



Government of Newfoundland and Labrador
Department of Education
Division of Programs and Services

Career Education 2202

Career Education Hours Guidelines

(Acknowledgment and thanks to the Ontario Ministry of Education who granted permission to use and adapt components of their policy)

Introduction

This document outlines the rationale of the Career Education Hours (CEH) component, types of activities considered eligible and ineligible, and the procedure for managing it as part of Career Education 2202.

Rationale

The purpose of the CEH requirement is to encourage students to develop awareness and understanding of civic responsibility and of the contributions they can make in supporting and strengthening their communities. Fulfilment of CEH activities is a compulsory component of graduation requirements in other jurisdictions in Canada and having them become part of our provincial senior high graduation requirements has been met positively by stakeholders at all levels of education in the province. Students will follow graduation requirements that require them to complete the Career Education 2202 course and an accompanying CEH component. The CEH component will involve students completing a minimum of thirty (30) hours of volunteer and career development activities over the duration of the course year.

The importance of providing clear guidelines to the school community that will facilitate the successful implementation of the CEH component has been recognized by the Department of Education. The suggested guidelines are based on a review of current practices in other parts of Canada, and the feedback received from teachers and community partners.

The remainder of this document suggests guidelines and procedures provided as a starting point for schools and have been adapted from the Ontario Ministry of Education.

Eligibility Guidelines

Below are listings of eligible and ineligible CEH activities that have been compiled for usage in Career Education 2202. Students and parents must be informed of the eligible and ineligible activities **prior** to commencement of any activity. The Career Education 2202 curriculum guide includes activities that address the topic of earning eligible career development hours based on personal interests. The curriculum and these guidelines will assist to ensure there is a clear understanding by the student of the intent of such activity.

Eligible Activities

Eligible activities are non-paid, outside of class time volunteer and career development activities. These activities are **not** to be used for evaluation purposes in a course. Students must choose activities from the approved list below. Other activities not on this list require prior approval of the Career Education 2202 teacher and should be noted on the *Planned Career Education Activities* section of the *Career Education 2202 Hours Tracking Form*.

Eligible activities include:

- Pre-approved Job Shadowing day and reflective report (up to 8 hours per experience)
- Mentor Interview and reflective report (up to 4 hours per interview)
- Successfully completed official first aid training from a certified trainer (up to the number of hours of certified training required by the particular course)
- Seniors - Senior's Residence, Senior's Resource Centre
- Community projects - volunteer for seniors, food banks, seasonal events
- Committees - neighbourhood associations, regional associations, advisory boards
- Fundraising - walk-a-thons, run-a-thons, special events, canvassing
- Recreation/Sports - pool assistant, summer games, coaching
- Environmental Projects - flower/tree planting, community clean-up
- Community Events - summer/spring fair, city/town functions
- Clubs and Youth Organizations - volunteer activities, such as Scouts, Guides, Beavers, Sparks, YMCA, Boys and Girls Club (active involvement is required; membership alone is not eligible)
- Clerical/Office - summer playground and camps, child care centres, drop-in centres, holiday programs
- Animals - animal care
- Arts/Culture - playing in a school/church band, singing in a choir, library volunteer, art gallery volunteer
- School - organizing or assisting with approved school activities that take place outside the regular school day or during lunch and recess (e.g., newsletter,

- yearbook, student council, peer volunteering, peer education, dinner theatres, musicals and others)
- Hospitals
 - Virtual Volunteering (e.g. Online mentoring, development and maintenance of web sites)
 - Service Clubs - Lions Club, Kinsmen, Kinettes
 - Church Groups and Religious Activities

Ineligible Activities

An ineligible activity is an activity that:

- is a requirement of a course and used for evaluation
- takes place during the time allotted for the instructional program on a school day (an activity that takes place during the student's lunch breaks or recess, or a pre-approved Job Shadowing day, is permissible.)
- would normally be performed for wages by a person in the workplace
- involves the administration of any type or form of medication or medical procedure to other persons
- involves handling of substances classed as "designated substances" under the Occupational Health and Safety Act
- consists of duties normally performed in your own home (e.g., daily chores) or personal recreational activities
- involves activities for a court-ordered program (e.g., community-service program for young offenders, probationary program)
- involves receipt of a wage/honorarium (e.g., tutoring for tuition)

