

EMPLOYER PACKAGE
WORK EXPERIENCE PROGRAM



Saint Thomas Aquinas School
4403 – 52nd Avenue
Provost, AB
T0B 3S0

Phone: (780)-753-6838

e-mail: jeremy.cairns@ecacs16.ab.ca

Saint Thomas Aquinas School
4403-52nd Ave
Provost, AB
T0B 3S0

Phone (780) 753-6838

Email: jeremy.cairns@ecacs16.ab.ca

Dear Employer:

The off-campus placement is an opportunity to use the community as an effective resource for career planning, interest and skill assessment. It also functions to help the student become more aware of employer's expectations of new employees on the job and the opportunity to develop and demonstrate good work habits.

It is your standards on which the student is being evaluated and therefore vitally important that you discuss this evaluation with the student. Your specific compliments and concerns must be expressed if the student is to understand and meet your expectations.

Your time and concern for these individuals is greatly appreciated and valued by our students and staff. Thank you again for your cooperation.

Yours truly,

Jeremy Cairns

Enclosures

CHECKLIST FOR EMPLOYERS

Sign Employer/Student Contract

List Learner Expectations

Review Employability-Workplace skills

Sign Off Monthly Timesheets

(Students responsibility to return to the School)

Complete Employer Evaluation

(When hours are completed)

EMPLOYER BENEFITS TO HOSTING WORK EXPERIENCE STUDENTS

- Excellent source of future employees.
- Public recognition for a commitment to education.
- Develop supervisory skills in existing employees.
- Release existing employees from routine duties to take on increased responsibilities.
- Assist the District in keeping school courses relevant to changes in the work world.
- Gain influence and involvement in the development of future workers.

Employability-Work Place Skills

Dear Supervisor:

An important learning objective for the Work Experience program is to help our students understand employer expectations for job maintenance and advancement.

To help the student better understand your expectations, would you choose the most important 10 of the 20 factors listed below and then rank the first five, 1 through 5, which you feel are most critical to job success in your situation.

Ability to adjust to change	Appearance, dress and hygiene
Commitment to employer	Job-specific skills
Personal Initiative	Self-Esteem
Working with others	Understanding of own capabilities
Problem-solving skills	Decision-making skills
Dependability	Free from addictions
Interpersonal communication skills	Attitude to work
Basic skills; e.g., numeracy, reading	Time-management skills
Quality oriented	Ability to motivate self
Interested in self-improvement	Integrity

Please take a moment to review the job maintenance and advancement factors you chose with the student.

Thank you again for your support and contribution to our program.

Sincerely,

Jeremy Cairns

Source: Adapted from materials supplied by the Elk Island Public Schools Regional Division No. 14.

WORK EXPERIENCE AGREEMENT

Date: _____

BETWEEN

A. Name of Student: _____
(herein called "the student")

Address: _____ Telephone: _____

Postal Code: _____ Supervising Teacher: _____

B. Name of Employer: _____ Telephone: _____
(herein called "the employer")

Company Address: _____

WHEREAS

1. The school board has approved an Off-campus education program for students in its school pursuant to section 39 of the Education Act.
2. The employer and the student have agreed to participate in the said program on the terms and conditions herein set forth.

WITNESSETH

EFFECTIVE PERIOD AND HOURS

1. The parties agree the off-campus education employment contemplated in this agreement shall start on _____, 20____, and end on _____, 20____.
2. The student's standard hours of work for this off-campus employment shall be no more than _____ hours per week, distributed as follows:

Day		Maximum Hours*
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

* Where a student is required to work outside of the recommended maximums, additional health and safety parameters must be outlined on the other side of this work agreement.

3. Termination

Notwithstanding anything herein contained to the contrary, any party written hereto may, with or without cause, summarily terminate by giving written notice of termination to the parties to this agreement.

4. Supervision

During the hours of employment herein set forth, the student shall be under the direct supervision and control of the employer, provided that the employer shall at all times permit the school authority or its representatives access to the employment site and the student.

5. Evaluation

The employer shall, at the request of the school authority or its representatives, evaluate the student in the performance of his or her duties hereunder and report such evaluation on a form from time to time provided to the employer by the school authority.

6. Full-time Employee Tenure

The employer agrees that the employment of the student hereunder shall in no way affect the job security of any other employee of the employer, nor the employer's hiring practices with regard to full-time employees.

