

5.3.1 – Work Integrated Learning Policy

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

Policy Statement

Carlton Trail College is committed to providing high-quality, safe, and meaningful work-integrated learning (WIL) experiences as an integral part of students’ educational programs. WIL may include practicums, clinical placements, internships, or other forms of work-based learning coordinated or endorsed by the College. The College ensures that all expectations, including supervision, safety, confidentiality, and reporting requirements, are communicated to students and host employers or organizations prior to the start of the WIL experience. Students participating in unpaid WIL placements are covered by the Saskatchewan Workers’ Compensation Board (WCB) and are considered workers of the Ministry of Advanced Education for the duration of the placement.

Purpose

- The purpose of this policy is to establish clear expectations and responsibilities for students, host employers or organizations, and the College to ensure that WIL experiences:
- Are educationally meaningful and aligned with program learning outcomes.
 - Provide a safe and supportive learning environment.
 - Comply with legal, safety, and confidentiality requirements.
 - Include appropriate documentation and agreements to formalize the placement.

Scope

This policy applies to all students enrolled in programs at Carlton Trail College who participate in WIL experiences, as well as to all host employers or organizations providing such opportunities in partnership with the College. It encompasses all unpaid and paid placements coordinated or endorsed by the College, including practicums, clinicals, internships, and work experience placements.

5.3.1 (a) – Work Integrated Learning Procedure

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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.