

Policy# 601**Policy 402-Student Work Experience Policy-2022-05-07**

<u>Canada College Vancouver</u>		<u>04225</u>
Name of Institution		Institution Number
<u>Student Work Experience Policy</u>	<u>September, 2017</u>	<u>May 07, 2022</u>
Name of Policy	Effective Date	Latest Revision Date

March 2021

Previous Revision

Policy:

As indicated in program outlines, College programs may require the completion of a work experience. Work experiences may vary in type and length depending on the program. Work experiences are opportunities provided by a host work experience site to allow students to apply their newly acquired skills and gain practical experience in a real-world setting.

Work experiences can be either practicums, preceptorships, clinical placements, or cooperative placement. Work experience co-ops are paid experiences provided by a co-op host. For this type of work experience international students will be required to have a Canadian Work Permit. Work permits can be obtained before or after a student enters the country. <http://www.cic.gc.ca/english/study/work-coop.asp>

The College will find a secure placement for work experience students.

For work experiences every effort will be made to schedule up to two (2) work experience placement interviews. If a student is unsuccessful in their interviews they will meet with the Work Experience Placement Specialist (or their designate) to debrief and create a new placement plan.

Work experiences occur in a professional working environment, so presentation will be important and additional requirements may apply.

Work Experience Placement Prerequisites

Students will be permitted to go to a work experience placement only after they have met the following.

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- Successfully completed all courses in their program
 - Completed work experience placement documentation
 - An attendance record of at least 80%
 - International students must have a work study permit
 - Satisfied all financial obligations

Work Experience Objectives

A work experience provides the student with the following advantages.

- Being able to apply knowledge and skills gained in the workplace
- Strengthening of employable skills
- Working in their discipline over a meaningful period
- Gaining organization and time management skills
- Being responsible for a set of deliverables
- Gaining insight into how business operate
- Increasing professional and skill-based confidence
- Establishing contacts and networking for future employment

College Responsibilities

- Source work experience placement sites
- Ensure that the student has met the work experience requirements
- In conjunction with the student and host clearly define the purpose of the work experience, tasks to be undertaken, and the nature and frequency of the evaluation to be undertaken.
- Provide work experience supervision for the duration of the work experience
- Agree to the terms and conditions as described in the Student Work Experience Agreement & Handbook
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Student's Responsibilities

- Successful completion of all program courses
- Comply with CCV Student Handbook policies and procedures.
- Meet with the Work Experience Placement Specialist (or their designate) to ensure that possible work experience placements match the student's skills, training and career goals
- Attend an orientation session prior to work experience
- Complete required work experience forms and documents including the Student Work Experience Agreement & Handbook
- Participate in the planning, implementation and evaluation of the work experience
- Familiarize themselves with the host company's policies and procedures and follow them
- Conduct themselves in a professional manner
- Accept accountability for actions and decisions
- Recognize the limitations of their own skill set and seek assistance as needed
- Demonstrate self-direction by actively seeking feedback and new challenges.

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- Complete all evaluations as per Student Work Experience Agreement & Handbook
 - Inform the College and their Work Experience Host when unable to attend the work experience
 - Complete and submit all end of work experience documentation
 - Attend a work experience exit interview with the Work Experience Placement Specialist (or their designate)
 - Establish contacts and networking for future employment

Host Responsibilities

- Provide the work experience students with meaningful work in line with their knowledge and skill set, allowing them to demonstrate that they can apply what they have learned in their program to real world circumstances
- Agree to deliver the learning objectives and assessment set out in the Student Work Experience Agreement & Handbook described in the work experience Training Plan.
- Provide an orientation to the work experience student; clarify their role and responsibilities in relation to the work to be performed and/or services provided
- Familiarize the student with business policies and procedures, facilities and staff
 - Provide one-to-one supervision during the entire work experience
- Observe the work experience student's performance and provide meaningful feedback
- Monitor and report out on a work experience student's progress using the '*Work Experience Assessment*' form.
- Submit the weekly attendance form
- Immediately inform the College when a work experience student fails to show for work
- Immediately inform the College when a work experience student fails to conduct themselves in a professional manner or does not follow all policies and procedures
- Submit a final work experience grade and complete and submit all end of work experience documentation.

Procedure:

Placement

The Work Experience Placement Specialist (or their designate) will

1. Maintain an update the work experience placement tracking form.
2. Maintain an active work experience placement host list by sourcing and meeting with potential hosts.
3. Contact each potential work experience student, remind them of their upcoming work experience, and indicate what documentation must be completed and submitted by given

due dates.