7. Insurance

Pursuant to the Workers' Compensation Act (W-15, R.S.A. 2000), and regulations or orders-in-council made thereunder, the student participating in this program is deemed to be a worker of the Alberta Government for the purpose of workers' compensation.

Employer

Student

Off-campus Teacher

Parent or Guardian of Student

Additional Health and Safety Parameters for Students Working Beyond Recommended Hours

- (a) The parties acknowledge and agree that the hours set out in subsection (b) are beyond the recommended maximums outlined in the Alberta Education document entitled "Changes in the Off-campus Education Handbook" (June 2017). The board and employer represent and warrant that the following additional health and safety parameters are in place to effectively support the student:

1. _____
2. _____
3. _____
4. _____

Approval of Student Schedules Outside of Recommended Hours of Work

Based on sufficient due diligence, the off-campus teacher approves of the student working outside of the recommend hours of work:

☐ Approved ☐ Not Approved

Off-campus Teacher (please print full name): _____

Date: _____ Signed: _____

Course Learning Plan

Student:

Job Title:

Company
Name:

Address and
Postal Code:

Supervisor(s):

Telephone No.: _____ Fax No.: _____

Email: _____

Student Duties and Responsibilities

Please give a detailed description of the duties this student will be responsible for at this work site.
Point form is preferable.

1.

2.

3.

4.

Student Learning Plan

List the demonstrated workplace skills, attitudes, and understanding that enabled the student to be hired for the job position.

Workplace skills (soft and/or hard skills):

Attitudes:

Understanding:

What job training and/or safety training has the student completed to date?

What special training will the student complete in the next ____75____125____250 hours of work?

What workplace skills, attitudes, and understanding should the student to develop or improve during the next ____75____125____250 hours of work?

Workplace skills (soft and/or hard skills):
Attitudes:
Understanding:

Notes:

1. If the primary job duties change significantly during the work experience placement, the off-campus teacher must be informed so that the course learning plan can be updated.
2. To facilitate planning, students should be provided with a one- or two-week work schedule.

Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Teacher's Signature: _____ Date: _____

SAINT THOMAS AQUINAS WORK EXPERIENCE

EMPLOYER EVALUATION OF STUDENT (Please complete this form when student has completed hours)

STUDENT'S NAME: _____

WORK EXPERIENCE PLACEMENT: _____

Please rate the student by circling the number that best describes the student's performance.

RATING SCALE:	5	Excellent	2	Needs Improvement
	4	Very Good	1	Unsatisfactory
	3	Satisfactory	0	Not Applicable

PUNCTUALITY AND ATTENDANCE	RATING					
Punctuality	5	4	3	2	1	0
Attendance	5	4	3	2	1	0

PERSONAL QUALITIES AND WORK HABITS	RATING					
Cooperativeness-ability to work with others	5	4	3	2	1	0
Adaptability-ability to adapt to new tasks or situations	5	4	3	2	1	0
Willingness to accept suggestions for improvement	5	4	3	2	1	0
Practices self-control	5	4	3	2	1	0
Reliability-completes tasks on time, can be depended upon	5	4	3	2	1	0
Initiative-eager to learn, seeks additional work	5	4	3	2	1	0
Demonstrates interest and enthusiasm for job	5	4	3	2	1	0
General grooming and appearance	5	4	3	2	1	0

EXECUTION OF WORK DUTIES	RATING					
Ability to learn and complete tasks outlined	5	4	3	2	1	0
Tools and equipment used in an effective and safe manner	5	4	3	2	1	0
Neatness of work	5	4	3	2	1	0
Speed of work completion	5	4	3	2	1	0
Application to job-works consistently and conscientiously	5	4	3	2	1	0

RATED BY: _____

DATE: _____

RATER'S POSITION _____

ORGANIZATION/BUSINESS: _____

ADDRESS: _____

TELEPHONE: _____

Off-Campus Education Guide
Alberta Learning, Alberta, Canada

STA - EMPLOYER EVALUATION OF STUDENT

Student's Name: _____

School: _____

Employer: Evaluate this student as you would a novice worker in your employ and make a comment for each section about why you rated the student as you did. A description of each of the employability skills is located on the following page of this form. Not all of these skills will be applicable to all students in all situations. Place N/A beside any one that does not apply.

