

**MINISTRY OF EDUCATION HIGH SCHOOL WORK EXPERIENCE PROGRAM**

**PROGRAM MATRIX – PRINCE GEORGE AIRPORT AUTHORITY**

**NOTE:** The High School Work Experience Program is NOT a Cadet activity and is NOT under the control and supervision of the Canadian Forces. It is an educational program of the Provincial School System and WorkSafe B.C.: [http://www.bced.gov.bc.ca/irp/workplace\\_program\\_guides.php](http://www.bced.gov.bc.ca/irp/workplace_program_guides.php)

STEP	CADET LEAGUES/BCAC	SPONSORING COMMITTEE/UNIT BCAC MEMBER	HIGH SCHOOL	STUDENT/CADET	PRINCE GEORGE AIRPORT AUTHORITY
01		Sponsoring Committee (SC) and CO promote program within Unit on a continuing basis			
02	Makes agreement with Industry Partner regarding the program.		Appoints Counsellor to administer the program <i>(Mandated by Education Act that each school will have an appointed counsellor for High School Work Experience Program)</i>		Reaches agreement with League/BCAC Coordinator to accept student/cadet into their facility and to provide 40 hours of High School Work Experience.
03	Updates Application packages and uploads to website at the beginning of the training year				
04	Forwards High School Work Experience Program information via email to all Sponsoring Committees/Units/ RCSU (PAC)				
05		SC and CO include program in squadron announcements and directs Student/Cadet to League website for program schedule and details			

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06				<ol style="list-style-type: none"> <li>1. Look up program schedule on League/BCAC website</li> <li>2. Speak to CO or SC Chair about applying for program</li> </ol>	
07		<p>BCAC Member or SC Chair and CO assist student/cadet as necessary.</p>		<ol style="list-style-type: none"> <li>1. Download Company application package and guidelines from League/BCAC website</li> <li>2. Submits application for criminal record check</li> <li>3. Complete Company application package as instructed on application form and in guidelines</li> <li>4. Take completed package to CO and SC Chair for approval</li> </ol>	

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08		BCAC Member or SC Chair and CO: 1. Ensure application for criminal record check has been submitted 2. Review student's/cadet's completed application package 3. Make recommendation and sign application 4. SC Chair takes completed Applicant Tracking Form from application package and forwards to applicable League office/BCAC office			
09				1. Makes a second copy of the approved application package 2. Takes the original signed copy of the application package to school counsellor/teacher responsible for administering High School Work Experience Program	

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10	Contacts applicable Company and provide student/cadet info as received from SC		<ol style="list-style-type: none"> <li>1. Accepts the original copy of the application package</li> <li>2. Ensures student/cadet meets all Ministerial/Board program requirements</li> <li>3. Generates a Standard Worksite Agreement and forwards to applicable company</li> </ol>		
11					Informs student/cadet of date and time of interview/orientation
12				<ol style="list-style-type: none"> <li>1. Take second copy of approved application package to interview</li> <li>2. Attends interview and/or orientation briefing at company</li> </ol>	<ol style="list-style-type: none"> <li>1. Interviews student /cadet and selects successful applicant(s)</li> <li>2. Takes Liability Waiver and other required forms from application package</li> </ol>
13	Updates League/BCAC database with Student/Cadet information			If selected, attends program under the auspices of the Ministry of Education and WorkSafe BC	
14	Contacts applicable companies and requests feedback on program results			Informs Unit of program completion	Provides applicable League/BCAC with program feedback

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15	<ol style="list-style-type: none"> <li>1. Updates survey results in Database</li> <li>2. Forwards all feedback to SC</li> </ol>				