

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 209 – Work Based Learning Programs	
Related LCSD AP's		
Form(s)	F 209.1 – Four Party Work-Based Learning Agreement F 209.2 - Work-Based Learning Contract	
References:	<i>The Education Act, 1995</i> sections 157(1), 175, 176 The Education Regulations 2019 section 19 <i>The Workers' Compensation Act, 2013, Part 1 S2(1)(l)(v) (Saskatchewan)</i>	
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Background

Subject to the provisions of *The Education Act*, the Education Regulations, *The Workers' Compensation Act*, and Agreements between the provincial departments of education and the Workers' Compensation Board, the Division authorizes the participation of qualified students in approved work-based learning programs.

Definitions

Work-Based Learning describes a program that allows students to receive a portion of their education through experiences in the world of work. It is an extension of formal education that enables students to acquire attitudes, skills and knowledge for career and other life roles in our community. The Division offers a wide range of work-based learning opportunities for students to make positive and meaningful connections with employers.

The *Cooperating Employer* is an individual business, enterprise, agency or organization that is external to the Division and engaged a work-based learning program.

Procedures

1. To ensure that students qualify for benefits under *The Workers' Compensation Act*, the following conditions shall be met:
 - 1.1 All work-based learning programs must comply with the guidelines of the provincial Ministry of Education;
 - 1.2 F209.1 – Four Party Work-Based Learning Agreement must be signed by the student, the parents/guardians, the supervising teacher and the employer in whose establishment the student is to work as a learner; and
 - 1.3 The student must be a registered participant in a class that has a work-based learning component and have completed F209.2 – Work-Based Learning Contract.

2. The Principal shall:
 - 2.1 Ensure that work-based learning programs in the school conform to the conditions set out above;
 - 2.2 Retain a copy of the four-party agreement signed by the student, parent/ guardian, the supervising teacher and the co-operating employer for each student participating in the work experience program;
 - 2.3 Submit to the Superintendent of Learning or designate, prior to the beginning of the work placement, a copy of F209.1 – Four Party Work-Based Learning Agreement; and
 - 2.4 Ensure that students are monitored in the workplace in accordance with Ministry guidelines.

3. The Superintendent of Learning or designate will forward the lists of students involved in school work-based learning programs to the office of the Ministry of Education in order that they may be registered as bona fide participants.