



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – 519

Practical Work

Area: Program and Instruction

Source: Superintendent of Education – Academic Services

Approved: November 11, 2013 (Interim); May 12, 2014

Revised: January 16, 2023

1. Introduction

Practical work is essential to providing the necessary experiential learning in support of the curriculum. This is especially so for those students whose career pathway is focused towards apprenticeship. Classrooms and/or shops where practical work is performed provide opportunities for daily instruction, promote continuous development and student success.

2. Definitions

Nil

3. Purpose

The purpose of this policy is to provide school communities with a standard model for the tracking and completion of practical work including the acquisition of associated parts and materials, while ensuring the health and safety of the students and reducing/eliminating the liability to the teacher, school and school board.

4. Application / Scope

This policy applies to all secondary schools that have a transportation lab/classroom/shop, or other technology facility where practical work is performed.

5. Principles

5.1 The Board believes that:

5.1.1 students learn and work best when they have the ability to experience and perform practical work;

- 5.1.2 health and safety is the paramount concern of any curriculum delivered;
- 5.1.3 all transactions relating to practical work will be transparent, ethical, and in the best interest of the client.

6. Requirements

6.1 The Director of Education shall:

- 6.1.1 issue administrative procedures to support this policy and to amend them thereafter as the need may arise.

6.2 The Principal shall:

- 6.2.1 review the policy and procedure requirements with the teacher(s) and curriculum chair of the area responsible;
- 6.2.2 ensure that all requirements are in place to support the Practical Work Policy and Procedure.

6.3 The Teacher shall:

- 6.3.1 review the Practical Work Policy and Procedure requirements with the principal and the curriculum chair of the area responsible.

7. Sources

- 7.1 [The Ontario Curriculum Grades 11 and 12, 2009 revised, Technological Education](#)

8. Related Policies and Administrative Procedures

- 8.1 [Practical Work Delivery Administrative Procedure \(AP519-1\)](#)