#101-102,9486-120St, Surrey , BC V3V 4B9
604-603-ACE1(2231)
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Work Experience Policy	2025-09-17
Name of Policy	Implementation Date
Supneet Chawla, Senior Education Administrator **Oshin Charly, Program Coordinator**	2025-09-17
Position(s) Responsible	Date of Last Revision

The work experience component is a **required part of some of our programs** in which students obtain **practical skills** relevant to the learning objectives. Successfully completing this experience forms part of the overall graduation requirement at ACE Community College.

All concerns relating to a student's work experience shall be directed in writing to the Senior Education Administrator (Supneet Chawla, schawla@acecollegecanada.com) or Program Coordinator, Oshin Charly (support@acecollegecanada.com). Concerns may be brought by staff, students or instructors.
For more information on which programs require work experience, please read the individual program outlines.

1. The requirements for participation in the work experience are as follows:

    a. Attend not less than 80% of classroom sessions.
    b. Complete and receive a passing grade on all assignments for the program up to the date of the work experience placement.
    c. Complete and receive a passing grade on all quizzes, tests, and examinations up to the date of the work experience placement.
    d. Return all borrowed items to the College.
    e. Successfully complete a work experience placement interview or orientation.

2. The process by which the student will be placed in a work experience is as follows:
    a. The student must have the Ready for Work Experience form signed by the Instructor.
    b. The student must meet with the College Administrator to complete a Work Experience Orientation and/or attend an interview with the Work Experience Placement Host.
    c. Once a placement is agreed upon, the student, work experience placement host, and a College Representative must sign the Work Experience Agreement.

3. The 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.

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4. The process by which the student will be evaluated in relation to the work experience component is as follows:

    a. The College will monitor the student's attendance and whether the student is meeting the learning objectives of the program at the work experience placement by contacting the placement host weekly to gather information on the student's attendance during that week.
    b. The College will provide the work experience placement host with a standardized evaluation survey form at the mid-point (interim evaluation) and at the end of the work experience placement (final evaluation).
    c. The completed evaluations will be retained as a part of the student record.
    d. The student must attain a passing mark on the work experience evaluations in order to be eligible for graduation.

5. The student will be provided with at least one written evaluation in relation to the work experience component.