Employability Skills	Excellent	Good	Satisfactory	Needs Improvement	Comments
Listening skills					
Verbal communication					
Written communication					
Reading comprehension					
Willingness to learn					
Self-esteem and confidence					
Ability to set and obtain goals					
Accountability for actions					
Personal ethics (honesty, etc.)					
Initiative					
Ability to think critically					
Uses technology effectively					
Acceptance of change					
Creativity					
Productivity (quality product)					
Performs tasks safely					
Respectful of diversity					
Cooperative (is a team player)					

OVERALL	Excellent	Good	Satisfactory	Needs Improvement
RATING				

Has this report been discussed with the student?

Yes _____ No _____

No. of days late: _____ Reason: _____

No. of days absent: _____ Reason: _____

Recommendations for improvement: _____

Comment on the student's suitability for this type of employment: _____

If there were an opportunity for employment, would you consider hiring this student? Yes ☐ No ☐

Student's Signature

Supervisor's Signature

(continued)

Source: Adapted with permission from materials supplied by Calgary Roman Catholic Separate School District No. 1.

SAMPLE 7.8 (continued) – DESCRIPTION OF EMPLOYABILITY SKILLS

The following is a description of the employability skills appearing on the previous page. Refer to this description for a standardized explanation of what each term means.

Listening skills	Listens to gain information and to understand.
Verbal communication	Understands and speaks the language in which the business is conducted, including proper use of specialized terminology.
Written communication	Writes effectively in the language in which the business is conducted, including proper use of specialized terminology.
Reading comprehension	Reads, understands and uses written materials related to the business, including graphs, charts and displays, if applicable.
Willingness to learn	Shows a positive attitude toward learning and lifelong learning.
Self-esteem and confidence	Shows faith in himself or herself to do the job well. Shows an increasing ability to handle constructive criticism.
Ability to set and obtain goals	Demonstrates an ability to set goals and priorities in work and personal life, and also shows an ability to manage time and other factors to achieve these goals.
Accountability for actions	Assumes responsibility for actions he or she takes, and deals effectively with the consequences.
Personal ethics	Demonstrates honesty and a morality that is consistent with expected behaviour at the workplace, including confidentiality, if required.
Initiative	Demonstrates an ability to begin new tasks when it is appropriate to do so, and shows energy and persistence to get the job done.
Ability to think critically	Sees issues clearly and truly in order to judge them fairly, and acts logically to evaluate situations, solve problems and make decisions.
Uses technology effectively	Is able to learn how to use the technology of the business, and makes appropriate decisions while using it.
Acceptance of change	Demonstrates a positive attitude to change by being flexible and adaptable to new situations.
Creativity	Is able to suggest new or innovative ideas to get the job done when the situation warrants it. Also implies the enterprising entrepreneurial spirit.
Productivity (quality product)	Understands the standards of the workplace, and is able to produce work that meets the standards, including operating within the time constraints of the business.
Performs tasks safely	Wears appropriate safety gear, and acts responsibly and safely toward self and others.
Respectful of diversity	Recognizes and respects people's diversity and individual differences.
Cooperative (is a team player)	Is able to understand and work within the culture of the group and exercise "give and take" to achieve group results.

SAINT THOMAS AQUINAS WORK EXPERIENCE

EMPLOYER EVALUATION OF STUDENT (Please complete this form when student has completed hours)

STUDENT'S NAME: _____

WORK EXPERIENCE PLACEMENT: _____

Please rate the student by circling the number that best describes the student's performance.

RATING SCALE:

5	Excellent	2	Needs Improvement
4	Very Good	1	Unsatisfactory
3	Satisfactory	0	Not Applicable

PUNCTUALITY AND ATTENDANCE	RATING
Punctuality	5 4 3 2 1 0
Attendance	5 4 3 2 1 0

PERSONAL QUALITIES AND WORK HABITS	RATING
Cooperativeness-ability to work with others	5 4 3 2 1 0
Adaptability-ability to adapt to new tasks or situations	5 4 3 2 1 0
Willingness to accept suggestions for improvement	5 4 3 2 1 0
Practices self-control	5 4 3 2 1 0
Reliability-completes tasks on time, can be depended upon	5 4 3 2 1 0
Initiative-eager to learn, seeks additional work	5 4 3 2 1 0
Demonstrates interest and enthusiasm for job	5 4 3 2 1 0
General grooming and appearance	5 4 3 2 1 0

