



EDUCATION POLICY STUDENT PRACTICUM PLACEMENTS

EFFECTIVE: November 1980
REVISED: October 2009
RELATED POLICIES:

POLICY

Northern Lights College, according to applicable program requirements, enters into work placement agreements (or practicum placements) with a variety of placement locations in order to provide off-campus learning environments for the College's learners.

PROCEDURES

1. A "practicum placement" refers to any placement, work experience or community agency visit which is part of a learner's program completion requirements. Practicum placements are also known as: work study, work experience, or direct employment training.
2. The following instructions are designed to ensure that both the potential employer and the College are compliant with Federal and Provincial Statutes. 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. The employer should use the checklist 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.
 - a. The instructor will ensure that the practicum learner is well 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)
 - b. The employer must be made aware of emergency contact information. The names and numbers of the instructor, alternate contact and the Health, Safety & Environment Advisor (HSEA) should be completed on the attached checklist.
 - c. The instructor will confirm with the employer the necessity of reporting all incidents involving the placement learner to NLC via the placement instructor.
 - d. 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. NLC will take care of the reporting. NLC will require a copy of the First Aid Record that the first aid attendant has completed. The HSEA will complete a Form 7 and fax it to the Ministry of Advanced Education (MAVEd).
 - e. 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 NLC.
 - f. 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. NLC will provide assistance via the HSEA to the employer to form an accommodation plan if required.

3. All learner trainees must have a learner work study agreement in place prior to beginning a placement. Parties to the agreement will be the learner, the employer and the College.

The following format is an example of an agreement commonly used for work placements and is intended to provide guidelines around important terms to be included in any similar agreements. Some college programs, however, may have different arrangements or requirements with outside organizations. The form is not meant to limit or inhibit the program or the learners' ability to function according to those arrangements or requirements. These agreements or requirements must be approved by NLC Administration.

NORTHERN LIGHTS COLLEGE PRACTICUM LEARNER PLACEMENT CHECKLIST	
<i>Note: Instructor and potential employer should review form. The completed form must be copied and returned to the learner's instructor.</i>	
Employer/Contractor Name: _____ Start Date: _____	
Employer's Position: _____ Learner Job Position: _____	
Employer must orient the learner to:	Instructor will ensure learner is aware of:
<input type="checkbox"/> 1. First Aid Attendants	<input type="checkbox"/> 1. WHMIS and is aware of how to access necessary information
<input type="checkbox"/> 2. Summoning first aid and reporting injuries	<input type="checkbox"/> 2. His/her right to refuse unsafe work and the process
<input type="checkbox"/> 3. Applicable Personal Protective Equipment requirements	<input type="checkbox"/> 3. Instructor contact information
<input type="checkbox"/> 4. Site specific Emergency Response Plan, along with emergency procedures	
<input type="checkbox"/> 5. Understands the incident/hazard/ near miss reporting requirements	Instructor will ensure employer is aware of:
<input type="checkbox"/> 6. Provided with required safe work procedures and/or instruction	<input type="checkbox"/> 1. Instructor contact information:
<input type="checkbox"/> 7. Safety Roles and Responsibilities	<input type="checkbox"/> 2. HSEA contact information: Kevin Barrett ph: 250-782-5251 LOC 1018 cell:250-219-4595 kbarrett@nlc.bc.ca
<input type="checkbox"/> 8. Employer's Health & Safety Program must be reviewed with practicum learner	<input type="checkbox"/> 3. First aid and injury reporting process to NLC.
	<input type="checkbox"/> 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: _____

Northern Lights College Agreement

SAMPLE

Work Study – Work Experience
Direct Employment Training Programs

PARTIES TO THE AGREEMENT:

Name of Student Trainee	Address of Student Trainee	Phone
Name of Employer	Address of Employer	Phone
Name of Program Supervisor NORTHERN LIGHTS COLLEGE	Campus Address	Phone

EMPLOYMENT: The student trainee agrees to enter the employ of the employer and the employer agrees to employ and supervise the student trainee.

1. **DUTIES:** The student trainee agrees to perform for the employer the duties included in the job description as determined from time to time by the employer.
2. **SUPERVISION:** During the hours of employment stated herein, the trainee shall be under the direct supervision and control of the employer, provided however, the employer shall at all times permit the College or its representatives access to the employment site and the trainee.
3. **WORK STUDY – WORK EXPERIENCE EVALUATION:** The employer shall at the request of the College, or its representatives, evaluate the trainee in the performance of her/his duties hereunder and report such evaluation on a form from time to time provided to the employer by the College.
4. **WORKER’S COMPENSATION:** by Order in Council the students, for the purpose of the Workers Compensation Act, have been deemed to be “workers” of the Government of Province of British Columbia.
5. **REMUNERATION:** The employer shall not be obligated to remunerate the trainee for the services performed by the student pursuant to this agreement.
6. **NORTHERN LIGHTS COLLEGE’S OBLIGATION:** It is agreed that once work experience has been arranged for the student trainee as herein set out, the College’s only other obligation is to maintain contact with the student trainee and the employer to such extent as to the College seems adequate, and the College shall not be liable for any damage or other claim arising out of any act or omission of any other part to this agreement.
7. **INDEMNITY:** In consideration of the College having arranged for the work study – work experience herein described, the undersigned parent(s) or guardian(s) agree(s), and if more than one, execute this agreement, they agree jointly and severally with the College to save harmless and indemnify the College with respect to any costs or liability arising from any damage or injury occurring or allegedly occurring during, or in connection with the aforesaid employment.

SAMPLE

8. **TERMINATION:** Any party to this agreement may terminate it by giving notice of termination to the other parties at the addresses shown in the agreement.
9. **EMPLOYEE TENURE:** The employer agrees that the employment of the trainee hereunder shall no way affect the job security of any other employee of the employer, nor the employer's hiring practice with regard to the employees full or part-time.
10. **INSURANCE:** The College maintains insurance with respect to its liability and that of the student trainee under this program. The employer has the right to inspect the policy of insurance from time to time in effect.
11. **EFFECTIVE PERIOD OF HOURS:** This agreement shall, unless sooner terminated, be effective from (M,D,Y) _____, until (M,D,Y) _____. Work hours shall be _____ or other such hours as may be agreed to by the employer and the College.
12. **EXCEPTION:** In the event the student shall be employed by the employer outside the scope of this agreement, the student shall be deemed to be an "employee" or "worker" for the purpose of all Statutes of British Columbia.

Signature of Employer

Signature of Student Trainee

Signature(s) of Parent/Guardian(s)
(If required for students under 19)

Program Trainee enrolled in

Signature of Instructor

DATED AT: _____, in the Province of British Columbia, on (M,D,Y)
_____.