



OBJECTIVE

The objective of an Un-Paid Work Experience Placement is for the participant to gain needed work experience, develop/improve employment readiness, and enhance skills for potential paid employment.

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FOR MORE INFORMATION ON OUR
PROGRAMS AND SERVICES
VISIT US IN PERSON OR ONLINE UNDER LINKS
AND RESOURCES TAB AT:

WWW.EKEMPLOYMENT.ORG

OTHER WORKBC EMPLOYMENT SERVICES INCLUDE:

JOB SEARCH /START FINANCIALSUPPORTS
WAGE SUBSIDY (PAID WORK EXPERIENCE PLACEMENT)
DISABILITY ACCOMMODATION SUPPORTS
JOB DEVELOPMENT & CUSTOMIZED EMPLOYMENT
WORKSHOPS AND TRAINING
FREE ONLINE JOB POSTINGS
SELF-EMPLOYMENT
APPRENTICESHIPS
LOTS MORE!

WorkBC Employment
Services Centre

UN-PAID WORK
EXPERIENCE PLACEMENT

EMPLOYER
INFORMATION



EK Employment

Brought to you in partnership with:

CMHA KOOTENAYS
COLUMBIA BASIN ALLIANCE FOR LITERACY
GOLDEN COMMUNITY RESOURCES SOCIETY
FAMILY DYNAMIX ASSOCIATION INVERMERE
YMCA GREATER VANCOUVER
KTUNAXA NATION COUNCIL

Canada



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Understanding Un-Paid Work Experience Placement

WHO CAN PARTICIPATE - WHAT IS INVOLVED - HOW DOES IT WORK

Un-Paid Work Experience Placement Employer provides a real situational work experience to enhance and contribute to skill building opportunities for participants during the work placement

EK EMPLOYMENT

WE DELIVER THE EMPLOYMENT PROGRAM OF BC (EPBC) AND WORK DIRECTLY WITH EMPLOYERS IN A VARIETY OF CAPACITIES, INCLUDING UN-PAID WORK EXPERIENCE AGREEMENTS AND TO CONNECT THEM WITH JOB SEEKERS.



WHO CAN PARTICIPATE

Any for or not-for-profit employer is eligible to participate in a Un-Paid Work Experience Placement as long as it does not displace any current employee, or where the program is used to fill a need of a paid position. The work being done should be considered normal tasks of the operation, something a paid employee would normally do.

developing a skilled workforce

WHAT'S INVOLVED

Employers who are eligible for and approved to participate in Un-paid Work Experience placements through the WorkBC, EK Employment Services Centre, will provide a real situational work experience to enhance and provide skill building opportunities for participants during the work placement. Employers will be contacted when a participant shows interest in the type of work offered by the employer. A contract agreement will be drawn up between the local WorkBC, EK Employment Services Centre and the employer.

UN-PAID WORK EXPERIENCE

Is a short term placement of 8 weeks maximum and 35-40 hours per week. Exceptions may apply depending on WorkBC participant's needs and in agreement with EK Employment staff. Work placements should consist of a real work setting that provides duties to develop and enhance skills and employment readiness, while improving networking skills. (By working in an actual employment environment the Client is supported in making informed occupational choices, enhancing skills, and employment networking.) WorkBC Policy & Procedure 19.1



STEP #1

Contact EK Employment to communicate your interest in the program.



STEP #2

EK Employment staff will contact you regarding an available participant who is interested in doing an un-paid work placement.



STEP #3

EK Employment Staff will meet with you and introduce the participant. If all parties feel it is a good fit, a contract agreement will be drawn up and presented to the employer and participant for signing.

STEP #4

To support success of the placement, your local EK Employment office will monitor progress with both the job seeker and employer. At least one on-site visit will occur during the placement. Other contact may occur by phone or



FIND EK EMPLOYMENT OFFICES IN CRANBROOK, FERNIE, GOLDEN AND INVERMERE

We work daily to address local labour market needs. How can we help you?