

Building Tomorrow's Workforce: Students in Today's Workplace

What Next?

Steps to Implementing a School-Work Program

Now that you know which school-work opportunity is the best fit for your organization and you have the buy-in and approval of key decision makers, there is some brief preparation you need to do to make this opportunity a success for the organization and the students.

The preparation needed varies by school-work experience. However, it can be broken down into two general categories, off-site or on-site work experience.

Off-site

Off-site school work experiences may include career talks, career fairs or career days, project-based learning and mentoring.

Things to consider when planning any of the above school work experiences include:

- Who will be the point of contact at your organization?
- Who will be actively involved in the work-experience? Will it be one designated team member or will there be a number of team members participating?
- What existing resources does the organization have that would be appropriate/useful for the work experience being offered?

Some tools and materials that may be helpful when participating in off-site school-work experiences are:

- A brief presentation to guide the discussion
- Handouts describing your career and/or organization
- Promotional videos and materials
- An employer booth

On-site

On-site work experiences may include workplace tours, mentoring, job shadowing, school-work transitions, project-based learning, co-operative education and the Ontario Youth Apprenticeship Program.

When bringing students into the workplace, we suggest the following preparation:

- Ensure all safety and union regulations are met.
- Ensure you have the proper resources/equipment to accommodate students.
- Inform employees of your involvement in *Passport to Prosperity* and let them know that a student/students will be in the workplace.

If your organization plans to offer school-work transitions, project-based learning, co-operative education or the Ontario Youth Apprenticeship Program it is important to develop a plan.

This plan should include:

- Designating a point of contact at your organization.
- Determining who will be actively involved in the work experience, whether it will be one designated team member or a number of team members participating.
- An outline of the work experience and learning opportunities the organization can offer.
- The roles and responsibilities of the student/students.
- The roles and responsibilities of the team members involved.
- The roles and responsibilities of the educator.
- On-going liaison and coordination with the educator.
- Determining what existing resources/equipment the organization has and what resources you need to accommodate a student.
- An outline of any associated costs.

For more information

Every school-work experience is different and can vary by organization, school and region. To find out more, contact your local business-education council or training board see the **Contact Information** sheet or visit www.olpg.on.ca