

Credit for Employment (CFE) Parent/Guardian Approval and Registration Form

Dear Parent/Guardian,

Your child has chosen to register for Credit for Employment (CFE) credit. The CFE encourages and recognizes the skills development and experience students gain through work experience by providing them with the opportunity to earn high school credit for paid employment. Students also have the ability to develop essential and employability skills while demonstrating a responsible attitude towards health and safety for themselves and others in the workplace.

I am aware that

- **a student must be a minimum of 16 years of age to earn a CFE credit**
 - **to be eligible to participate in the CFE, a student must complete either**
 - **a minimum of a half-credit (0.5) Career Development Life/Work course prior to registering for the CFE**
 - OR**
 - **a minimum of a half-credit (0.5) Career Development Life/Work course while earning a CFE credit**

(Note: It is recommended that a student complete the Career Development Life/Work course prior to registering for the CFE.)

- a half (0.5) credit or a full (1.0) credit (but not both) can be earned in Grade 11; and a half (0.5) credit or a full (1.0) credit (but not both) can be earned in Grade 12
- up to a maximum of 2.0 CFE credits (one in Grade 11 and one in Grade 12) can be applied to the total number of credits required for graduation
- it is strongly recommended that the student seek paid employment with someone other than an immediate family member so that he or she is exposed to new people and new experiences
- eligibility for credit will be determined by the school once logged CFE hours are submitted and all requirements are completed
- a student who participates in a CFE is engaging in a **private** activity **outside** the regular school program and is not enrolled in a course that is approved by Manitoba Education, nor is he or she performing work that is part of a course, nor engaging in a work education program, nor participating in a program conducted off the school premises under the authority of a school board
- the school will appraise the CFE prior to the commencement of the accumulation of hours for paid employment, but it will only consider the hours to be obtained for paid employment and will not evaluate any hazards that may be associated with the CFE
- the student is considered a “worker” as defined by the Manitoba Workplace Safety and Health Act (The CFE employer bears the greatest responsibility for safety and health in the workplace. This includes providing the proper tools, equipment, instruction, and training, as required by Workplace Safety and Health Regulations applicable to the work duties and tasks performed.)

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- Manitoba Education does not provide Workers Compensation Board (WCB) coverage for any paid work, and the employer is responsible for Workers Compensation coverage for the student
- workers (such as your son/daughter) should discuss safety concerns related to a CFE with their employer or workplace safety and health committee representative (Parents/guardians can help to reinforce safe work awareness by encouraging young workers to ask safety questions and understand their worker safety and health rights and responsibilities.)
- workers and parents should exercise discretion, be aware of safety issues, and investigate the employer's workplace safety and health program and Workers Compensation Board insurance coverage before deciding whether the student will participate in the CFE option
- withdrawal from the CFE is possible at any time, although consultation is required with the teacher/CFE facilitator and parent/guardian (Withdrawal from a CFE may take place if the CFE conditions are not acceptable to the student, teacher/CFE facilitator, parent/guardian, or the employer.)
- students must submit for approval the CFE Parent/Guardian Approval and Registration Form (A1) before the end of the school year so that the hours they work during their summer employment can be counted as hours towards their CFE

I understand that my son/daughter is responsible for

- locating and obtaining paid employment for which credit is being sought
- providing completed and signed copies of all required CFE forms to be approved by the school prior to accumulating hours for the CFE
- completing all requirements as assigned by the school

I have discussed the CFE option with my son/daughter and support his or her participation in this credit option.

I agree to encourage and support my child in the CFE learning experience.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date: _____

Student's Name (please print): _____

Student's Signature: _____ Date: _____