

Unit 1 B

1. Please read the course outline located on the website.
2. Please have you and your parents sign the following forms:
 - **Work Experience** -that acknowledges the course outline
 - **Travel and Activity Form**-allows you to travel unsupervised
3. Fill out the **Work Experience Application Form** and the **Windsor Work Experience Placement Request** form.
 - Under the Work Experience Placement Requests you need to take some time and review the possible jobs you can do

This is the most important part of your journey as the placement requests you put down will be the ones we work with to find you your job.

4. Are you working? Please download a **TRAINING PLAN** from the website.

Hand this assignment in with your Unit 1A Assignment

WORK EXPERIENCE

After reviewing the course outline either brought home or found at:
<http://sianoliver.weebly.com/work-experience>

We are acknowledging the following:

STUDENT:

I understand that to complete the course requirements I must

- Complete all course work assigned before and after the Work Experience Placement
- Complete 90-100 hours of work experience related to my career goals
- Agree to attend all classes and fulfill my job placement requirements in order to pass this course.

Student Name: _____

Student Signature: _____ Date: _____

PARENT:

I have read the course outline and understand my son/daughter must fulfill the course job placement requirements in order to pass this course.

Parent Signature: _____ Date: _____



Windsor
 931 Broadview Drive
 North Vancouver, BC V7H2E9
 Phone: 604-903-3700 Fax: 604-903-3701



WORK EXPERIENCE TRAVEL & ACTIVITY APPROVAL FORM

**For unsupervised travel to and from and attendance
 at: Interviews, field trips, career fairs and seminars**

<p>Student Name:</p> <p>Grade:</p>	<p>School Contact Information:</p> <p>Contact: Sian Oliver</p> <p>Phone: 604-903-3700 Ex 809909</p>
<p>Work Experience Activity: Interviews or Seminars or Workshops or Field Trips or Career Fairs or Open Houses</p>	
<p>Supervisor(s): Sian Oliver</p> <p>Start Date: September 01, 2023 End Date: June 30, 2024</p>	
<p>I approve the travel to the activities above, understanding the transportation is the responsibility of the student, and the safety is the responsibility of the parent or guardian, as a teacher will not be in attendance or travelling with the student.</p>	
<p>Signatures:</p> <p>Student: _____ Date: _____</p> <p>Parent/Guardian: _____ Date: _____</p> <p>Principal/Teacher: _____ Position/Title: Teacher</p>	

Work Experience Application

*****PLEASE PRINT VERY CLEARLY***--**

Student Name: _____

Student Email: _____

Cell Phone number: _____

Birthdate: _____ Grade: _____

Parent/Guardian Contact Information:

Parent/Guardian Contact Name: _____

Home phone; _____ Cell: _____

Work phone: _____

Parent/Guardian email: _____

Area of Interest:

- Business and Applied Business*
- Fine Arts, Design and Media*
- Fitness and Recreation*
- Health and Human Services*
- Liberal Arts and Humanities*
- Science and Applied Science*
- Tourism, Hospitality and Foods*
- Trades and Technology*

Work Experience Placement Request Form

In order to place you, or get experience in a job you may be interested in, please go through our Student Activity Finder to identify work experience jobs available on our data base.

1. Go to the [Windsor Work Experience Blog](#)
2. Scroll down the blog to 'POPLUAR LINKS'



3. Click the SD44: WEX ACTIVITY FINDER
4. Scroll through the lists of jobs and see what is available

5. Once you pick a job, place it on the sheet

A screenshot of the 'Student Activity Finder' interface. The main heading is 'Student Activity Finder'. Below it, a job listing is shown for 'Finance Dept. Assistant' with the year '2021' on the right. A callout box labeled 'Title of Job' points to the job title. Another callout box labeled 'ACTIVITY NUMBER' points to the year '2021'. Below the job title is a 'Back' button. The text below the button reads: 'There are currently 1 placements available. Assisting in the Finance Department. Varying tasks, including data entry, filing, administrative, and special duties, as assigned. This is a Work Experience activity and is in the Accounting occupations. This activity is located in North Vancouver.'

6. Make sure you look at least 5 and **all** information is filled out.

Please fill out at least 5 from most interested to least.

ACTIVITY NUMBER	TITLE OF JOB	Brief description and how it relates to your interests
#1		
#2		
#3		
#4		
#5		
#6		
#7		

ARE YOU CURRENTLY WORKING?

COMPANY
POSITION
LOCATION
DATE STARTED
