



# STUDENT WORK EXPERIENCE PROGRAM

## 2023/2024 REGISTRATION

Science World offers all Metro Vancouver students, in grades 11 and 12, the opportunity to gain valuable volunteer work experience.

### PLACEMENT DETAILS

- Placements are three weeks long. Students will be required to complete a minimum of 60 volunteer hours and commit to a minimum of 2 weekday shifts.
  - During school break placements, marked with an asterisk (\*), students will be required to complete a minimum of 80 hours.
  - All students **MUST** attend training day from 8:30am–5:30pm, on the first day of the placement. This day will count towards their work experience hours.
  - Shifts run 8:30am–5:30pm every day. Students will have a 1-hour lunch break, which will not count towards their work experience hours.
  - Students cannot work for more than 5 consecutive days.
- We can accommodate a maximum of 15 students during each placement period, and up to 18 students on placements marked with an asterisk (\*).
- Students must take part in an interview before the placement.
- Students must be at least 16 years old at the time of the placement.
- Work experience students will be required to follow and reinforce Science World's health and safety policies.
- Students enrolled in Work Placement programs with allocated time for placements will be given priority during registration.

### AVAILABLE PLACEMENT PERIODS

SCHOOL YEAR
September 9 – October 1
September 30 – October 22
October 21 – November 12
November 11 – December 3
January 13 – February 4
February 3 – February 25
April 6 – April 28
April 27 – May 19
May 18 – June 9
June 8 – June 30
December 2 – December 24

WINTER BREAK
December 23 – January 14 *
SPRING BREAK
February 24 – March 17 *
March 16 – April 7 *
SUMMER BREAK
June 29 – July 21 *
July 20 – August 11 *
August 10 – September 1 *



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Upon registration opening, please register your students as soon as possible, as placements fill up quickly. Registration is on a first-come, first-served basis.

1. Email [hswe@scienceworld.ca](mailto:hswe@scienceworld.ca), and let us know how many places you would like to reserve and which placement period(s) you would like to reserve for. Each student requires one spot (names of students are not needed at this point). A maximum of two students from each school during each placement period are permitted, and up to 10 placement requests per school per year. Maximum of 20 students per school per year.
2. You will be contacted within 3-5 days to confirm your reservation placement periods and/or advise you of your waitlist spots.
3. For confirmed placement periods, be sure to contact us no later than 3 weeks prior to the start of the work term to confirm your placement, by submitting the students' full names, emails and phone numbers. **Due to high interest in the program, failure to provide student details 3 weeks in advance may result in the loss of placement spots to the next school on the waitlist.**
4. We will contact your students to arrange for an interview, two weeks before the placement start day. If any students are found to be unsuitable for the position, we will contact you directly for a replacement.

### REGISTRATION NOTES

- We will always reply to your reservation request and let you know your status via email.
- If your desired term is full, we will add you to the waiting list for that placement period. If your students are on a waiting list for a particular placement period, we will inform you of any possible openings prior to the placement term.
- Telephone reservations are not accepted. Please email [hswe@scienceworld.ca](mailto:hswe@scienceworld.ca) for placement reservations.
- No more than **two students** from the same school are allowed in each placement period.
- Schools are only allowed to request up to 20 spots during the year. Please email your preferred 20 spots and a list of 5 alternative spots.
- If your school's placement dates do not match Science World's please email Ana at [hswe@scienceworld.ca](mailto:hswe@scienceworld.ca) before registration day.
- Science World does not accept students who have already participated in our Work Experience Program, in order to give as many students as possible the opportunity to gain this valuable experience.

We look forward to working with you and your students in this coming school year!

Ana Vargas  
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