Dubai Arabian American Private School

Program Guide for Authorized Work Experience
Introduction

This program guide sets out the standards for DAAS-authorized work experience courses. Work experience provides students with an opportunity to apply classroom learning in a context outside of school and to bring back to the classroom new perspectives about their learning. Work experience also provides students with the chance to gain new skills that can be used in future work opportunities.

Goals for Work Experience Courses

The primary goal of work experience is to help students prepare for the transition from secondary school to the world of work. Through work experience, students have the opportunity to observe and practice generic employability skills required in the workplace, as well as technical and applied skills relating to specific occupations or industries. Other goals include helping students to:
• connect what they learn in the classroom with the knowledge, skills, and attitudes needed in the workplace
• gain the knowledge, skills, and attitudes needed to be successful in the world of work
• develop job readiness skills for specific occupations and careers
• understand the similarities and differences in behavior standards between the workplace and school.

Preparing Students for Work Experience Courses

Successful and educationally valid work experience placements in the community require that students be prepared for the expectations of work sites. Students should be knowledgeable about what to expect and what is expected of them. It is essential that students understand that they need to adapt to the workplace environment, and not perceive it as an extension of the school environment. Students need to know what work sites require in terms of behavior, clothing, and workplace safety. Schools should prepare students for work experience by providing them with an understanding of employability skills, including the importance of a positive attitude toward work and effective interpersonal skills.

Before beginning a work placement, students should be able to demonstrate job-seeking skills, including résumé writing and job interview skills. Students should also be able to demonstrate an understanding of workplace risk reduction and injury prevention.
Considerations for Placing Students in Work Experience

Before arranging a work placement for a student, educators need to consider the following:
• Work placements should match the interests and abilities of each student.
• A workplace setting that is appropriate for one student may not be appropriate for another.
• Educators should decide whether a student is adequately prepared to participate in a community-based work experience placement. Students who run a high risk of injuring themselves or others on the work site, or demonstrate behaviors that are not in keeping with workplace expectations, need to be carefully evaluated before being allowed to participate in community-based work placements.
• Educators should provide each student with an adequate knowledge and understanding of the work placement before the student begins any on-site work (e.g., differences in behavioral expectations between school and the workplace).

Workplace Safety

Before participating in work experience placements, students must have an in-school orientation that includes work site safety awareness. This should prepare students to identify, observe, or apply their knowledge to health and safety issues in the work placement. In addition, as part of the ministry work experience course, they must also meet the learning outcomes related to the Workplace Health and Safety curriculum organizer.
Before placing students with an employer not previously used for work experience, schools should meet with the employer or supervisor to view the work site and discuss having the employer conduct an on-site safety orientation for students before any hands-on tasks begin. The work site visit is not intended to be an exhaustive safety inspection, but a common sense perusal of the work site to ensure that the school is comfortable sending students to the work site.

Safety Questions for Students to Ask Their Supervisor

In addition to the work site orientation, students are advised to ask their work site supervisor about workplace safety. Types of questions include:

• What are the potential dangers of my job, and how will I be protected from these dangers?
• Are there any hazards (such as noise or chemicals) that I should know about, and what are the appropriate steps to take to avoid these hazards?
• What site-specific safety orientation and training will I receive before I start work?
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- Is there any safety gear that I am expected to wear, and who is responsible for providing the gear?
- Will I be trained in emergency procedures for things like fire or chemical spills?
- Where are the fire extinguishers, first aid kits, and other emergency equipment located?
- What are my workplace health and safety responsibilities?
- Who do I talk to if I have a workplace health or safety question?
- What is the procedure if I am injured on the work site?
- Who is the first aid attendant? How do I contact the attendant?

Workplace Bullying and Harassment

There is growing evidence that exposure to bullying and harassment in the workplace can have serious negative consequences. Workplace bullying and harassment can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviors.

If you witness or experience bullying and harassment in the workplace, follow the procedures set out by your employer.

Accident and Injury Reporting Procedure

It is essential that every workplace accident, no matter how minor, is followed up and a report filed. This ensures that injuries that initially appear minor, but are potentially serious, are still subject to Workers’ Compensation coverage. It is the school’s responsibility to inform participating students and work site supervisors about the procedure for reporting injuries suffered by students on work experience placements. Follow the procedure below in the case of a workplace accident or injury:

1. The student must report any injury to the workplace supervisor and work experience teacher as soon as possible.
2. The work site carries out on-site first aid if appropriate. If necessary, the work site supervisor transports the student to a physician or hospital, and indicates to the physician or hospital staff that the injury resulted from a workplace accident.