4. In collaboration with the work experience host define and document in the Student Work Experience Agreement & Handbook the goals, tasks, projects, responsibilities, and the nature and frequency of assessments to be carried out by the student during the work experience.
5. Meet with each work experience student to review a) submitted documentation and b) potential placement sites.
6. Arrange an interview with the student and work experience host.
7. Ensure that prior to the work experience that all student and host documentation has been submitted, is complete, and accurate.
8. Co-ordinate a work experience orientation session.

Monitoring

All work experience locations will be approved by the College. The approval process will include an on-site visit and interview with the on-site person (work experience host) who will be responsible supervising the experience. The Work Experience Placement Specialist (or their designate) will manage the approval process.

The Work Experience Placement Specialist (or their designate) will maintain an up-to-date work experience tracking sheet that will indicate name of the business, address, contact person and contact information. A second sheet will track where students (using student id number) are placed with their program and work experience start and end dates.

The Work Experience Placement Specialist (or their designate) will monitor student work experiences. Monitoring will include telephone calls to the Work Experience Host and the student, on-site visits, and receiving the weekly attendance reports. The Work Experience Placement Specialist (or their designate) will review, date, sign, and file these reports, and as required, follow up. The Work Experience Placement Specialist (or their designate) will review all submitted evaluation documentation as per Student Work Experience Agreement & Handbook with the student and Work Experience Host. The nature and frequency of host/student assessment may vary from placement to placement but at minimum will occur at the midpoint and upon completion of the work experience.

For the first 30 days of a student's work experience placement the Work Experience Placement Specialist (or their designate) will perform at least two site visits to and will meet on each occasion with the Work Experience Host to review the student's progress and any issues.

Weekly attendance reports will be submitted by the Work Experience Host on Fridays and reviewed by the Work Experience Placement Specialist (or their designate) and if required they will contact the Work Experience Host to review.

The Work Experience Placement Specialist (or their designate) will ensure that work experience attendance is accurately reflected in the student's file.

Work experience students are required to contact their work experience Host and the Work Experience Placement Specialist (or their designate) when they are ill or when they will miss a day for any reason.

Completion

The original and completed Student Work Experience Agreement & Handbook signed by both the student and the Work Experience Host will be returned to the College upon completion of the work experience. This will include a final evaluation.

This document will be reviewed by the Work Experience Placement Specialist (or their designated) and if required they will contact the Work Experience Host.

All students will be required to attend an exit interview with the Work Experience Placement Specialist (or their designate). The contents of the Student Work Experience Agreement & Handbook will be reviewed, and the student will be able to offer additional observations and recommendations. Upon successful completion of the work experience, the Work Experience Placement Specialist (or their designate) will record the student's grade (pass/fail).

Declining a Work Experience

If student declines a work experience placement interview or a placement, the student must complete a Work Experience Declined form acknowledging their refusal. The Work Experience Placement Specialist will debrief the student and formulate an action plan. The College will assist with a second interview. If the placement is declined by the student, the Work Experience Specialist will interview the student to determine why the placement was declined. A second Work Experience Declined form will be placed in the student's file. The Work Experience Placement Specialist will then work with the student to find a successful work experience placement. After the second Work Experience declined by the student, the student is considered as a refusal does not complete the work experience successfully and cannot claim refund of the tuition fees.

Work Experience Evaluation

The evaluation frequency will be determined in conjunction with the work experience host but will occur at a minimum at the midpoint of the experience and upon work experience completion. The final evaluation should be received within 3 days of completion. Work experience is graded on a PASS or FAIL basis. The Work Experience Host will provide a final grade based on the assessment documentation submitted.

Failed or Incomplete Work Experience

Students who do not complete the work experience successfully will not be eligible to graduate. A failed work experience must be repeated immediately. A student may only fail a work experience once, after which they will be dismissed from the program. Work experiences are graded on a 'pass/fail' basis. If a student fails a work experience, they should attempt to resolve the issue with the Work Experience Host. If the resolution is unsatisfactory the student can appeal by following the 'Dispute Resolution Policy'.

Students wishing to appeal a failed work experience must appeal within 5 business days after the last day of the work experience.

If the student is funded by student loans, funding sources will be notified of the outcome and if required an updated change in program end-date.

If a student fails a work experience their transcript will indicate a (F) fail.

Students who do not choose to attend the work experience portion of their program will not be eligible to receive their diploma. A copy of their transcript of marks with the work experience indicated as 'incomplete' (I) will be issued. If the student is funded by a student loan or other agency, the College will inform the agency that the student did not complete the program.

All documentation will be placed in the student's file.

Forms Documents:

Work Experience Tracking Work Experience Declined
Student Work Experience Agreement & Handbook