


Administrative Procedure Work-Based Learning Placement	
	Department: Student Programs
	Approved by: Leadership Council
	Date Approved: February 5, 2024
	Revision Date(s):
	Review Date:
	<p>External References</p> <ul style="list-style-type: none"> • <i>The Education Act, 1995</i> • <i>The Workers' Compensation Act, 2013</i> • Practical and Applied Art Handbook, September 2022
<p>Internal References</p> <ul style="list-style-type: none"> • Work Based Learning Placement AP (Appendix A – Work-Based Learning Placement Form Summary) • Health and Safety of Students and Staff AP • Career Development AP • Illness/Injuries at School AP • Private Vehicle Use for Student Transportation AP • Work-Based Learning Best Practices Handbook 	

Purpose

- This administrative procedure outlines the steps and guidelines that enable Saskatchewan Distance Learning Centre (Sask DLC) students to acquire hands-on practical experience and develop essential skills in a safe and secure work environment.

Scope

- This procedure applies to all students of Sask DLC who are in the work-based learning placement as part of their academic programs.

Policy Statement

- Work-based learning placements allow Sask DLC students to receive a portion of their course credit through experiences in the workplace allowing them to acquire attitudes, skills, and knowledge for life/career roles.
- Sask DLC offers a range of work-based learning opportunities allowing students to make positive and meaningful connections with employers.
- Sask DLC work-based learning placements provide students with:
 - a "real world" experience in the workplace;
 - exposure to workplace health and safety issues;
 - an opportunity to develop self-confidence and transferable skills;
 - an understanding of the rights and responsibilities of an employer/employee;

- an opportunity to develop a greater awareness of the needs of business, industry, and extended community; and,
 - a chance to bridge the transition from school to work.
- Each course configuration offers a combination of 'in-class' and 'work-experience' hours for each 100-hour credit course.
 - Students are in work-based placements as learners; therefore, no remuneration is permitted.
 - Cooperating Employers hiring students outside of the terms of the work-placement agreement during non-school hours shall provide remuneration according to law.

Procedures:

1. Sask DLC follows the provincial curriculum and procedures for work placements and the monitoring of these placements.
2. The Sask DLC Supervisor is responsible for securing students' appropriate non-paid work placement opportunities. The placement must be suited to the student's interests and abilities as well as provide him/her with meaningful learning experiences. The Sask DLC Supervisor will complete all of the mandatory information found below as it is important in order to ensure proper insurance coverage is in place.
3. Initial Procedure for Placement of Students
 - a) An effort will be made to place students within a 100 km limit, providing appropriate student-employer matched placements that align with the outcomes of the Career Work Exploration Curriculum Guide.
 - b) Before the student can be placed with an employer the student must be registered with the Ministry of Education in the class with the Work-Based Learning Placement.
 - c) Prior to placing students at the workplace, a pre-screening safety-check must be performed by the Sask DLC Supervisor. Review the Pre- Placement Health and Safety Checklist form.
 - d) Upon placing students, employers must complete a safety orientation with the student. Sask DLC Supervisor must distribute information and then review and monitor it. Review the Pre- Placement Health and Safety Checklist form.
 - e) The cooperating employer agrees that the placement of the student shall in no way affect the job security of any full-time or part-time employee.
 - f) Before attending work placements, all students and parents/guardians must sign and return the Schedule B Work-Based Learning Consent and Agreement form.
4. Monitoring of Work-Based Learning
 - a) Maintain monitoring checklists on each student to track visits.
 - b) Minimum monitoring expectations require a monitoring visit to each student at the work placement site at least twice in the first 25 hours of work exploration or work-study period and at

least once for each additional 25 hours of work-based learning. This holds true whether running the program over a year, semester, or block period.

- i. The pre-placement visit is not considered as one of the monitoring visits.
- ii. The first monitoring visit should occur early in the placement in order to assist the student in becoming comfortable in the work placement and to provide appropriate orientation.
- iii. The second (and subsequent) monitoring visits should occur later and should allow for an opportunity to discuss the student learning taking place and to support the assessment of the student during the work placement in collaboration with the work site/employer supervisor.
- iv. Monitoring visits provide the opportunity to discuss any student successes as well as any issues at the site. In follow-up activities, the Sask DLC Supervisor should advise the Campus Principal about cases involving theft, injury, harassment, abuse, insubordination, etc.
- v. Telephone and/or email communication with the employer supervisor and casual contact with the student should be used to reinforce the on-site monitoring. These methods do not replace on-site visits and do not constitute monitoring.

