

ADMINISTRATIVE PROCEDURE – AP519-1

Practical Work Delivery

Area: Academic Services
Policy Reference: Practical Work (PO519)

Approved: November 11, 2013 (I), May 12, 2014
Revised: October 13, 2026

1. Purpose

This administrative procedure outlines the requirements for accepting, completing and documenting curriculum-related practical work in educational programs.

Practical work provides students with authentic, hands-on opportunities to develop and demonstrate curriculum-related knowledge and skills under the instruction and supervision of a teacher.

2. Definitions

Nil

3. Procedures

3.1 School Delivery

- 3.1.1 Principals are responsible for ensuring that practical work offered at the school is delivered in accordance with the Practical Work Policy (PO519), this administrative procedure, applicable legislation, and applicable health and safety requirements.
- 3.1.2 Before a program offers practical work, the principal, in consultation with the teacher and curriculum chair responsible for the program or other designated program lead, must confirm that:
 - a) the practical work supports the education program offered at the school;
 - b) staff assigned to the program have the qualifications, training and experience required for the work being offered;

- c) suitable facilities, tools, equipment, and health and safety controls are available;
- d) processes are established for accepting and managing practical work, including documentation, storage and release requirements where applicable; and
- e) staff have access to applicable Board and program-specific safety requirements.

3.1.3 Practical work must:

- a) support curriculum expectations and provide students with an instructional opportunity to develop and demonstrate curriculum-related knowledge and skills;
- b) be appropriate for the students' level of instruction and demonstrated readiness; and
- c) comply with applicable Board and program-specific health and safety requirements.

3.1.4 Board facilities, tools, equipment and materials must not be used:

- a) for the personal profit of a student or staff member;
- b) to operate a private business;
- c) for work unrelated to the instructional program;
- d) by individuals who are not participating in the instructional program; and
- e) in a manner that places the school in direct competition with local businesses.

3.2 Acceptance of Practical Work

3.2.1 Teachers are responsible for determining whether proposed practical work is suitable for the instructional program before accepting the work.

3.2.2 Before accepting practical work, the teacher must confirm that:

- a) the work supports curriculum expectations;
- b) the work provides an appropriate instructional opportunity;
- c) the work is suitable for the students' level of instruction and demonstrated readiness;

- d) the work is within the teacher's qualifications, training and experience;
- e) the required facilities, tools, equipment, technical information and safety controls are available;
- f) identified hazards can be controlled;
- g) the work does not require a licence, certification, inspection or authorization that the program cannot provide;
- h) the work can reasonably be completed or left in a safe condition within available instructional time; and
- i) the work complies with applicable program-specific requirements.

3.2.3 Practical work must not be accepted when the requirements in section 3.2.2 cannot be met.

3.2.4 The teacher or principal may also refuse proposed work or discontinue work when:

- a) an unexpected hazard is identified;
- b) the condition of the work, property or materials creates an identified safety concern;
- c) the work exceeds the teacher's qualifications, training or experience;
- d) the work exceeds the students' level of instruction or demonstrated readiness;
- e) required facilities, tools, equipment or safety controls are unavailable;
- f) the work involves an activity prohibited by this administrative procedure or Appendix A; or
- g) the work cannot be safely completed or left in a safe condition.

3.2.5 Where there is uncertainty about whether practical work may be accepted or safely completed, the work must not proceed until the concern has been reviewed with the school principal and resolved.

3.3 Documentation

3.3.1 Practical work must be documented where required by this administrative procedure or applicable Board or program-specific requirements.

3.3.2 Students may only perform practical work that has been accepted and assigned by the teacher.

3.4 Parts and Materials

- 3.4.1 Parts and materials used in practical work must be appropriate for the accepted work and must not present an identified safety concern.
- 3.4.2 Parts and materials acquired through the Board must comply with applicable Board purchasing requirements.
- 3.4.3 Where practical work involves property provided by a customer, parts and materials must be supplied and paid for directly by the customer unless acquired through a Board-approved purchasing process.
- 3.4.4 Staff must not personally profit from the acquisition of parts or materials for practical work.

3.5 Student Preparation

- 3.5.1 Applicable student safety instruction, training and demonstrated readiness must be documented in accordance with Board and program-specific requirements.
- 3.5.2 Before participating in practical work, students must receive instruction applicable to their assigned work, including:
 - a) identified hazards;
 - b) safe work procedures;
 - c) required personal protective equipment;
 - d) safe operation of the tools and equipment they will use;
 - e) emergency and stop-work procedures; and
 - f) the requirement to immediately report hazards, damage, equipment concerns or unexpected conditions.
- 3.5.3 Students must demonstrate knowledge of how assigned tools and equipment operate and the procedures required for their safe use before using them.
- 3.5.4 Students must:
 - a) follow the teacher's instructions;
 - b) complete only their assigned work;
 - c) use required personal protective equipment;
 - d) use only tools and equipment they have been authorized to use;

- e) maintain a safe work area;
- f) immediately report a hazard, injury, damage, equipment concern or unexpected condition; and
- g) stop work when directed by the teacher.

3.5.5 Students must not perform practical work without teacher supervision.

3.6 Supervision and Safety

3.6.1 Practical work must be completed under the instruction and supervision of a teacher whose qualifications, training and experience are appropriate for the work.

