

Work Experience Policy

Name of Policy

January 01st, 2008

Implementation Date

Senior Education Administrator

Position(s) Responsible

January 31st, 2024

Date of Last Revision

Policy on Work Experience

1. The work experience is a required part of the **Required Program** in which the student obtains practical skills relevant to the learning objectives of the program.
2. The requirements for participation in the work experience are as follows:
 - a) Student must have participated in all required health and safety education and training at Ace Community College
 - b) Student must have attended all in-campus courses at times other than those assigned for practicum
 - c) Student must have completed the Work Experience Placement Agreement Form including a student training plan. This training plan for work experience:
 - confirm the completion of in-school and on-site safety orientations
 - state the hours and days to be worked
 - outline the duties or tasks to be performed
 - include the learning standards to be met and the work-specific skills to be developed
3. The process by which the student will be placed in a work experience is as follows:
 - a) The instructor and potential employer will have to review the instructions, the points on the attached checklist and then sign the document confirming understanding of responsibilities and expectations.

- b) The employer should use the checklist (see attached) while providing a new worker orientation as required by WorkSafeBC. Once the orientation is complete then copies of the checklist must be retained by both the learner's instructor and the employer.
 - c) The instructor will ensure that the practicum learner is aware of the Workplace Hazardous Material Information System (WHMIS), his or her rights as a worker in Canada and his or her responsibilities as a worker in British Columbia prior to sending the learner to a practicum placement. (see attached checklist)
 - d) The employer will be made aware of emergency contact information including the name and number of the instructor.
 - e) The instructor will confirm with the employer the necessity of reporting all incidents involving the placement learner to ACC via the placement instructor.
 - f) The Workers' Compensation Act (WCA) requires that all illnesses and injuries that occur on the job must be reported by both the employer and employee. It is important that the employers know they **DO NOT REPORT** the injury to WorkSafeBC. ACC will take care of the reporting. ACC will require a copy of the First Aid Record that the first aid attendant has completed. Campus Director will complete the necessary paperwork and fax it to the Ministry of Advanced Education (MAVED).
 - g) Confirmation that the employer will be responsible for the transport to medical aid of the practicum learner in the event of illness or injury. The cost of transport will be reimbursed to the employer upon receipt of the Ministry of Health **BC Ambulance invoice or Taxi receipt by Ace community College.**
 - h) If the learner does return to work after an injury or illness and accommodation is required by the worker for a successful return to work the employer may require assistance to form an accommodation plan. ACC will aid the employer to form an accommodation plan if required.
4. Ace Community College, the student and the host organization, will enter into a written agreement detailing each party's responsibilities and the activities the student will undertake during the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.
 5. The process by which the student will be evaluated in relation to the work experience component is as follows:

- a) Monitoring students on practicum training will include worksite visits as well as regular communication (e.g., phone calls or emails) with the student's employer and/or workplace supervisor.
- b) All monitoring activities will be documented.
- c) Special attention will be paid to attendance and punctuality, as well as demonstration of positive attitudes, adaptability, and workplace safety.
- d) Instructors will also communicate directly with students to ensure that any student concerns about the practicum are addressed and that any problems are resolved in the best interests of both the students and the employers.

Monitoring will ensure that students are performing assigned tasks to the best of their ability and confirm that students' personal management skills are consistent with expectations of the employer and school, including participating in the placement as agreed.

6. The student will be provided with at least one written evaluation in relation to the work experience component.
7. Ace Community College will monitor the student during the work experience by reviewing:
 - each **week** whether the student is attending the work experience; and
 - each **week** whether the student is meeting the learning objectives of the **REQUIRED PROGRAM**.

**ACE COMMUNITY COLLEGE
PRACTICUM LEARNER PLACEMENT CHECKLIST**

Note: Instructor and potential employer should review form. The completed form must be copied and returned to the learner's instructor.

Employer/Contractor Name: _____ Start Date: _____
Employer's Position: _____ Learner Job Position: _____

Employer must orient the learner to:	Instructor will ensure learner is aware of:
1) First Aid Attendants	1) WHMIS and is aware of how to access
2) Summoning first aid and reporting injuries	2) His/her right to refuse unsafe work and the process
3) Applicable Personal Protective Equipment requirements	3) Instructor contact information
4) Site specific Emergency Response Plan, along with emergency procedures	
5) Understands the incident/hazard/ near miss reporting requirements	Instructor will ensure employer is aware of:

6) Provided with required safe work procedures and/or instruction	1) Instructor contact information
7) Safety Roles and Responsibilities	2) Campus Director contact information: Supneet Chawla ph: 778-317-2346 schawla@acecollegecanada.com
8) Employer's Health & Safety Program must be reviewed with practicum learner	3) First aid and injury reporting process to ACC.
	4) Transport cost reimbursement process in the event of injury or illness

Comments:

When this checklist is completed, copies will be retained by sponsoring employer and learner's instructor:

Orientation conducted by: _____ on behalf of:

Date: _____ Signature:

Instructor: _____

Date: ____ Signature: _