

Curriculum & Instruction 8310 Work-Based Learning Transition Programs	Administrative Application	
	Last Reviewed / Approved on:	December 29, 2025
	References:	The Labour Standards Regulations, 1995, L-1 REG 5 Sec. 23(2), Sec. 25(5)(6) The Workers' Compensation Act Career and Work Exploration Curriculum Guide Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) supports the provision of work-based learning opportunities through the establishment of partnerships between schools and community agencies or businesses, when these opportunities align with curricular objectives.

Subject to the policies and regulations established by the Board, Ministry of Education, Saskatchewan Labour, *The Workers' Compensation Act*, and with the prior approval of the Director or designated superintendent, schools may design a work-based learning curricular offering.

Definition

1. **Work-Based Learning**

Work-Based Learning is a process approved by the Ministry of Education to facilitate student learning.

For the purpose of this policy, work-based learning opportunities include Practical and Applied Arts Work Study, Career and Work Exploration, and cooperative ventures and partnerships that involve students in learning and working contexts.

Application

1. Work-Based Learning includes any combination of the following activities:

a. Work Placements

This is a career exploration or experience where students are afforded the opportunity to be in the workplace as learners developing generic and specific skill development in a real workplace environment.

b. Career Spotlight - Career Research Interview

This is a career exploration activity where the student interviews a professional to learn more about his/her job. This may also involve a visit to the professional's workplace, presentations, and tours of the workplace or job site.

- c. Job Shadow
This is a career exploration activity where the student shadows an employed worker to learn more about his/her job. This activity is integrated into curricular learning in such courses as Career and Work Exploration, other Practical and Applied Arts courses of study, or potential careers not covered in PAA/Work Exploration Courses.
2. Work-based learning typically involves a coordinated effort between the student, school-based administration, school-based counselors, teachers, parents/guardians of the student and community-based partners.
3. Work-Based Learning Course Offerings involve multi-week placements as a requirement for the course. Other Practical and Applied Arts (PAA) courses may offer an optional work-study component to students who are perusing a career in the area. Similar placements could depend on the partnership agreements with businesses/community groups.
4. Work-Based Learning programs are administered through a series of forms indicated below:
 - a. WEE 01– Work-based Learning Information Letter
This is an informational letter to parents/guardians that provides information about Career and Work Exploration courses.
 - b. WEE 02- Student Information Forms for Work Placement
This is a series of three forms to be completed by the student, signed by the parent and submitted to the Superintendent before the student work placement.
 - c. WEE 04– Student Responsibilities Form
This form outlines student responsibilities to be signed by the student and parent and returned to the teacher.
 - d. WEE.06-Student Log Sheet
This form is required by the student to complete as a class requirement for reflection of the work placement.
 - e. WEE.09-Student Evaluation of Worksite Station
This is a form to be completed by the student as a reflection of learning in the workplace.
 - f. WEE.14- Unsuccessful Work-based Learning Report
This form is to be completed by the teacher upon the discontinuation of the student from their placement.