Standards for Authentic Work Placement

DAAS work placement program consists of authentic workplace experiences. These authentic workplace experiences should:

- provide students with new learning experiences that go beyond those they receive in a school setting
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• provide students with opportunities to apply in-school learning to the world of work
• provide students with opportunities to prepare them for the transition from a school environment to a workplace environment
• be community-based

The types of activities that are eligible for DAAS work placement program include:

• hands-on work experience at a standard work site (business, government, self-employed, non-profit, or volunteer organization) supervised by a work site sponsor
• job shadowing a worker at a standard work site
• career mentoring with a worker at a standard work site
• hands-on work experience at a non-standard community site created specifically for work experience (e.g., school district wood lot)
• career simulation activities at a non-standard community site for occupations where hands-on work experience is not available

Standards for Assessing and Evaluating Students on Work Experience

Assessment is the systematic gathering of information about what students know and are able to do. Student performance is evaluated from the information collected through assessment activities.

Although an employer’s evaluation of a student’s performance on a work placement is an important part of the work experience course mark, it is only one aspect in determining the final course mark. An educator with a valid teaching certificate must evaluate the performance of all students in work experience courses, and assign final percentages. Evaluation should be based on clear criteria and should include a variety of assessment strategies.

Teachers determine the actual assessment criteria and measurement activities. Common assessment measures used in work experience courses include:

• student activity logs
• employability skills performance scales
• portfolios
• occupation-specific performance scales
• employer evaluations
• student self-assessments
• written reports
• student projects or products
• oral presentations
• reflective journals
• résumé and interview skills demonstrations
• student learning logs
• student training plans
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Standards for Students in Relation to Work Experience Placements

In order for a work experience placement to be effective, a student must:

• abide by the behavior standards and practices of the workplace
• understand the rights and responsibilities of employees in the workplace
• understand and meet the expectations of the employer
• work the days and hours of work as agreed with the work site supervisor
• notify the work site supervisor and school when unable to report to work
• adhere to all safety-related rules and regulations at the work site
• notify the work site supervisor and school immediately of any injuries, emergencies, or problems at the work site
• respect the confidential nature of information at the work site
• participate in evaluation meetings as required by the work site supervisor or work experience teacher
• continue to attend all in-school courses at times other than those assigned to work experience

Standards for Employers or Work Site Supervisors in Relation to Work Experience Placements

In order for a work experience placement to be effective, a supervisor should:

• provide a safe working and learning environment
• provide a site-specific safety orientation for the work experience student before hands-on activities begin
• provide an orientation to the student concerning hours of work, breaks, dress code, and employer expectations (including expectations concerning exploitation and harassment)
• introduce the student to regular work site employees with an explanation of the student’s position
• assign an employee to supervise the student
• whenever possible, select jobs and activities appropriate for the length of the placement and the student’s skills and interests, while allowing the student to participate in a variety of work activities that support the training plan
• immediately notify the school of any injuries or emergencies, difficulties, or problems with the work experience student
Standards for Educators in Relation to Work Experience Placements

In order for a work experience placement to be effective, educators must:

• communicate with the employer to establish a plan for use by the student and employer that articulates the skills and areas of knowledge to be developed during the work placement
• familiarize the student with the responsibilities and expectations associated with participating in a work experience placement, including the need for confidentiality
• monitor the student during the placement by communicating directly with both the workplace and the student so that any problems in the workplace can be addressed
• teach the student about workplace safety before work placements begin
• endeavor to place the student in appropriate situations, taking into account the student’s abilities, personality, and career aspirations
• have all required parties sign a Work Experience Agreement Form before any work placement begins
• remind all employers of their responsibility to orient the student to workplace safety practices specific to the industry and work environment
• visit any new work site to meet the employer or supervisor and discuss the required on-site safety orientation for the student before any hands-on tasks begin
• inform workplace sponsors about the intent of the work experience placement and about the assessment and evaluation procedures to be used
• evaluate the student using established criteria measuring student achievement in relation to the Prescribed Learning Outcomes for the course
• endeavor to ensure that the workplace atmosphere is free of exploitation and harassment
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Work Placement Agreement Form

SCHOOL DISTRICT LETTERHEAD

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<th>WORK EXPERIENCE PLACEMENT AGREEMENT</th>
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<td>BETWEEN:</td>
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<td>The Board of Education of</td>
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<td>School District # (__________________</td>
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<td>Address of Parent/Guardian (if</td>
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<td>School Counselor Signature:</td>
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Guidance Counselor
Dubai Arabian American Private School

Work Experience Safety Checklist

Date: ________________________________

Company/Employer: ________________________________________________________________

Zone: ____________________________________________________________________________

Address: _________________________________________________________________________

Fax: ______________________________________________________________________________

City: ___________________________ Postal code: ________________________________

Contact Person: ____________ Phone: ______________________

Title____________________________________ Fax: __________________________

Company’s main activity: ____________________________________________________________

