

## CURRENT STUDENT APPLICATION FORM

### What

Work And Volunteer Experience (WAVE) is a four-credit Grade 12 elective course focusing on career exploration. Students will complete assignments to prepare them to work, volunteer and/or job shadow for 80-170 hours at an employer's place(s) of business.

### Why

- Complete course credits outside of a school in an area of interest
- Start with a new employer or continue where you are already working/volunteering
- Acquire skills and experience employers want
- Get a head start on your career
- Have a smoother transition from school to work
- Potential to be offered paid employment with employers
- Take more than nine courses in a school year, does not impact current school schedule
- Find your own employer or connect with the assistance of a teacher
- Earn up to eight elective credits towards graduation (equals two courses)
- Get paid or gain volunteer experience while earning school graduation credits
- Gain experience in almost any industry/occupation

### When

- Complete work after school, weekends, and holidays, including winter, spring and summer break
- Best to register during course selection
- Can sign up during the school year

### Who

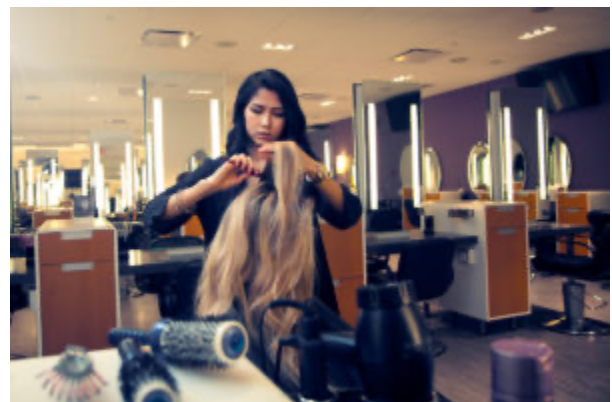
- Be in grade 10-12
- Have parent/guardian permission (if under 19)
- Complete school requirements to participate in a placement
- Arrange your own transportation to/from the employer
- Work/volunteer up to 170 hours with an employer
- Follow expectations from SD35, your school and your employer

### Where

- There are two parts to this course. What you do for school and what you do for the employer.
  - Schoolwork will be done with your WAVE teacher in school or online
  - Placement will be at the employer's their place(s) of business

### How




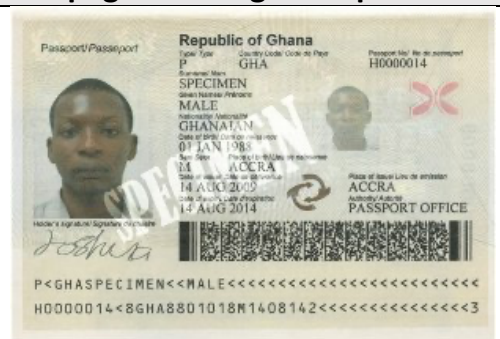
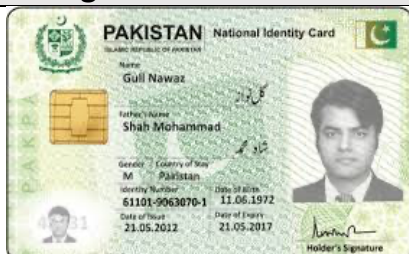

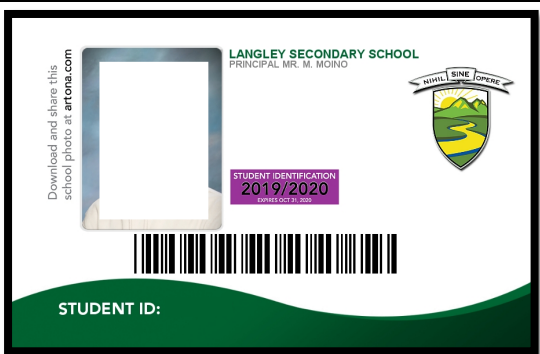
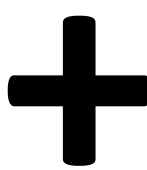

- See your school's WAVE teacher or [Career Advisor](#) for details



## CURRENT STUDENT APPLICATION FORM

### LEC Identification Requirements – Current SD35 Students

Attach copies of one of the following (one of the below must have a photo):

