

Work Experience 12A Student's File Checklist

- Student Work Experience Program Plan
- Career Preparation Parent Consent Form
- Copy of student's timetable for the current year, highlight Career Program focus courses as of September 30
- Evidence of completion of safety orientation
- A copy of the student's résumé
- Contact sheet for each student and documentation of any interview or meeting dates.
- Work Education Agreement (for each placement completed)
- Copies of evidence of any other services to students
- Employer evaluation for each placement