Home based: _______ Industrial: _______ Office: _______ Retail: _______ Other: _______

Near bus route: Yes / No Parking: Yes / No Days of operation: S/ M/ T/ W/ T/ F/ S

Hours: _______________ Number of Employees: _________ Attire (cloths): ___________________

Duties/Skills: _______________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
APPLICATION FORM

Please type or print in ink:

Applicant’s Name: ________________________________ Age: ______

Address: __________________________ City: __________ Zip: ______

Phone: __________ Date of Birth: Day/ Mo./ Yr __________

Business Name of Employer: __________________________

Contact Person: __________________________ Contact Phone: __________

Address: __________________________ City: __________ Zip: ______

Parent Guardian Name: __________________________

Occupation: __________________________ Work Phone: __________

1. Can you furnish a vehicle for travel to and from the job site? [ ] YES [ ] NO

2. Confer with the counselor regarding your academic status and graduation requirements.

3. Current number of credits: ________ Counselor’s Initials ________
3. List those course and credits required for graduation:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

4. List some of your personal strengths that would apply to this career/position.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
5. List some of your special skills that would apply to this career/position.

________________________________________________________________________

________________________________________________________________________

6. What type of job site do you prefer and why?

________________________________________________________________________

________________________________________________________________________

7. Below write a brief statement (50-100 words) explaining how you might benefit from the Work Experience Program.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

8. Provide a copy of your resume when submitting this application.
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*High School Work Experience Program*

**ORIENTATION FORM**

**Student Agreement:**

I, ____________________________

(First Name - Middle Initial - Last Name)

hereby agree to abide by all established Rules and regulations contained in the ______________________ Work Experience Program.

Student’s Signature: ____________________________ Date: ____________________________

**Parental Approval:**

As parent or legal guardian of the said student, I hereby approve of his/her application for and participation in the ______________________ Work Experience Program; furthermore, I agree to abide by all the provisions contained in the program, as well as assume liability for while he/she travels to and from his/her job assignment.

Name of Student: ____________________________ Date: ____________________________

Parent’s Signature: ____________________________

School Official’s Signature: ____________________________ Date: ____________________________
Each week, the employer shall mail, fax, or deliver the attendance/evaluation report to the district office.

Students Name: ______________________________

Employer’s Name: ______________________________

Job Site: ______________________________

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<th>Week of:</th>
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<td><strong>DAY</strong></td>
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**EMPLOYER’S EVALUATION** – Please indicate the student’s performance in each of the following areas by circling the appropriate rating:

- Attendance:  Excellent  Satisfactory  Unsatisfactory
- Punctuality:  Excellent  Satisfactory  Unsatisfactory
- Dependability:  Excellent  Satisfactory  Unsatisfactory
- Cooperation:  Excellent  Satisfactory  Unsatisfactory
- Initiative:  Excellent  Satisfactory  Unsatisfactory
- Attitude:  Excellent  Satisfactory  Unsatisfactory
- Appearance:  Excellent  Satisfactory  Unsatisfactory
High School Work Experience Program

Name of High School

**ABSENCE REPORT**

Students Name: __________________________________________________________

Employer’s Name: ________________________________________________________

Job Site: __________________________________________________________________

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<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Reason for Absence</th>
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Additional comments concerning absence:

Employer’s Signature: ____________________________ Date: ________________

Student’s Signature: ____________________________ Date: ________________

School Official’s Signature: ____________________________ Date: ________________
WITHDRAWAL FORM

Students Name: ____________________________

Employer’s Name: __________________________

Job Site: ____________________________

*Please describe below your reason(s) for requesting a withdrawal from the WEP:*

________________________________________________________________________

________________________________________________________________________

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Employer’s Signature: ____________________________ Date: ____________________________

Student’s Signature: ____________________________ Date: ____________________________

School Official’s Signature: ____________________________ Date: ____________________________

Parent’s Signature: ____________________________ Date: ____________________________
# Work Experience Training Plan

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<thead>
<tr>
<th>Student Name:</th>
<th>School Name:</th>
<th>USD No.</th>
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<tr>
<td>Work Site:</td>
<td>Supervisor:</td>
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<td>Worksite Training Period:</td>
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<td>___ ___ ___ ___ ___ ___</td>
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<td>Related Class:</td>
<td>Teacher Coordinator:</td>
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Training tasks, listed below, shall include eligibility and specific academic and occupational competencies. If applicable, include specific safety competencies.

## Training Tasks
(to be provided by EMPLOYER unless otherwise specified)

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<thead>
<tr>
<th>Task 1</th>
<th>Task 2</th>
<th>Task 3</th>
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I have reviewed and been provided with a copy of this training outline.

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<th>Teacher-Coordinator’s Signature</th>
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