



RCS SECONDARY CAMPUS | STUDENT SERVICES

WORK EXPERIENCE PLACEMENT AGREEMENT FORM

The information on this form is collected as required by Ministerial Order 237/11 (M033/09), the Work Experience Order.

Between:

The Board of Directors of Richmond Christian School ("the Board") Richmond Christian School
Secondary Campus
10260 No. 5 Road,
Richmond, BC V7A 4E5
T 604-274-1122 ext. 311
F 604-274-1128

SCHOOL CONTACT	EMAIL	POSITION

And:

STUDENT NAME	EMAIL	DATE OF BIRTH	PHONE
ADDRESS	CITY	PROVINCE	POSTAL CODE
PARENT/GUARDIAN NAME			

And:

BUSINESS NAME OF WORK SITE EMPLOYER	SUPERVISOR'S NAME		
ADDRESS	CITY	PROVINCE	POSTAL CODE
EMAIL	PHONE		

By their signatures, the parties signify their agreement to the terms and conditions set out in this document:

SCHOOL CONTACT SIGNATURE	DATE OF SIGNING
STUDENT SIGNATURE	DATE OF SIGNING
PARENT/GUARDIAN SIGNATURE	DATE OF SIGNING
WORK SITE EMPLOYER SIGNATURE	DATE OF SIGNING



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The parties agree to a work experience placement (the “work experience placement”) for the Student with the Work Site Employer on the following terms and conditions:

1. TERM OF AGREEMENT

This Agreement will be in effect from _____ until _____ unless it is ended at an earlier time.

2. STUDENT DUTIES

The Student agrees to perform with or without payment those duties assigned to the Student from time to time by the Work Site Employer in consultation with the Board’s representatives. The Student agrees to comply with the Work Site Employer’s rules and all applicable safety regulations. Special Rules and Regulations are to be communicated by the Work Site Employer to the Student.

3. DAYS AND HOURS OF THE WORK EXPERIENCE PLACEMENT

The Student agrees to perform those duties as assigned by the Work Site Employer in accordance with paragraph 2 during the days and hours indicated:

Days: _____ Hours: _____

or at such times, in writing, as may be agreed by the Work Site Employer, Board of Education and Student.

If the Student is employed by the Work Site Employer beyond the days and hours agreed upon by the Work Site Employer, Board of Education and Student, none of the provisions of this Agreement apply.

4. SUPERVISION

The Student agrees to be under the direct supervision of the Work Site Employer and the Work Site Employer agrees to supervise the Student at all times during the work experience placement.

5. SITE SAFETY ORIENTATION

The Work Site Employer will provide to the Student site and work-specific safety training and will not permit the Student to perform any duties unless the Student has all safety equipment required for the tasks to be performed by the Student.

6. BOARD ACCESS

The Work Site Employer agrees to allow Board of Education representatives to have access at any time to the Work Site Employer’s work site and the Student.

7. TRANSPORTATION

The parties agree that the parent(s) or guardian(s) and the Student are solely responsible for the Student’s transportation to and from the Work Site Employer’s work site.

8. EVALUATION

When requested by the Board, the Work Site Employer will evaluate the Student’s performance of the Student’s duties, report that evaluation in the form required by the Board and consult with Board representatives about the evaluation.



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9. WORKERS' COMPENSATION ACT INJURY COVERAGE

Students in a work experience placement at a standard work site are covered by the Workers' Compensation Act and are considered to be workers of the Government of the Province of British Columbia for Workers' Compensation purposes only. Coverage is limited by the terms and conditions set out in the Workers' Compensation Coverage Order (effective July 21, 2011).

10. NOTICE OF INJURY

The Work Site Employer will, if a Student is injured, immediately report the occurrence of injury to the Board by contacting Sarah Lewis, Academic Counsellor at 604-274-1122 and/or slewis@myrcs.ca.

11. INDEMNITY

The Board agrees to indemnify and hold harmless the Work Site Employer, its employees and agents from any and all claims, demands, actions and costs whatsoever that may arise out of the negligent acts or omissions of the Board, the Board's employees and the Student, in their performance of this agreement, unless such negligent acts or omissions are at the direction of or occasioned by the Work Site Employer, its employees or agents.

The Work Site Employer agrees that it will not require the Student to perform any task unless such task might reasonably be expected to be within the scope of the Student's training and abilities.

12. INSURANCE

The Board shall maintain liability coverage to protect the Board, the Board's employees, and the Student during their performance of this agreement.

13. MINIMUM AGE

The parent(s) or guardian(s) of the Student warrant that the Student is 14 years of age or older at the date of this Agreement.

14. EFFECT ON EMPLOYEES

The Work Site Employer agrees that the placement of the Student will not affect the job security of any employee of the Work Site Employer and will not affect the Work Site Employer's hiring practices. The placement of the Student will be in addition to the Work Site Employer's full complement of employees. The Student will not be a replacement for any employee.

15. TERMINATION OF THE AGREEMENT

Any party to this Agreement may end it at any time by giving notice in writing to all other parties at the addresses given in this Agreement.

16. REFERENCE

In this Agreement a reference to the Board includes Board officers, employees or representatives acting within the scope of their employment.

17. CONFIDENTIALITY

All parties agree to maintain in the strictest confidence, information that comes to their knowledge during the work experience.