



ACED 0710: Work Experience

EFFECTIVE DATE

June 2019

DEPARTMENT

Access to Careers & Education

DESCRIPTION

Work Experience will provide students who already have a minimum of 270 hours of paid and/or volunteer work with a framework to recognize and demonstrate knowledge of occupational health and safety, effective communication, workplace ethics, and applied skills. ACED 0707, 0709, 0710, and 0711 are required for completion of ABE Provincial level Career Planning

CREDITS

1.0

YEAR OF STUDY

ABE Provincial Level(Grade12)

PREREQUISITES

English 9 or equivalent 270 hours of work or volunteer experience

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Occupational Health and Safety
 - apply hazard recognition and injury prevention skills
 - demonstrate knowledge and practice of basic workplace incident and accident response procedures and protocols
 - demonstrate knowledge and practice of Worksafe BC's workplace health and safety rights and responsibilities
 - analyze hazards or potential hazards in an occupation or industry sector
 - demonstrate knowledge of workplace harassment and discrimination prevention policies
- Workplace Application (from Work Experience)

- describe the type of work done
- demonstrate use of employability skills as defined by the Conference Board of Canada
- describe transferable skills acquired and where you might apply them in the future
- describe how you demonstrated a positive work ethic and met the performance standards
- describe how you acted upon a workplace problem
- Work Training and Experience
 - demonstrate appropriate work habits
 - gain exposure to work or training situations
 - gather information about vocational choices
 - demonstrate effective interpersonal skills with co-workers and supervisors
 - explore and/or participate in required industry training certificates

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 12

Self-paced: 12

Other: 12

INSTRUCTIONAL STRATEGIES

Students will be expected to work individually, in small groups and as a whole class to complete the course curriculum. Some reading assignments will be done out of class.

GRADING SYSTEM

Letter Grade (A-F)

PASSING GRADE

D

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|---------------|----|--|
| Assignments | 10 | Transferable skills assignment |
| Quizzes/Tests | 15 | Workplace Health and Safety |
| Other | 25 | Reflective journal on work or volunteer placements |

COURSE TOPICS

- Workplace health and safety
 - Essential skills for a continually changing labour market
 - Problem solving skills
 - Self-advocacy skills and self-efficacy
 - Workplace ethics and best practices
 - Describing work experience and transferable skills

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:

<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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Generated at: 9:15 pm on Jan. 15, 2021