

<b>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</b>	<b>Code: IGADA</b>
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**WORK EDUCATION**

The Kelsey Board of Trustees supports and encourages school programs which offer work experience opportunities to students.

**A. Work Education Projects (Senior Years)**

1. Whenever possible, actual work experience will be incorporated as required by a program. As appropriate, actual work education will take the form of work experience, on-the-job training, or co-operative work education. In all instances, programs providing practical work education shall be organized and conducted solely for the purpose of providing the students with a valuable training experience.
2. Work education projects must be registered with Manitoba Education so that students so occupied may receive coverage under the Workers' Compensation Act. To qualify for this, students may perform work, but may not be employed (i.e. receive pay).
3. All programs involving work education shall be the responsibility of the principal.
4. The Manitoba School Public Insurance policy held by the Kelsey School Division covers all students who have been authorized by the Work Education Coordinator to participate in work education projects.

**B. Work Experience Opportunities (Senior or Middle Years)**

1. Work experience is an opportunity for students to explore career options on a short term basis. Participants in these programs may not operate motorized equipment, handle hazardous products, operate computers without supervision, or be left alone on the work site.
2. Work experience opportunities are covered by The Manitoba School Public Insurance policy held by the Kelsey School Division.