

As a Work Placement Student...

You will be expected to demonstrate the qualities required of employees in the given work placement location and:

- Work the hours and perform the work duties mutually agreed upon by all parties
- Complete safety orientation provided by employer
- Maintain a daily log/timesheet
- Participate in completing student assessment documents
- Arrange your own transportation as outlined by Sask DLC forms
- Respect the confidentiality of the information within the work placement
- Understand that the placement may be discontinued if conduct, attendance, or professional expectations are not met, and that prior conduct history may be considered in future placement decisions

Student Responsibilities

Attendance

As a student “employee” your attendance record is to be exceptional. If, for a valid reason, you are not able to attend a work session, you must contact the work placement site, the Sask DLC Supervisor, and your local school (if applicable). You will need to make up for lost time at a time convenient to the employer and Sask DLC Supervisor.

Punctuality

Students are expected to arrive on time for all workplace sessions and stay for the full time required.

Dress Code

Dress must be workplace appropriate and meet the employer's dress code and safety requirements. Safety may be a factor and appropriate attire is required. Please check with your Sask DLC Supervisor prior to beginning your work placement to confirm what safety gear you may be expected to provide (e.g. steel-toed boots).

Log Sheets

Students are expected to keep a daily log of their job duties. The student and workplace supervisor are to review and initial the log sheets daily.

Support & Evaluation

Your Sask DLC Supervisor will visit you at work regularly to help ensure you understand your employer's expectations and that proper lines of communication are in place. Your Sask DLC Supervisor is there to support both you and the employer throughout the placement.

Your host/employer supervisor will complete an assessment of your work at the placement. You will work together with your host/employer supervisor to complete the assessment and will provide input into your mark.

Conduct and Discontinuation

Where concerns about your conduct, attendance, or engagement arise, Sask DLC Supervisor will work with the student and participating employer to determine next steps. This may include additional support or a formal review.

Where concerns persist or recur following support, or where a student has previously had a placement discontinued for similar reasons, Sask DLC in consultation with the employer may discontinue the placement. All parties will be notified in writing.

Please note: Completion of the work placement hours is required in order to receive a final mark in the course. If you are unable to complete your placement due to extenuating circumstances, please speak with your Sask DLC Supervisor as soon as possible to discuss your options.

This document is issued under the Sask DLC Work-Based Learning Placement Administrative Procedure, available on the Sask DLC website at <https://www.saskdlc.ca/administrative-procedures>.