



# PARKLAND SECONDARY SCHOOL

*"Building on Excellence Together"*

## SECONDARY SCHOOL APPRENTICESHIP STUDENT HANDBOOK

**STUDENT NAME:** \_\_\_\_\_

**TRADE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

10640 McDonald Park Road, Sidney, BC V8L 3S7

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*School District No. 63 (Saanich)*

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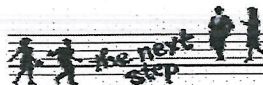
SCHOOL DISTRICT 63 (SAANICH)

**PARKLAND SECONDARY SCHOOL**  
10640 McDonald Park Road, North Saanich, B.C. V8L 5S7



**Colleen McNamee**  
Career Counsellor  
Trades Training Coordinator

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## **Secondary School Apprenticeship Goals & Evaluation Criteria**

Ministry of Education approved **Secondary School Apprenticeship (SSA) 11A, SSA 11B, SSA 12A, and SSA 12B**, are each 120 hour courses of work-based training in a co-operative partnership between the student, the school, and the employer. Through work-based training, students observe and practice trade specific skills and learn new technical and applied skills related to specific trades or industries.

The main goal of Secondary School Apprenticeship is to allow students to begin apprenticeship training as part of their secondary school education program. Other goals of SSA include:

- Providing students with a smooth transition from school to work, and an earlier start to certification in a trade
- Enhancing students' existing trade-specific job readiness skills, or providing opportunities for the development of new skills
- Providing students with access to up-to-date technical training that may not be available in secondary school
- Helping prepare students to enter the world of work with the skills, attitudes, and sense of responsibility necessary to be successful
- Encouraging students to pursue academic goals and to graduate
- Facilitating students' understanding of the similarities and differences in behaviour standards between the workplace and school

Students are to discuss these goals with their respective families. Questions growing out of these discussions can be directed to the Career Counsellor.

### **Evaluation Criteria**

#### **A. PREPARATION FOR WORK EXPERIENCE 15%**

- Student interview and discussions with School Coordinator regarding work interest areas
- Orientation to Log Book and all forms
- Completion of Work Safe B.C. learning activity
- Student Orientation/Training Plan and Safety Checklist with School
- Trade research Activity

#### **B. EMPLOYER EVALUATION 65%**

The employer evaluation report will account for 65% of the total mark given for this course.

#### **C. TIME LOGS 20%**

Complete the Time logs. Remember to follow the "3-D approach": **day, date, duties**, and the number of hours worked each shift. Students should check in with their Career Counsellor at regular intervals and submit their logs for filing at that time. No credit will be given for the course if the log of hours is not submitted.



## Student Check List SSA 11a, 11b, 12a, 12b

### TO DO LIST:

- ☐ 1. Proofed **Resumé** is printed for employer and file copy provided for Career Counsellor. Also save an electronic copy to home computer.
- ☐ 2. **Cover Letter** is written and file copy provided for Career Counsellor. Also save an electronic copy to home computer.
- ☐ 3. Student has completed **WorkSafe B.C. on-line learning activity** and submitted completed activity to respective Career Counsellor. Details of how to complete the activity can be found at:  
<http://www.sides.ca/work/researchactivity.doc>
- ☐ 4. **Secondary School Apprenticeship Goals** are discussed with parent/guardian.
- ☐ 5. Worksite options are generated through discussion with Career Counsellor, career research, or employer contacts.
- ☐ 6. Student has completed **Secondary School Apprenticeship Trade Research Activity**. Student must visit the Industry Training Authority website: [www.itabc.ca](http://www.itabc.ca) Once at the website the student must follow the directions, answer the questions listed on the SSA Trade Research Activity sheet, and then submit the SSA Trade Research Activity sheet to his/her respective Career Counsellor.
- ☐ 7. Interview is set-up by (phone call/email).
- ☐ 8. Interview has been completed.
- ☐ 9. Means of transportation is confirmed.

### FORMS:

*All forms must have appropriate signatures and be returned to the career coordinator.*

- ☐ 9. **Student Responsibility Agreement & Pre-Worksite Orientation**
- ☐ 10. **Work site Orientation & Initial Safety Check List**
- ☐ 11. **Training Plan**
- ☐ 12. **Work Experience Agreement**
- ☐ 13. **Log sheets**
- ☐ 14. **Final Evaluation**



## Student Responsibility Agreement & Pre-Worksite Orientation:

This check list must be completed by the student with the Career Counsellor and logged in the student file before any work can commence at the work site.