5. Supervision and Evaluation of Students

- a) The employer agrees to supply the Sask DLC Supervisor with an evaluation of the student's performance of duties in a format outlined by Sask DLC.
- b) Any party may cease their participation by notifying the other parties in writing.
- c) During the hours of work identified on the agreement, the student shall be under the supervision of the Employer Supervisor; however, the Sask DLC Supervisor shall be allowed access to the work site and the student at times which are mutually agreeable to the supervisor.

6. Worker's Compensation, Liability and Insurance


- a) The student performing services under this agreement is defined as a "learner" for the purpose of *The Workers' Compensation Act, 2013*. However, while the student is employed outside of the scope of this Agreement, the student shall be deemed to be a regular employee or worker for the purpose of the application of the Statutes of Saskatchewan.
- b) In addition to the coverage under *The Workers' Compensation Act, 2013*, Sask DLC agrees to maintain insurance with respect to its liability under the Work-Based Learning Program. The employer may examine this insurance policy from time to time. Sask DLC is not liable for any damages or other claim arising out of any act or omission of any party to this Agreement.
- c) Sask DLC requests that employers provide evidence of appropriate levels of liability insurance. This is completed at the initial safety orientation using the Pre-Placement Health and Safety Checklist form.

7. Transportation Arrangements

- a) Sask DLC's Private Vehicle Use for **Student Transportation Administrative Procedures** outlines student travel for Work-Based Learning Placements.
 - i. Driver Authorization Application form is to be used to authorize drivers.
 - ii. When an authorized driver is not available to drive a student to the workplace, students may drive with the written approval of the parent/guardian and campus principal. Review the Work-Based Learning Placement Student Use of Private Vehicle form.

8. Reporting Student Injury

- a) If a student is injured in the workplace while participating in a work-based learning opportunity the incident must be reported to the employer at the work placement and to the Sask DLC Supervisor immediately.
- b) The student's parents/guardians are also notified as soon as possible. The employer must provide immediate and appropriate first aid, and if required, arrange for transportation for appropriate treatment from a qualified health care professional.
- c) School Incident Report for Insurance Purposes Form is required and is completed at the school level (See Sask DLC's Policy for Illness/Injuries at School). The form may be completed from the following link: <https://www.opticrisk.com/SSBA/forms/AccidentIntake.aspx>
- d) The reporting procedure and forms for reporting student injury are found at the following link <http://www.curriculum.gov.sk.ca/> on the Ministry of Education curriculum website. After selecting, "Browse by Subject" and referring to the PAA Supports, you will refer to the "Reporting and Injury" document as well as the appropriate forms for submission.
- e) In the event of injury when a student seeks medical attention, the employer, in consultation with the Sask DLC Supervisor completes the electronic E1 form (available on the link above). The Ministry of Education is listed as the Employer on the form and the Contact person provided by the Ministry of Education. The contact information is the work placement employer. Section D – other is selected with a note indicating "unpaid student".
- f) The E1 form is submitted to WCB within three days of the occurrence with the completed Work-Based Learning Consent and Agreement Form attached. The fax number and mailing address are on the Ministry of Education provided E1 form. The email address is forms@wcbask.com
- g) The student, with assistance from the Sask DLC Supervisor, completes the W1 Form (available on the link above). The student information is provided in the Worker Information field, Section A.
- h) A copy of the completed E1 and W1 forms is emailed to the Sask DLC Supervisor.

Work Based Learning Placement Forms- Summary	
	Department: Student Programs
	Approved by:
	Adopted:
	Amended:
	External References <ul style="list-style-type: none"> • <i>The Education Act, 1995</i> • <i>The Workers' Compensation Act, 2013</i>
	Internal References <ul style="list-style-type: none"> • N/A

Form: Parent and Student Consent

- Completed by student and if student is a minor, by parent/guardian.
- Copy retained by Sask DLC Supervisor.
- Copy retained at the campus level.

Form: Work Based Learning Placement – Student Use of Private Vehicle

- Completed by parent/guardian.
- Copy retained by Sask DLC Supervisor.
- Copy retained at the campus level.

Form: Pre-Placement – Health and Safety Checklist

- Completed by the Sask DLC Supervisor in discussion with the employer.
- Copy signed by employer.
- Copy signed by Sask DLC Supervisor.
- Copy retained at the campus level.