3.6.2 Teachers are responsible for:

- a) assigning work that reflects the students' instruction and demonstrated readiness;
- b) communicating applicable safety requirements;
- c) monitoring the work being completed;
- d) ensuring that required personal protective equipment is used;
- e) ensuring tools and equipment are used safely and for their intended purpose;
- f) ensuring students remain within the assigned scope of work;
- g) stopping unsafe work; and
- h) reporting an injury, incident, property-damage event or unsafe condition through the applicable Board process.

3.6.3 Damaged, malfunctioning or unsafe tools and equipment must be removed from use and reported in accordance with applicable Board health and safety processes.

3.6.4 Practical work must stop when:

- a) an unexpected hazard is identified;
- b) a required safety control is unavailable;
- c) the work extends beyond the teacher's qualifications, training or experience;

- d) the work extends beyond the students' demonstrated readiness;
 - e) a tool or piece of equipment cannot be safely used;
 - f) the work extends beyond the accepted or assigned scope; or
 - g) the work cannot continue safely.
- 3.6.5 The teacher may stop practical work at any time when the teacher determines that continuing the work may present a health, safety, instructional or property-related concern.
- 3.6.6 Practical work may resume only when the condition that caused the work to stop has been addressed, and the teacher determines that the work can continue safely and within the accepted or assigned scope.
- 3.6.7 Where a stop-work decision affects the accepted work, completion of the work or release of customer property, the reason for the decision and any resulting action must be documented.
- 3.7 Practical Work Involving Customer Property
 - 3.7.1 The requirements in this section apply where practical work involves property provided by a customer.
 - 3.7.2 Before work involving customer property begins, the teacher must ensure that the work has been accepted in accordance with section 3.2 and that any documentation required under this administrative procedure or applicable program-specific requirements has been completed.
 - 3.7.3 Customer property must only be accepted where it can be safely and securely stored for the period it will remain under school control. Customer property must be stored in a manner that:
 - a) prevents unauthorized access or use;
 - b) protects the property from avoidable loss or damage;
 - c) does not create a safety hazard or obstruct emergency access; and
 - d) protects customer information associated with the property.
 - 3.7.4 Customer property and personal items provided with the property, including keys or access devices must be secured when not in use.
 - 3.7.5 If an unexpected condition, additional work or a material change to the work is identified, students must stop the affected work. Before work resumes, the teacher must:

- a) determine whether the work continues to meet the acceptance requirements in section 3.2;
 - b) identify any additional parts, materials, conditions or limitations;
 - c) inform the customer, where applicable; and
 - d) obtain any required customer agreement before proceeding.
- 3.7.6 Only information required to accept, complete, document and release practical work may be collected from a customer. Customer information and practical-work records must be accessed, stored and retained in accordance with Board privacy and records management requirements.
- 3.7.7 Before customer property is released, the teacher must document the work completed, any work not completed and any identified conditions, limitations or recommended follow-up within the scope of the teacher's qualifications, training and experience.
- 3.7.8 Where customer property cannot be safely used, operated, handled or removed for its intended purpose, the teacher must document the condition, inform the customer, prevent use while the property remains under school control and arrange for its safe removal.

3.8 Automotive Practical Work

3.8.1 Automotive practical work must:

- a) meet the requirements in section 3.2;
- b) be identified in Appendix A; and
- c) be documented using Appendix B.

3.8.2 Automotive practical work must be supervised by a teacher who holds the applicable technological education qualification and any additional licence, certification or trade qualification required for the work.

3.8.3 A teacher who holds an Additional Basic Qualification in transportation technology but does not hold the applicable licence, certification or trade qualification is limited to:

- a) oil changes;
- b) fluid top-ups; and
- c) visual inspections.

3.8.4 Inclusion of an activity in Appendix A does not require the teacher to accept the work.

3.9 Electric and Hybrid Vehicles

- 3.9.1 Practical work must not be performed on a fully electric vehicle.
- 3.9.2 Practical work on a hybrid vehicle may only be accepted when:
 - a) the work is identified in Appendix A;
 - b) the proposed work does not involve the high-voltage system;
 - c) the proposed work does not require isolation or de-energization of the high-voltage system;
 - d) the required technical information, tools, equipment and safety controls are available; and
 - e) the supervising teacher has the qualifications, training and experience required for the work.

4. Sources

- 4.1 [Education Act](#)
- 4.2 [Occupational Health and Safety Act](#)
- 4.3 [Ontario Ministry of Education, The Ontario Curriculum, Grades 11 and 12: Technological Education](#)
- 4.4 [Ontario Ministry of Education and Ministry of Labour, Health and Safety: Scope and Sequence of Expectations, Grades 9-12](#)
- 4.5 [Ontario Council for Technology Education, Technological Education Health and Safety Rules](#)
- 4.6 [Ontario Council for Technology Education, Safe Activity Foundations in Education Documents \(SAFEdocs\)](#)
- 4.7 [Ontario Regulation 298: Operation of Schools – General](#)

5. Appendices

- 5.1 Appendix A – Approved Automotive Practical Work Activities
- 5.2 Appendix B – Automotive Practical Work Order

6. Related Policies and Administrative Procedures

- 6.1 [Charitable Donations Administrative Procedure \(AP102-11\)](#)
- 6.2 [Practical Work Policy \(PO519\)](#)
- 6.3 [Purchasing of Goods and Services Policy \(PO102\)](#)
- 6.4 [Use of Board and School Equipment and Materials Policy \(PO420\)](#)