Student's name: \_\_\_\_\_ Work site: \_\_\_\_\_

### PRE-WORKSITE INFORMATION

**Student** – reviewed with School Career Counsellor (check ✓ or N/A) Date: \_\_\_\_\_

- ☐ I will maintain regular attendance as scheduled, or, in advance, notify my workplace if unable to report to work.
- ☐ I will demonstrate honesty, punctuality, courtesy, a co-operative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
- ☐ I will communicate any worksite difficulties to my workplace supervisor and/or school coordinator.
- ☐ I will respect business and client confidentiality.
- ☐ I understand that it is the sole responsibility of the student to track and log the hours of work and further understand that I will not receive school credits for this work experience if the necessary logs and evaluations are not completed fully and submitted to my Career Counsellor in a timely fashion.
- ☐ I understand I should not use my personal electronic devices while at work. Eg I-pod, cell phone
- ☐ I understand that I must check in regularly with my school Career Counsellor to review my work log and discuss my progress.

### SAFETY

- ☐ I am aware that I must abide by all WorkSafe B.C. standards as they apply to my worksite and comply with standard business practices and procedures.
- ☐ I am aware that I have the right to refuse unsafe work as per WCB regulation 3.12.
- ☐ If unsure of how to work safely, I will ask my supervisor for safety training.
- ☐ I will correct any unsafe worksite conditions or report them to my supervisor immediately.
- ☐ I will purchase or receive from the employer, and use, personal protective equipment or clothing as required for my work site.
- ☐ I will obey the worksite safety rules and regulations I will report any injury to myself to the first aid attendant immediately.
- ☐ I am aware that I must be observant of moving equipment or vehicles.
- ☐ I am aware that I must receive specific training before using new tools & equipment and before I can handle hazardous worksite products.
- ☐ I know how to lift heavy items or to ask for assistance to lift them.

### **FOR CONSTRUCTION SITES:**

- ☐ I am aware that guard-rails or fall protection must be used in some situations.
- ☐ I will follow the safe procedures for use of ladders and scaffolds.
- ☐ I am aware that open ditches/excavations present a serious safety risk and must be sloped or shored accordingly and provide a safe exit route.

Student: \_\_\_\_\_  
Sign as agreed to the above \_

Teacher: \_\_\_\_\_  
Sign to acknowledge review of the items listed above with the student



## Work Site Orientation & Initial Safety Check List:

This check list must be completed by the student and work site supervisor, then returned to the school Career Counsellor before any work can commence at the work site.

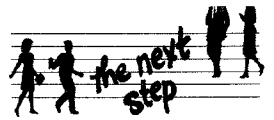
Student's Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Work Site/Company Name: \_\_\_\_\_

#	Task	Yes	No	N/A
1	Supervisor confirms that WCB coverage is in place at the work site.			
2	Student was given an orientation regarding workplace safety and generic risks of this job.			
3	Hazards and risks specific to this workplace were identified during this orientation (physical, chemical, biological, etc.).			
4	Supervisor has reviewed the emergency procedures (eg. fire, earthquake) with the student.			
5	The locations of the fire extinguishers and fire alarms have been identified for the student.			
6	The student has been informed of the work site health and safety committee and its members.			
7	The student has been informed of the procedure around reporting any worksite injury to the first aid attendant on site and has been informed as to the location of the first aid station(s).			
8	The student has been made aware of worksite policies dealing with theft, equipment damage, robberies and/or shoplifting. (if applicable).			
9	The student has been instructed to request specific training for any machinery or equipment prior to use and to ask for assistance with any processes and/or procedures that are new to the student.			
10	The student has been informed that appropriate clothing and Personal Protective Equipment is required.			
11	The student understands that the noise level at the work site should not impair his/her ability to hear, or be heard by others. This means also means that no electronic devices, such as cell phones or i-pods, should be used when performing duties or tasks at the work site.			
12	The student has been instructed to rectify minor workplace hazards or report them to the supervisor.			
13	Student has been introduced to co-workers.			
14	Student has made supervisor aware evaluation forms and procedures.			

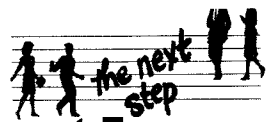
Student signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Sign to acknowledge the above checklist has been thoroughly reviewed with you by the supervisor.

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Sign to acknowledge the above checklist has been thoroughly reviewed with the student.



