



Building Futures for Youth (BFY)

Supervising Teacher Guide - 2023

Will a student be guaranteed a placement in a trade of their choosing?

All students who are accepted into the program will be placed in an entry level placement in the construction industry. Although student preferences are considered, students are not guaranteed their top trades interest.

Do I have to arrange for transportation?

If transportation supports are available prior to the work placement, they are facilitated by your Youth Pathways Consultant. Specific details are available from them. Once students begin the work placement, they are responsible for their own transportation. ***While participating in any aspect of the BFY program, students are not allowed to carry passengers in their personal vehicles; operate employer or customer vehicles; or use their personal vehicles for work purposes.***

Am I responsible to find the student's placement?

No. The Building Futures for Youth team is responsible to find the work placements. Your responsibility is to support and supervise the student once their placement is confirmed. If BFY contacts you regarding possible placement opportunities, feel free to share any information you may have.

Who should I contact if a student has a placement in mind (i.e. already has an employer contact)?

If you or your student have a contact for a work placement, please share the details with your Youth Pathways Consultant who will ensure BFY is made aware of this opportunity.

When are placements confirmed?

Placements will be confirmed starting on June 1st and the final notifications will be sent the last week of school. Some placements may not be confirmed until the first week of July. Start dates of placements will be no later than July 15th, with the majority beginning on the first week of July. Students will be notified of their start date when they receive their placement information.

How long will a student be working?

BFY asks that host employers provide students with 200-hours (approx. 5-weeks) employment. Once 200-hours is completed, it is up to the employer and the student if they want to continue employment.

How do I find out about the placement?

You will be copied on the email your student will receive providing the details of their placement including the employer and work site location.

What are the next steps once a student has been informed of their placement?

When you are copied on the email informing the student of their placement, email the student, copying the student's teacher (if it's not you), and your Youth Pathways Consultant, discussing next steps and informing the student you will arrange for the first contact with the employer. Students should not contact their assigned Host Employer. Please inform BFY staff once the pre-placement visit is arranged.

Are there any assignments or work that I need to have them complete during their placement?

Yes. The supervising teacher is responsible for visiting the student at their placement and managing expectations for assignments during the placement.

What type of credit does a student gain from this program?

For completing all aspects of the BFY program the student will earn 3 high school Co-op credits. They will also earn 300 hours of Apprenticeship Practical credit. These hours will be tracked by the Nova Scotia Apprenticeship Agency and will be credited to the student upon their future registration as an apprentice in any trade.

Who should a student or their family contact if they have questions or concerns during the placement?

They should contact you, as supervising teacher. Here's the information the student and their family has received: *Once you receive your placement confirmation your new contact person is your Supervising Teacher. This teacher will be identified to you shortly following receiving your placement confirmation.*

This program is intended to provide students with the opportunity to experience the realities of the construction work environment. Part of that is to practice appropriate communication with employers and with teachers. Once the work placement has started, it is preferred that all communication with the host employer, supervising teacher and BFY staff should come from the student and not from the parents.

Students on a work placement are considered an employee of the company that they are working for and are expected to follow the employer's workplace expectations and standards.

Who should the employer contact if they have questions or concerns during the placement?

They should contact you, as supervising teacher. Be sure to keep the student's family and BFY informed of concerns, as appropriate, to support the student's relationship with the host employer.

What are my responsibilities once the placement is done?

Speak to your Youth Pathways Consultant to confirm your responsibilities. You will be forwarding the student's final marks and *BFY Feedback Forms* to your Youth Pathways Consultant and ensuring that the student's completed Co-op forms are placed in their Co-op file at their school. You will contact BFY confirming that the student has finished their placement.

What if I have questions or concerns?

Contact your Youth Pathways Consultant.