



The Credit for Employment (CFE) option provides an opportunity for students to earn high school credits for paid work experience, and to encourage and recognize the skill development and experience gained through employment.

- Credit for Employment (CFE) credits are optional credits that students may use toward Senior Years graduation requirements.
- Students can earn up to two CFE credits based on 110 hours per credit.
- To be eligible to participate in the CFE, a student must complete a minimum of a half credit Career Development Life/Work prior to registering for the CFE.
- Hours can be accumulated during the week, in the evenings, on weekends, during holidays and over the summer break.
- All CFE students are required to attend academic studies.
- Students can earn either the 30G credit (1.0) or the 35G (0.5) but not both. Students can also earn either the 40G credit (1.0) or the 45G credit (0.5) but not both. Assessment of the CFE recorded as Complete (CO) or Incomplete (IN).

### **Insurance**

The employer is responsible for providing coverage/insurance in the event of a work place accident in the same manner as the employer's other employees.

### **Roles & Responsibilities**

It is the student's responsibility to:

- Be a minimum of 16 years of age and /or in grade 11 or grade 12 to earn a CFE credit.
- To complete a minimum of a half-credit (0.5) Career Development Life/Work course prior to registering for the CFE.
- Discuss the credit opportunity with his or her parents/guardians and provide the school with a completed and/or signed copy of the:
  - CFE Registration Form;
  - CFE Parent/Guardian Approval Form;
  - CFE Employer Approval Form;
  - CFE Hours Worked Form;
  - My Safety and Health Checklist
- Workplace Essential Skills: Work Ready (Workplace Education Manitoba).
- Indicate to the school his or her intention to obtain a CFE.
- The Accumulation of eligible employment hours begins once the school approves:



- CFE Registration Form
- CFE Parent/Guardian Approval Form
- CFE Employer Approval Form
- Keep records of his/her hours using the CFE Hours Worked Form.
- Provide the school with the CFE Hours Worked Form that they have completed, signed and had signed by their employer.
- Arrange travel to and from work.
- Understand that, in appraising the CFE prior to the commencement of the accumulation of hours for paid employment, the school 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 or for any damage to or loss of property of the student caused by or in any way related to the student's participation in a CFE.
- Ensure that they are working at a site where Workers Compensation coverage is provided.
- Assume, along with parents/guardians, the responsibility for their own safety. A student should discuss concerns related to a CFE with his/her parents/guardians and, together, they should exercise discretion, be aware of safety issues, and investigate the employer's Workers Compensation Board insurance coverage before deciding that the student will participate in the CFE.

It is the school administrators/teachers responsibility to:

- Notify teachers and students of the CFE opportunity and the requirements for recognition of a CFE.
- Discuss the CFE opportunity with the Advisory Council for School Leadership/Parent Council representing the school.
- Provide parents/Guardians with information about the Credit for Employment, so that they can discuss the optional opportunity with their children and decide whether they wish to have their son/daughter participate.
- Ensure that a student is a minimum of 16 years of age and/or in Grade 11 or Grade 12 to earn a credit.
- Ensure that a student has completed a minimum of a half-credit (0.5) Career Development Life/Work course prior beginning their CFE.
- Meet with students before the commencement and upon completion of the CFE to review:
  - Before logging hours:
    - CFE Registration Form
    - CFE Parent/Guardian Approval Form
    - CFE Employer Approval Form
  - Before logging hours and upon completion:



- My Safety and Health Checklist
- Workplace Essential Skills: Work Ready
- Upon completion:
  - CFE Hours Worked Form
- Be in communication with the student's employer prior to the beginning of the student logging hours for CFE credit to:
  - Introduce the CFE.
  - Clarify the purpose and requirements of the CFE.
  - Discuss with the employer requirements which include:
    - The completion of the CFE Employer Approval Form
    - Signing the CFE Hours Worked Form
    - The completion of the CFE Employer Feedback Form
- Answer any questions the employer may have about the CFE or their responsibilities.
- Help students reflect on their personal and career development as they accumulate hours towards the CFE.
- Award CFE credit as Complete (CO) or Incomplete (IN).

It is the employer's responsibility to:

- Sign the Employer Approval Form.
- Sign the CFE Hours Worked Form.
- Complete Employer Feedback Form.
- Understand that the school will in communication with the student's employer prior to the beginning of the student logging hours for CFE credit 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
    - Signing the CFE Hours worked Form
    - The Completion of the CFE Employer Feedback Form
  - Answer any questions that the employer may have about the CFE or their responsibilities.



It is Manitoba Education and Training responsibility to:

- Provide guidelines for the CFE.
- Encourage Schools to inform Advisory Councils for School Leadership/Parent Councils about the CFE.
- Accept the reporting of a CFE student credits as Complete (CO) or Incomplete (IN).
- Share information about liability with schools and participants.

It is the parent/guardians responsibility to:

- Understand that, in appraising the CFE prior to the commencement of the accumulation of hours for paid employment, the school 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 or for any damage to or loss of property of the student caused by or in any way related to the student's participation in a CFE.
- Discuss the CFE option with their child and read and sign the Credit for Employment Parent/Guardian Approval Form.