

# **Credit for Employment Guidelines**

2017





CREDIT FOR EMPLOYMENT  
GUIDELINES  
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Schools are encouraged to share this resource with parents, guardians, and communities, as appropriate.

Any websites referenced in this document are subject to change. Educators are advised to preview and evaluate websites and online resources before recommending them for student use.

This resource is available on the Manitoba Education and Training website at [www.edu.gov.mb.ca/k12/cur/cardev/index.html](http://www.edu.gov.mb.ca/k12/cur/cardev/index.html).

*Disponible en français.*

Available in alternate formats upon request.

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# Introduction

Because students can gain valuable skills development and experience through on-the-job work experience, the Credit for Employment (CFE) credit is available to provide students with the opportunity to earn up to 2.0 high school credits for paid employment. CFE can enrich students' understanding of the relevance of education and the importance of developing career readiness.

*Credit for Employment Guidelines* is not a curriculum document. It is a set of guidelines for educators who wish to offer students an opportunity to earn a credit through CFE. This document is intended to help educators (teachers/CFE facilitators) oversee the monitoring, evaluating, and reporting of student employment experiences related to the CFE. This document also provides information for those in the key role of employer.

Required documents and forms to implement the CFE credit (as outlined on pages 6 to 7 of this document) are posted at [www.edu.gov.mb.ca/k12/cur/cardev/](http://www.edu.gov.mb.ca/k12/cur/cardev/).

## Purpose

The purpose of the *CFE Guidelines* is to

- offer rationale for providing the CFE option
- define the objectives to be achieved by enrolling students in a CFE
- specify the roles and responsibilities of the schools, teachers/CFE facilitators, employers, and Manitoba Education and Training as they relate to the CFE
- specify CFE requirements with respect to
  - registration procedures
  - the Senior Years credit system
  - graduation requirements
  - Senior Years course designation
  - reporting of CFE credits

## Rationale

The CFE offers students who are a minimum of 16 years of age the opportunity to earn a high school credit in the context of responsible work in an authentic paid work environment where they can develop essential and employability skills and apply health and safety awareness to the workplace.

By locating and participating in paid employment, students will have an opportunity to apply and refine the knowledge and skills they acquired in the Manitoba Education and Training Career Development Life/Work courses. Furthermore, the CFE option will provide students with valuable workplace experience and employer feedback on their performance that will contribute to their career/life planning.

## Definition of Objectives

CFE provides students with the opportunity to

- experience hands-on learning in the workplace
- recognize and develop skills expected in the workplace
- expand knowledge regarding education and training requirements in the workforce
- understand their legal workplace safety and health rights and responsibilities
- develop a SAFE Work mindset towards the importance of injury prevention in the workplace
- enrich life-work exploration and plans
- acquire feedback from the employer and the teacher regarding the skills and attitudes that are required to be successful in the workplace
- reflect on life-work goals and plans
- increase awareness of labour market trends
- connect what they learn in the classroom with the knowledge, skills, and attitudes needed in the workplace
- develop job-readiness skills for specific occupations and careers
- understand the similarities and differences in behaviour standards between the workplace and school



## Course Designation

Credits for CFE will be designated as General (G) credits and reported as such. Schools will

- record the Grade 11 half (0.5) credit as 35G or the full (1.0) credit as 30G, using the code 0304 as provided by the Department of Education and Training for reporting the credit

OR

- record the Grade 12 half (0.5) credit as 45G or the full (1.0) credit as 40G using the code 0304

The *Subject Table Handbook* lists course codes and specific course designations. It is available online from Manitoba Education and Training at [www.edu.gov.mb.ca/k12/docs/policy/sth/](http://www.edu.gov.mb.ca/k12/docs/policy/sth/).

## Reporting CFE Credits

School administrators must report CFE credits as Complete (CO) or Incomplete (IN) to Manitoba Education and Training, Professional Certification and Student Records Unit, at [www.edu.gov.mb.ca/k12/profcert/](http://www.edu.gov.mb.ca/k12/profcert/).

