

Policy Title: Work Experience Policy (**General**)

Approved by: Campus Director

Executive(s) Responsible: Director, Student Services/Registrar

Administrator(s) Responsible: Career Services Manager; Career Services Coordinator; Enrolment Services and Registration Officer(s); and Compliance Officer

*NOTE: This is a general work experience policy. Program-specific work experience policies can be found attached to each individual program’s program outline and website subsections.

Canadian College of Technology and Business		4119
Name of Institution		Institution Number
Work Experience Policy	26 Nov 2024	26 Nov 2025
Name of Policy	Effective Date	Revision Date
[PROGRAM NAME]		
Name of Program		
Practicum/Co-operative Work Experience		[DURATION]
Type of Work Experience		Duration in Hours

Background & Scope

The Canadian College of Technology and Business (CCTB) Work Experience programs allow students the opportunity to combine their theoretical knowledge, obtained through their academic journey, with practical skills developed through work experience. The work experience component is a designated full-time academic activity in which a student is placed with an organization where their duties and responsibilities are appropriate to the Learning Objectives of the program.

This Work Experience Policy (General) encompasses the general terms, statements, and processes for a given work experience term. Work Experience terms may vary between programs. Programs may entail more than one work experience term.

Specific, program-based policies are available as appendices to each program outline.

Purpose of the Policy

This policy applies to all students who are enrolled in CCTB programs that offer a work experience component (e.g., practicum or co-op).

The work experience is a required part of **[Program Name]**, in which the student obtains practical skills relevant to the learning objectives of the program.

Updated 25 Feb 2025

Policy Statement

1. Work Experience Requirements

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

- Be in Good Academic Standing, such that the student has satisfactorily passed all academic courses in the program and has met the minimum passing grade for each course, as per the *CCTB Academic Standing, Promotion, and Graduation Policy*;
- Be in Good Financial Standing, such that the student has no outstanding tuition fees as per the *CCTB Late Payment Policy*;
- Submit the Work-Term Agreement to the Career Services Manager one week before the intended start date of Work Experience
 - Missing the deadline to submit the Work-Term Agreement to the Career Services Manager may result in delays in work placement
- Be legally entitled to work in Canada by presenting a valid copy of the following requirements:
 - Canadian Citizens: Proof of citizenship (passport, Canadian birth certificate, certificate of citizenship)
 - Canadian Permanent Residents: Permanent Resident Card or Confirmation of Permanent Residence
 - Foreign Nationals: Valid study permit and co-op work permit as per IRPR 205(c)(i.1), unless otherwise authorized by federal temporary public policies.
- Submit an up-to-date resume

2. Placement Process

The process by which the student will be placed in a work experience is as follows:

- Eight (8) weeks before Work Experience: An initial orientation session will be conducted by the Career Services Manager to students;
- The Career Services Coordinator (or designate) will set up an initial meeting with the student to conduct career counselling and to collect the student's updated resume;
- The Career Services Manager or designate will send a list of potential employers to students;
- The Career Services Manager or designate will assist in facilitating interviews between the student and employers;
- A Work-Term Agreement will be signed by both the student and the supervisor and collected by the Career Services Coordinator (or designate) one week before the intended Work Experience start date;
- Students who do not satisfy the requirements to enter the Work Experience component will be required to postpone the Work Experience start date to the next available cohort of the same program.

The Canadian College of Technology and Business, the student, and the host organization will enter into a written agreement (the Work-Term Agreement) detailing each party's responsibilities and the activities the

student will undertake during the work experience. A copy of the Work-Term Agreement will be provided to the student before the start date of the work experience.

3. Evaluation Process

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

- The student will be provided with at least one written evaluation in relation to the work experience component by the institution.
- The Work Experience supervisor/employer will fill out a comprehensive Work Experience Mid-Term Evaluation and a Work Experience Final Evaluation during the designated work term.
- These evaluations are the responsibility of CCTB and the employer/host, and are designed to measure the student's performance of the activities listed in the Work Term Agreement, provided to ensure the work experience is achieving its purpose in support of the Learning Objectives of the program, and to allow corrections and guidance as needed during the work term.
- The *CCTB Academic Standing, Promotion, and Graduation Policy* and *CCTB Student Attendance Policy* apply in evaluating the student's Work Experience performance.
- Students who refuse to comply with the monitoring of work experience will face academic or behavioral sanctions, up to and including withdrawal from the work experience. In these cases of non-compliance, CCTB will give the student an initial written warning. On the second warning, CCTB will also notify the host organization of the potential violation. On the third warning, CCTB will withdraw the student from the work experience course with a "Not Complete - Fail" notation on the transcript.

4. Monitoring Process

The Canadian College of Technology and Business (CCTB) and the employer/host will monitor the student performance and attendance during the work experience term through the following:

- CCTB will monitor students' performance during the work experience by reviewing attendance through the Bi-Weekly Attendance Reports.
- The employer/host will monitor the student's progress in meeting the Learning Objectives of the program well as the quality of work assignments delivered as assessed in the Work Experience Midterm Evaluation Report;
- CCTB may contact the host at its discretion to discuss the student's progress in meeting the Learning Objectives of the program and may conduct at least one (1) site visit to the work experience site while the student is completing the work experience;
- The employer/host will evaluate the overall performance of the student through a Pass/Fail designation in the Work Experience Final Evaluation Report.

Definitions

Co-op: Following the Private Training Act Policy Manual, "cooperative placement" means a type of work experience component that consists of not more than 50% of the total hours of the program, and for which a student is paid.

Practicum: Following the Private Training Act Policy Manual, means a type of work experience component that, consists of not more than 20% of the total hours of the program, and for which a student is not paid.

Related Legislation

- Private Training Act

Related Policies

Policy Name	Policy Number
Academic Standing, Promotion, and Graduation Policy	
Student Attendance Policy	

Document History

Date	Approval/Review/Key Change(s)
26 Nov 2024	Updated letterhead
25 Feb 2025	Updated terms in defining legal entitlement to work in Canada