Photo page of Canadian Passport	BC Driver's License	BC ID/Services Card
		
Photo page of foreign Passport	Foreign Driver's Licence	Foreign Identity Card
		
<b>OR</b>		
SD35 Student ID Card	AND	Birth Certificate
		



## CURRENT STUDENT APPLICATION FORM

<b>Student First Name</b>		<b>Student Last Name</b>	
<b>Student Number</b>		<b>Student Email</b>	
<b>School</b>		<b>Student Birthday</b>	MM / DD / YYYY
<b>Student status</b>	<input type="checkbox"/> Grad <input type="checkbox"/> International	<b>Grade and Age</b>	Grade: Age:
<b>Why do you want to take WAVE?</b>			
<b>Which areas you are interested in for a placement? (Select all that apply)</b>			
<input type="checkbox"/> Business and Applied Business <input type="checkbox"/> Fine Arts, Design & Media <input type="checkbox"/> Fitness and Recreation <input type="checkbox"/> Health & Human Services <input type="checkbox"/> Liberal Arts & Humanities <input type="checkbox"/> Science & Applied Science <input type="checkbox"/> Tourism, Hospitality & Foods <input type="checkbox"/> Trades & Technology <input type="checkbox"/> Other:			
<b>What courses have you taken/plan to take that are related to the highest ranked interests above?</b>			
<b>Which careers interest you?</b>			
<b>Which employers and organizations interest you?</b>			
<b>Do you know of an employer that would accept you as a WAVE student?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Employer name: Phone number: Email:		
<b>Parent/Guardian Consent:</b> I, _____ (parent/guardian name, please print) of _____ (student name, please print) give my consent for my child to participate in Work And Volunteer Experience (WAVE).			
<b>Student Consent:</b> I consent to the release of pertinent information about me as part of the process to arrange an educationally sound and safe WAVE placement. I also understand that I am responsible for providing any relevant information about me to my WAVE teacher. Relevant information includes anything that may impact on my safety and security or that of others on the job site. I understand that this information will remain confidential and may be shared only with the employer. In order to participate safely in a placement, the employer needs to know:			
1. If the student has any physical and/or mental health concerns <input type="checkbox"/> No <input type="checkbox"/> Yes			
2. If the student has any personal issues that may affect the placement <input type="checkbox"/> No <input type="checkbox"/> Yes			
3. If the student has been charged or convicted of a criminal offense <input type="checkbox"/> No <input type="checkbox"/> Yes			
<i>Note: Answering 'yes' to any of the above does NOT immediately rule you out for a placement. If you prefer to discuss this in person or over the phone, please contact your WAVE teacher.</i>			
<b>Student Name</b>		<b>Signature</b>	<b>Date</b>
<b>Parent/Guardian Name</b>		<b>Signature</b>	<b>Date</b>

## CURRENT STUDENT APPLICATION FORM

<b>WAVE 12A/B:</b> <b>Work And Volunteer Experience</b> <b>Course Plan</b>  <b>Teacher: TBD</b>	<b>STUDENT:</b>	<b>(student name here)</b>
	<b>User Name:</b>	TBD
	<b>Temporary Password:</b>	TBD
	<b>Permanent Password:</b>	TBD
Passwords must be minimum 8 characters and have at least one uppercase, one lowercase, one number and a non-alphanumeric character (such as ! # \$).		