## Number of CFE Credits Allowed

The Career Development Life/Work courses provide a foundation for students that will help prepare them for participation in the CFE credit.

**To be eligible to participate in the CFE option, a student must either complete a minimum of a half-credit (0.5) Career Development Life/Work course prior to registering for the CFE, or he or she must complete a minimum of a half-credit (0.5) Career Development Life/Work course while completing a CFE.**

The maximum number of CFE credits allowable in the calculation of a student's Senior Years graduation credit requirements is two (2.0) credits.

A student may earn one full (1.0) credit by undertaking and successfully completing a CFE for 110 hours of approved paid employment, preparation, and reflection.

A student may earn one half (0.5) credit by undertaking and successfully completing a CFE for 55 hours of approved paid employment, preparation, and reflection.

A student may earn either the 30G credit (1.0) or the 35G half-credit (0.5), but not both. A student may also earn either the 40G credit (1.0) or the 45G half-credit (0.5), but not both.

## CFE Graduation Requirements

CFEs are optional credits that students may choose and apply towards Senior Years graduation requirements.

The Modified (M) course designation may not be applied to CFEs.

Students are expected to provide evidence of the paid employment hours, as discussed with their teacher/CFE facilitator.

# Roles and Responsibilities

## Administrators

Administrators are responsible for

- inviting community partners to provide a variety of paid employment opportunities for their students
- ensuring that teachers/CFE facilitators are aware they are required to inform employers of their responsibilities
- ensuring that teachers/CFE facilitators inform the employer that Manitoba Education and Training does not provide Workers Compensation coverage for students participating in paid work experiences
- supporting teachers/CFE facilitators as they monitor and evaluate the CFE credits by
  - providing opportunities to liaise and network with employers
  - informing school/educational communities about the CFE option
  - continuing to support staff and students as required throughout the CFE process

## Teachers/CFE Facilitators

To support the implementation of the CFE credit, Manitoba Education and Training has developed a number of resources for teachers/CFE facilitators. Required documents and forms are posted at [www.edu.gov.mb.ca/k12/cur/cardev/](http://www.edu.gov.mb.ca/k12/cur/cardev/).

Teachers/CFE facilitators are responsible for

- ensuring that the participating student is a minimum of 16 years of age
- ensuring that the student is eligible to participate in a CFE credit (A student must either complete a minimum of a half-credit (0.5) Career Development Life/Work course prior to registering for the CFE, or the student must complete a minimum of a half-credit (0.5) Career Development Life/Work course while earning a CFE credit. It is recommended that the student complete this requirement prior to registering for the CFE.)

Teachers/CFE facilitators are responsible for communicating to interested students that

- they are responsible for locating and arranging for paid employment
- it is strongly recommended that they seek employment where the employer is someone other than an immediate family member so that they are exposed to new people and new experiences

- hours accumulated towards a CFE commence only after the CFE Parent/Guardian Approval and Registration Form (A1) has been submitted and approved by the school
- they must submit 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 employment hours towards their CFE
- the school will be in communication with their employer throughout the duration of the CFE
- the employer will be asked to complete a CFE Employer Feedback Form
- they are engaging in a **private** activity **outside** the regular school program and are not enrolled in a course that is approved by Manitoba Education and Training, nor are they performing work that is part of a course approved by Manitoba Education and Training, and they are not participating in programming 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
- neither the school nor the school division nor Manitoba Education and Training will be liable for any injury to the student nor for any damage to or loss of the student's property caused by or in any way related to the student's participation in a CFE
- withdrawal from a CFE may take place at any time, although consultation is required with the teacher/CFE facilitator and parent/guardian (Withdrawal from a CFE may also take place if the CFE conditions are not acceptable to the student, teacher/CFE facilitator, or the employer.)

