

5.3.1 (a) – Work Integrated Learning Procedure

Section:	Academic	Approved:	February 23, 2000
Subject:	Work Integrated Learning	Reviewed:	September 1, 2025
Procedure:	5.3.1 (a)	Revised:	September 1, 2025
Procedure Owner:	Directors – Academic	Next Review:	September 1, 2026
Approval Authority:	President and CEO		

1. Completion of Agreements

Work Experience

- A **Work Experience Agreement** must be completed and signed by the student and the host employer or organization before the placement begins.

Practicums

- A **Work Experience Agreement** must be completed and signed by the student and the host employer or organization before the placement begins.
- A **Confidentiality Agreement** specific to the practicum site must be completed and signed by the student and the Site Supervisor.

Clinicals

- A **Health Sciences Placement Network (HSPnet) Consent Form for Use and Disclosure of Student Information** must be completed and signed for the purpose of locating and coordinating a placement (clinical or preceptorship).
- A **Saskatchewan Health Region Confidentiality Statement** and **SHA Confidentiality Agreement for External Parties** must be completed and signed by the student.

The agreements are provided by the College for eligible students.

2. Pre-Placement Preparation

Students will receive an orientation outlining their responsibilities, expected conduct, reporting procedures, and safety protocols prior to the start of placement.

3. WCB Coverage

- All Carlton Trail College students will receive Workers' Compensation Board (WCB) coverage while participating in unpaid work integrated learning with an employer or organization covered under *The Workers' Compensation Act, 2013*.
- Students will be provided with the WCB Consents and Waiver of Liability form and must complete and sign it prior to the start of any work-integrated learning (WIL) assignments. Students will also be provided with details of their workers' compensation coverage.
- Students are responsible for carrying out the necessary procedures for reporting workplace injuries, including immediately reporting the incident to the workplace or organization supervisor and the College.

Program Coordinator, and completing and submitting required claim forms.

4. Monitoring and Evaluation

- College staff will monitor WIL based on the requirements of the program to ensure alignment with program objectives and to address any concerns that may arise.
- Feedback may be collected from both the employer and student upon completion of the placement.

5. Records and Documentation

All signed agreements must be retained in the student's file in accordance with the College's Records Retention and Disposal policy.