<b>Course URL</b>	<a href="https://careered.sd35.bc.ca/wavedocs">https://careered.sd35.bc.ca/wavedocs</a>													
<b>Course Description</b>	<p>The primary goal of the WAVE 12A/B course is to help students personalize their learning and to prepare them for the transition from secondary school to post-graduation life. Through WAVE, students will observe and practice employability skills, as well as skills specific to occupations, industries, or careers. Other goals of WAVE include helping students to:</p> <ol style="list-style-type: none"> <li>1) pursue academic and career-life goals.</li> <li>2) facilitate the transition from school to post-secondary life.</li> <li>3) understand the responsibilities and expectations associated with a work experience placement.</li> <li>4) develop employment readiness and sector-specific skills.</li> <li>5) understand the responsibilities and expectations of a workplace.</li> </ol>													
<b>Course Outline</b>	<p>WAVE is a deep experiential learning course that takes place both in and out of the classroom. Students will complete approximately 110-200 hours of learning with approximately 20 hours of classroom preparation and reflection and 80-170 hours of work placements in authentic work environments. All four sections are mandatory to earn a grade in this course.</p> <table border="1"> <thead> <tr> <th>Course Sections</th><th>Topic</th><th>Duration (suggested hours)</th></tr> </thead> <tbody> <tr> <td>1</td><td>BEFORE WAVE Student Guide</td><td>15-20</td></tr> <tr> <td>2</td><td>DURING WAVE Student Guide</td><td>80-170</td></tr> <tr> <td>3</td><td>AFTER WAVE Student Guide</td><td>10</td></tr> </tbody> </table>		Course Sections	Topic	Duration (suggested hours)	1	BEFORE WAVE Student Guide	15-20	2	DURING WAVE Student Guide	80-170	3	AFTER WAVE Student Guide	10
Course Sections	Topic	Duration (suggested hours)												
1	BEFORE WAVE Student Guide	15-20												
2	DURING WAVE Student Guide	80-170												
3	AFTER WAVE Student Guide	10												

## CURRENT STUDENT APPLICATION FORM

<p><b>Key Learning Outcomes</b></p>	<p><b>As a result of this course, students are expected to be able to do the following:</b></p> <p><b>Connect and Wonder</b></p> <ul style="list-style-type: none"> <li>Identify novel and guided approaches to utilize personal strengths, preferences, and skills</li> <li>Assess knowledge of self and identify personal areas of interest to explore options for work placement</li> </ul> <p><b>Explore and Investigate</b></p> <ul style="list-style-type: none"> <li>Apply job search and interview skills.</li> <li>Identify transferrable skills specific to the work placement.</li> <li>Develop a plan to address skill development and refinement.</li> <li>Access information and ideas on workplace safety prior to work placement to determine workplace safety risks.</li> <li>Identify, demonstrate and incorporate provincially legislated safety and site-specific work-site safety procedures while at the work placement.</li> </ul> <p><b>Experience and Develop</b></p> <ul style="list-style-type: none"> <li>Demonstrate knowledge of cultural sensitivity, workplace ethics and etiquette.</li> <li>Demonstrate progression of skills learned specific to the work placement.</li> <li>Contribute to care of self, others, and community.</li> <li>Develop skills to work respectfully and constructively, both independently and with others, to achieve common goals.</li> </ul> <p><b>Reflect and Refine</b></p> <ul style="list-style-type: none"> <li>Document work experience to demonstrate required hours.</li> <li>Engage in ongoing reflection and documentation of work experience as it relates to current and future pathways.</li> <li>Reflect on independent and collaborative problem-solving strategies implemented, specific to the work placement.</li> </ul>
<p><b>Assessment</b></p>	<ul style="list-style-type: none"> <li>Before WAVE (Connect and Wonder, Explore and Investigate) - 25%</li> <li>During WAVE (Explore and Investigate, Experience and Develop) - 25%</li> <li>Work/Volunteer Skills (Experience and Develop, Reflect and Refine) - 25%</li> <li>After WAVE (Reflect and Refine) - 25%</li> </ul> <p><i>A = 100-86%, B = 85-73%, C+ = 72-67%, C = 66-60%, C- = 59-50%, F = 49-0%</i></p>
<p><b>Resources</b></p>	<ul style="list-style-type: none"> <li>Lesson materials and resources will all be available online.</li> <li>You are expected to log on to your course, check your email, and communicate weekly with your instructor.</li> <li>All four sections are mandatory and full completion of all 4 sections is required for a final grade in this course.</li> <li>If at any time you are concerned about your success in this course, or are considering dropping out of this course, please contact your teacher immediately! There are many connections set</li> </ul>