Student Guidelines

Career Education 2202 introduces and partially facilitates the completion of the CEH component by the student. Students may complete any number of activities, provided those activities result in the completion of a minimum 30 career education hours. Students will plan and select their CEH activities in consultation with their parents/guardians and under the guidance of their Career Education 2202 teacher.

Before beginning any CEH activity, each student must complete the *Planned Career Education Activities* section of the *Career Education 2202 Hours Tracking Form*. The student will select an activity or activities from the list of eligible activities. It can be an activity that is **not** on the list, provided that it is not an activity that is listed above as ineligible. If the activity is not on the list of approved activities, then the student **must** obtain approval from the Career Education 2202

teacher and include the teacher's initials beside the activity described on the *Hours Tracking Form*. A student must complete the form in consultation with his or her parent/guardian, and must also have one parent/guardian initial the form.

When the activity is completed, the student must complete the *Completed Career Education Activities* section of the *Hours Tracking Form*. The sponsor of the activity, that is, the person or organization that provided the volunteer or career development opportunity, will complete the appropriate sections of the *Hours Tracking Form* to verify that the activity has been completed. The student must submit the completed *Hours Tracking Form* to the Career Education 2202 teacher upon completion of the minimum 30 hours, or at appropriate intervals determined by the teacher. In any event, the minimum 30 hours must be completed during the Career Education 2202 course year in order to receive credit for the course on their transcript.

It is recommended that students retain their *Hours Tracking Form* in their *Personal Career Plan* as a means of keeping an on-going record of total hours accumulated towards their CEH requirement. Students are encouraged to continue with their CEH activities throughout high school and beyond.

Roles and Responsibilities of Parents/Guardians

Parents/Guardians are expected to become involved in and be supportive of their child's CEH experience. They are expected to oversee and monitor their child's hours of participation in his/her chosen CEH activity and provide encouragement.

Parents/Guardians should assist their child in the selection of their CEH activities. They are encouraged to communicate with the community sponsor and the Career Education 2202 teacher if they have any questions or concerns. A parent/guardian must initial the *Planned Career Education Activities* section of the *Career Education 2202 Hours Tracking Form* prior to commencement of their child's CEH activity.

When the student completes the CEH activity, the parent/guardian must sign the *Completed Career Education Activities* section of the *Hours Tracking Form*.

Roles and Responsibilities of Sponsors in the Community

One of the purposes of the CEH requirement is to develop a stronger connection between students and local community. Persons and organizations within the community may be asked by the student to sponsor a CEH activity. Any training, equipment, or special preparation that is required for the activity should be provided by the sponsoring person or organization. It is crucial that students are able to fulfil their CEH requirement in a safe environment. The person overseeing the student's activity must verify the date(s) and the number of hours completed on the *Completed Career Education Activities* section of the *Hours Tracking Form*.

Roles and Responsibilities of Career Education 2202 Teachers

The Career Education 2202 teacher will ensure that a description of the CEH requirement and an outline of the policies and procedures for completing the requirement are made available to students, parents, and community sponsors. The teacher will also provide the *Hours Tracking Forms* needed by the students to record their CEH activities.

If a student proposes to undertake an activity that is not on the list of eligible activities, the Career Education 2202 teacher must determine if the student's proposed activity is acceptable prior to the student commencing the activity. The teacher is advised not to grant approval of activities that are identified on the ineligible activities list.

The Career Education 2202 teacher will oversee the students' own maintenance of their *Hours Tracking Form* as part of the students' maintenance of their *Personal Career Plan*. The teacher will approve the students' completion of the minimum 30 career education hours, sign the *Hours Tracking Form* and provide confirmation of such by granting the students a final grade in the Career Education 2202 course.