## Student Training Plan

Insert appropriate trade specific training plan



## **SD63 (Saanich) Secondary School Apprenticeship Agreement Form**

### **TEACHER CONTACT**

Colleen McNamee	Email: cmcnamee@sd63.bc.ca
Career Counsellor - Parkland Secondary School	Ph: 250-655-2715
10640 McDonald Park Road	Cell: 250-589-7535
Sidney, BC V8L 5S7	

### **STUDENT**

Name: _____	Birth Date: _____
Home Phone: _____	Cell Phone: _____
Address: _____ postal _____	
Parent/guardian name: _____	

### **EMPLOYER**

Business name: _____	Phone: _____
Supervisor name: _____	Cell: _____
Address: _____ postal _____	
Email: _____	Fax: _____

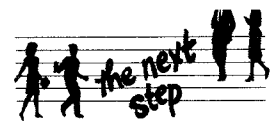
By their signatures below, all parties agree to the terms of the four documents listed below that relate to the Secondary School Apprenticeship placement. The four documents listed below must be signed and returned to the school based Career Coordinator. The documents include:

- ☐ **Student Responsibility Agreement & Pre-Worksite Orientation**
- ☐ **Worksite Orientation & Initial Safety Check List**
- ☐ **Training Plan**
- ☐ **Secondary School Apprenticeship Agreement Form**

### **Signatures:**

School contact: _____ <small>Signature required</small>	Date: _____
Student: _____ <small>Signature required</small>	Date: _____
Employer: _____ <small>Signature required</small>	Date: _____
Parent: _____ <small>Signature required</small>	Date: _____





# Weekly Work based Training Log

Student Name: \_\_\_\_\_

Work Supervisor: \_\_\_\_\_

Work Supervisor Phone Number: \_\_\_\_\_

	DATE	HOURS ON JOB	WORK DUTIES
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>Total</b>			

	DATE	HOURS ON JOB	WORK DUTIES
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>Total</b>			

	DATE	HOURS ON JOB	WORK DUTIES
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
<b>Total</b>			

Verification of hours by supervisor: \_\_\_\_\_  
Supervisor signature required

Student signature: \_\_\_\_\_

More copies of Weekly Time Logs are available on your school website

## **“Continuous” Work Based Training Log**

**This report is to be completed by the student and returned to the Career Coordinator upon completion**

Student's Name: \_\_\_\_\_

Work Supervisor's Name: \_\_\_\_\_

Work Supervisor's Contact Information: \_\_\_\_\_

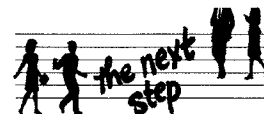
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Total Hours: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Work Supervisor's Signature: \_\_\_\_\_

**More copies of Training Log are available on your school website**

*Saanich School District #63: Career Education, Work Experience, Apprenticeship Programs*



## Secondary School Apprenticeship Employer Evaluation of Student

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

**SSA: 11A 11B 12A 12B** (circle one)

Supervisor's Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**Note to Employer:** The Ministry of Education approved "Secondary School Apprenticeship Program" is a dual credit program where students receive both high school and apprenticeship credits. In order to assign a letter grade to the student's high school transcript, we ask for your assistance in completing the following evaluation.

- The immediate supervisor should evaluate the student objectively, comparing him/her with other personnel assigned the same or similarly classified jobs, or with individual standards.
- Please check one statement in each category (write N/A beside any category that does not apply). Comments are particularly helpful.
- Please discuss this evaluation with the student.

SKILLS	Excellent	Good	Acceptable	Improvement Needed	Comments
<b>Fundamental Skills</b>					
Communication (listening, writing, speaking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude – Application to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attitude towards Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Personal Management Skills</b>					
Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ability to follow Instructions & Learn / Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sense of Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grooming / Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health & Work Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organization, Planning & Efficiency of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



## Secondary School Apprenticeship Employer Evaluation of Student

SKILLS	Excellent	Good	Acceptable	Improvement Needed	Comments
<b>Teamwork Skills</b>					
Respect & Relations with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Technical Skills</b>					
Technical Proficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Quantity & Efficiency of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### OVERALL EVALUATION OF STUDENT

		High	Medium	Low
Letter Grade A	86 to 100%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter Grade B	73 to 85%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter Grade C	67 to 72%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter Grade C-	50 to 59%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter Grade IP	0 to 49%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

An example of an Overall Evaluation:

Should you choose to give the student a mark of "B"; the percentage range extends from 73% to 85%. Therefore if are you awarding a high B the percent would be close to 84%, or a low B would be close to 74%. Place a check in the appropriate box above.

**Summary Comments: (Owner, Manager, Supervisor)**

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Employer Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_