## CURRENT STUDENT APPLICATION FORM

	up with employers that require a lot of pre-planning. Your teacher can help you to reassess your commitment, your progress, and will help you to be successful.
<b>Teacher Contact Information</b>	<p>If you are having any difficulties with the course, contact your teacher as follows:</p> <ul style="list-style-type: none"> <li>Teacher: <b>TDB</b> Email: <a href="#">TBD</a></li> <li>Phone: <b>TDB</b></li> </ul> <p>If you need additional support, contact your teacher to set an individual appointment.</p>
<b>Acceptable Use Policy</b>	<p>I understand the School District has an Acceptable Use Policy for technology and that I will be using technology for educational purposes. I also understand that due to the nature of some online technologies being hosted world-wide, it is possible that my Full Name, Student ID, School Name, email and classwork, may be stored on premises outside Canada. I am aware that in such cases, Privacy laws of the country hosting the data may apply. I consent to using such online technologies in the manner prescribed by School District #35. I have read and accept the Terms and Conditions of the policy posted at <a href="http://www.sd35.bc.ca/aup">http://www.sd35.bc.ca/aup</a>.</p> <p>I agree that school computers are for school use only and not for business use, illegal activity, nor are they for downloads. Anything I do on a school computer is neither private nor confidential and can be tracked or traced.</p>
<b>Wireless Access</b>	<p>Wireless Network: <b>SD35-Visitors</b> Password: <b>VisitorSD35</b></p>
<b>Withdrawing from this course</b>	<p>A final mark (from 0-100%) will be assigned for WAVE if a student withdraws after the first assignment has been submitted. If a student wants to withdraw from WAVE <u>without</u> a final mark being assigned, they must do so <u>before</u> submitting their first assignment.</p>

**I have read and understand the requirements of this course. This course fulfills one of the requirements of my grad plan.**

<b>Student's Signature</b>	
<b>Date</b>	
<input type="checkbox"/> Yes, <input type="checkbox"/> No	<b>Have you taken this course before?</b>
<input type="checkbox"/> Yes, <input type="checkbox"/> No (required)	<b>Did you submit all three pages of this course plan submitted with your application</b>

**Please return all 3 pages of this course plan**



## CURRENT STUDENT APPLICATION FORM

### Cross Enroll Form

To be completed by the student's Home School Counsellor. Not required for current LEC students.

<b>Student's PEN</b>	
<b>Graduation Program</b>	<input type="checkbox"/> Dogwood, <input type="checkbox"/> Adult Dogwood, <input type="checkbox"/> School Completion
<b>Does student have an IEP?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Notes for SBO SD35 Career Education Staff or LEC Staff to help this student be successful</b>	
<b>Please complete below to confirm the student is recommended to cross-enroll at LEC for Work And Volunteer Experience (WAVE) 12</b>	
<b>Home School Counsellor Name</b>	
<b>Home School Counsellor Signature</b>	
<b>Date</b>	

### Create account on LEC's Online Student Registration System

Not required for current LEC students.

1. Go to [lecss.registerbc.ca](https://lecss.registerbc.ca)
2. Click "Create an account"
3. Fill in the form, select **Student Type** "Cross-Enrolled Langley School District Student"
  - a. Make sure to use an email check regularly
4. Click link in your email to confirm your [lecss.registerbc.ca](https://lecss.registerbc.ca) account

### WAVE Application Checklist

<b>Student Checklist</b>
<input type="checkbox"/> Application form completed and signed
<input type="checkbox"/> Cross Enroll Form completed by School Counsellor
<input type="checkbox"/> Signed WAVE Course Plan (include all three pages)
<input type="checkbox"/> Attached/emailed copies of ID
<input type="checkbox"/> Create account on <a href="https://lecss.registerbc.ca">lecss.registerbc.ca</a>
<input type="checkbox"/> Emailed/gave this completed application form to your Career Advisor (including this page)
<input type="checkbox"/> I will attend a mandatory orientation at the Langley School board office to begin the course
<b><i>For SD35 Staff</i></b>
<b>Career Advisor Checklist</b>
<input type="checkbox"/> Verify the application form is complete from the student checklist above
<input type="checkbox"/> Upload completed Application (pages 3-7 only) to <a href="https://careered.sd35.bc.ca">careered.sd35.bc.ca</a> - > Educators -> <a href="#">SD35 Staff Resources</a> - > WAVE -> Application Upload Form