EXECUTION OF WORK DUTIES	RATING
Ability to learn and complete tasks outlined	5 4 3 2 1 0
Tools and equipment used in an effective and safe manner	5 4 3 2 1 0
Neatness of work	5 4 3 2 1 0
Speed of work completion	5 4 3 2 1 0
Application to job-works consistently and conscientiously	5 4 3 2 1 0

RATED BY: _____

DATE: _____

RATER'S POSITION _____

ORGANIZATION/BUSINESS: _____

ADDRESS: _____

TELEPHONE: _____

Off-Campus Education Guide
Alberta Learning, Alberta, Canada

STA – EMPLOYER EVALUATION OF STUDENT

Student's Name: _____

School: _____

Employer: Evaluate this student as you would a novice worker in your employ and make a comment for each section about why you rated the student as you did. A description of each of the employability skills is located on the following page of this form. Not all of these skills will be applicable to all students in all situations. Place N/A beside any one that does not apply.

Employability Skills	Excellent	Good	Satisfactory	Needs Improvement	Comments
Listening skills					
Verbal communication					
Written communication					
Reading comprehension					
Willingness to learn					
Self-esteem and confidence					
Ability to set and obtain goals					
Accountability for actions					
Personal ethics (honesty, etc.)					
Initiative					
Ability to think critically					
Uses technology effectively					
Acceptance of change					
Creativity					
Productivity (quality product)					
Performs tasks safely					
Respectful of diversity					
Cooperative (is a team player)					

OVERALL	Excellent	Good	Satisfactory	Needs Improvement
RATING				

Has this report been discussed with the student?

Yes _____ No _____

No. of days late: _____ Reason: _____

No. of days absent: _____ Reason: _____

Recommendations for improvement: _____

Comment on the student's suitability for this type of employment: _____

If there were an opportunity for employment, would you consider hiring this student? Yes ☐ No ☐

Student's Signature

Supervisor's Signature

(continued)

Source: Adapted with permission from materials supplied by Calgary Roman Catholic Separate School District No. 1.

SAMPLE 7.8 (continued) – DESCRIPTION OF EMPLOYABILITY SKILLS

The following is a description of the employability skills appearing on the previous page. Refer to this description for a standardized explanation of what each term means.

Listening skills	Listens to gain information and to understand.
Verbal communication	Understands and speaks the language in which the business is conducted, including proper use of specialized terminology.
Written communication	Writes effectively in the language in which the business is conducted, including proper use of specialized terminology.
Reading comprehension	Reads, understands and uses written materials related to the business, including graphs, charts and displays, if applicable.
Willingness to learn	Shows a positive attitude toward learning and lifelong learning.
Self-esteem and confidence	Shows faith in himself or herself to do the job well. Shows an increasing ability to handle constructive criticism.
Ability to set and obtain goals	Demonstrates an ability to set goals and priorities in work and personal life, and also shows an ability to manage time and other factors to achieve these goals.
Accountability for actions	Assumes responsibility for actions he or she takes, and deals effectively with the consequences.
Personal ethics	Demonstrates honesty and a morality that is consistent with expected behaviour at the workplace, including confidentiality, if required.
Initiative	Demonstrates an ability to begin new tasks when it is appropriate to do so, and shows energy and persistence to get the job done.
Ability to think critically	Sees issues clearly and truly in order to judge them fairly, and acts logically to evaluate situations, solve problems and make decisions.
Uses technology effectively	Is able to learn how to use the technology of the business, and makes appropriate decisions while using it.
Acceptance of change	Demonstrates a positive attitude to change by being flexible and adaptable to new situations.
Creativity	Is able to suggest new or innovative ideas to get the job done when the situation warrants it. Also implies the enterprising entrepreneurial spirit.
Productivity (quality product)	Understands the standards of the workplace, and is able to produce work that meets the standards, including operating within the time constraints of the business.
Performs tasks safely	Wears appropriate safety gear, and acts responsibly and safely toward self and others.
Respectful of diversity	Recognizes and respects people's diversity and individual differences.
Cooperative (is a team player)	Is able to understand and work within the culture of the group and exercise "give and take" to achieve group results.