. Compliance with WorkSafeBC standards and procedures is mandatory, with an in-school safety orientation by a supervising educator before a workplace placement commences.
- 2.7. Students participating in any Youth Work in Trades program must have consent from their parent/guardian(s) and an official of the school/District. The student, a parent/guardian, the employer, and the Youth Work in Trades educator must sign a copy of Youth Work in Trades Student Package. Electronic signatures are acceptable when utilizing fillable PDF Youth Work in Trades packages.

### **3. Youth Train in Trades (dual credit technical training)**

- 3.1. Non-graduated students can begin learning trades and earn graduation credits through Youth Train in Trades, a trades training program jointly supported by SkilledTradesBC and the Ministry of Education and Child Care. Students participating in this dual credit program can also earn credits towards a Red Seal certification.
- 3.2. The District authorizes, in accordance with Ministry of Education policies, students in grades 11 and 12 to enroll in post-secondary courses and programs and receive both high school and post-secondary credentials.
  - 3.2.1. Educators must create a planned program of courses (Transition Plan) that is updated annually listing the transition courses or programs.
  - 3.2.2. Transition plans must be signed by the student and parent.
- 3.3. Students registered in Train in Trades programs must be entered in the Dual Credit Management system ([dualcredit.ca](http://dualcredit.ca)) where they are registered with SkilledTradesBC.
- 3.4. Career Coordinators, teachers and administrators are responsible for ensuring the District pays tuition for seats in programs using both MECC course funding and revenue from their Skilled Trades BC funding agreement.
- 3.5. Documents detailing each intake of the Youth Train in Trades program will be maintained in the student's Career Programs file. Staff must ensure that funded



students are 19 years of age or under by the end of their graduating school year at the time of registration.

- 3.6. Agreements (MOU's) with Post Secondary Institutions must be created, outlining the terms of the program with fully executed copies kept on file at both the school and School Board Office.
- 3.7. Documented financial records must be kept in the student's Career Programs file demonstrating where funding has been allocated. Student Career Programs files will be retained for 7 years past graduation and archived thereafter.
- 3.8. Teachers and principals must ensure that marks are reported using the appropriate format and be duly signed by the Instructor, Dean or Registrar and are submitted no more than 15 days after the completion of the program.

#### **4. Academic Dual Credit**

- 4.1. Teachers and principals should adhere to the procedures in BC's two main policies that guide partners offering and participating in dual credit.
  - [Earning Credit through Equivalency, Challenge, External Credentials, Post-Secondary Credit and Independent Directed Studies](#) enables schools to recognize post-secondary learning with credit at the high school level
  - [Recognition of Post-Secondary Transition Programs for Funding Purposes](#) enables schools to access regular per-course funding to better support dual credit students.
- 4.1.1. Only non-graduated students may participate in dual credit courses and programs.
- 4.1.2. Staff must ensure that funded students are 19 years of age or under by the end of their graduating school year at the time of registration.
- 4.2. Principals and program teachers are reminded that the District receives funding for students who enroll in dual credit courses.
- 4.3. While students can enroll in either single courses or full-time programs, educators and administrators must ensure these choices lead to a post-secondary credential.
  - 4.3.1. Educators must ensure that student's dual credit choices align with preparation for their specific occupation of choice (as per the Transition Plan).



Other References: Ministry of Education Work Experience Program Guide  
SkilledTradesBC Youth Work in Trades Program Guide  
SkilledTradesBC Youth Train in Trades Program Guide  
Special Education Services: A Manual of Policies,  
Procedures/Guidelines  
Ministry of Education Dual Credit website