Teachers/CFE facilitators also meet with students before the commencement and upon the completion of the CFE to review the following forms and guidelines:

**Before logging hours:**

- CFE Parent/Guardian Approval and Registration Form (A1)
- CFE Employer Approval Form (A2)
  - New Worker Safety and Health Orientation Form (A3) (This form is applicable when the student is a new employee in a new place of employment or in a new position at the place of employment.)
- My Safety and Health Checklist\* (A4)
- Workplace Essential Skills: Work Ready Checklist\* (A5)

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\*Students are required to complete these forms twice to demonstrate their knowledge both before and after logging hours for their CFE.

**Upon completion:**

- CFE Hours Worked Form (B1)
- Reflection and Student Self-Assessment (B2) (This could be a written assignment, skills assessment, Personal Portfolio, or a presentation for each CFE credit earned.)
- Student's CFE Post-Employment Survey (B3)
- My Safety and Health Checklist\* (A4)
- Workplace Essential Skills: Work Ready Checklist\* (A5)

Teachers/CFE facilitators are also responsible for

- communicating with the student's employer before the student begins logging hours for CFE credit
- recording the Grade 11 one-half (0.5) credit as 35G or the full (1.0) credit as 30G using the code **0304**; and recording the Grade 12 one-half (0.5) credit as 45G or the full (1.0) credit as 40G using the code **0304**, as provided by Manitoba Education and Training for reporting the credit
- helping students reflect on their personal and career development as they accumulate hours towards the CFE
- suggesting reflection and self-assessment options to the student, such as a written assignment, skills assessment, Personal Portfolio, or a presentation (Students working on more than one CFE should be encouraged to select a self-reflection and self-assessment for each credit that they are working on, highlighting their continuing growth and development for each credit.)
- assessing a CFE as Complete (CO) or Incomplete (IN)

**NOTE:** Employers bear the greatest responsibility for worker safety and health. A worker should discuss safety and health concerns about the nature of the employment with his or her employer/supervisor 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. Together, they should exercise discretion, be aware of safety issues, and investigate the employer's workplace safety and health program and Workers Compensation Board liability insurance coverage for students who participate in a CFE.

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\*Students are required to complete these forms twice to demonstrate their knowledge both before and after logging hours for their CFE.

## Employers

To participate in a CFE, employers are responsible for

- understanding the employment standards in Manitoba for employing young workers (found at [www.manitoba.ca/labour/standards/forms.html](http://www.manitoba.ca/labour/standards/forms.html))
- understanding that the student is considered a “worker” as defined by the Manitoba *Workplace Safety and Health Act*, and that the employer bears the greatest responsibility for safety and health in the workplace
- understanding that Manitoba Education and Training will not provide Workers Compensation coverage for any paid work experience and that the employer is therefore responsible for Workers Compensation coverage provided to the student
- understanding that the school will be in communication with the student’s employer before the student begins logging hours for CFE credit in order to
  - introduce the CFE
  - clarify the purpose and requirements of the CFE
  - discuss the employer requirements, which include
    - the completion of the CFE Employer Approval Form (A2)
    - the completion of the New Worker Safety and Health Orientation Form (A3) (This is completed when the student is a new employee in a new place of employment or in a new position at the same place of employment.)
    - signing the CFE Hours Worked Form (B1)
  - answer any questions that the employer may have about the CFE or the employer’s responsibilities

The employer is also strongly encouraged to complete the CFE Employer Feedback Form (C1) based on the employability skills relevant to their place of employment and the student’s assigned tasks and duties. Once completed, this form is to be returned directly to the teacher/CFE facilitator at the school. The information provided by the employer may be used in the teacher’s conference with the student during their reflection at the end of the CFE.

## Manitoba Education and Training

Manitoba Education and Training will

- provide guidelines for the CFE option
- accept the reporting of CFE student credits as Complete (CO) or Incomplete (IN)
- share information about liability with schools, participants, and employers
- provide support or assistance as requested

## Contacts

Support to schools, school divisions, and adult learning centres related to the information in this document is available by contacting the following:

### **English Program**

Ruth E. Stargardter  
Career Development Consultant  
Instruction, Curriculum and Assessment Branch  
Manitoba Education and Training  
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Winnipeg MB R3E 3J5  
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### **Français and French Immersion Programs**

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