

Work Experience Policy

Work Experience occurs through Co-ops arranged through the College. Co-ops are on-the-job training provided by a training host. If the program requires the completion of a work experience, this will be indicated in the program outline. Students enrolled in programs requiring a work experience are required to complete a work experience in order to graduate and receive a diploma.

Work experience will be a total of 840 hours which will be completed over terms 6-8. Occasionally, a student may be asked to participate in a longer placement due to the host requiring assistance for a special project. In those cases, students will be consulted prior to being placed and, if agreeable, will enter into the Co-op contract.

1. TCFDA provides work experience placements for students who have completed the on-site portion of a program of study, and have met all of the attendance requirements.
2. TCFDA ensures that work experience placements provide an opportunity for its students to enhance the skills learned throughout completion of a program of study.
3. TCFDA seeks work experience for its students with employers who are committed to introducing students to work in the field of study.
4. TCFDA work with work experience placement hosts to evaluate the student's performance during a work experience placement.

Objective of the Work Experience/Co-op

- Allows the student to gain practical experience in their area of study;
- Completes the last stage of the learning process;
- Provides opportunities for networking within the chosen field.

Students' Responsibilities

- Students will meet with the Program Head (or designee) prior to their scheduled Co-op;
- Students' resume should be completed and handed in 6-8 weeks prior to the Co-op;
- If a student fails to provide the Program Head (or designee) with his/her resume and any additional documentation as required by the host agency within the given time period, the student may forfeit his/her Co-op, or the placement may be delayed. Failing to comply with Co-op requirements may result in the student being withdrawn from the program;
- It is the student's responsibility to ensure that all prerequisites have been met prior to going on practicum;
- Students are always expected to behave in a responsible and professional manner while attending their co-op;
- Students should discuss possible placements or request assistance from the Program Head (or designee) early on in the programs;
- Students are expected to hand in a Co-op report;

- Failing to comply with Co-op requirements may result in the student being withdrawn from the program.

Students must meet the following criteria in order to be placed on Co-op. Additional requirements may be necessary for externally regulated programs.

- Pass all courses.
- Demonstrate an English skill level equivalent to that required by the chosen field.
- Maintain 70% attendance.
- Have satisfied all financial obligations to the college.
- Submit all work experience/Co-op documents by the due date.

Procedure:

1. Work experience placements are sought through networking and direct contact by College personnel.
2. When a possible work experience training site is identified, the College personnel responsible contacts the proposed site to assess the commitment of the training place host to enhancing student learning. The College personnel responsible explains the College's/Programs expectations with respect to joint evaluation of student performance.
3. If the training place host is approved to accept work experience students, the host's name and contract information are entered on the College's/Program's roster of work experience placement sites.
4. When a student is ready for a work experience placement, the College personnel responsible contacts the training place host to discuss a possible placement and training plan and arranges an interview for the student.
5. If the student is successful at the interview, the College personnel prepare the Work Experience Agreement and Training Plan and meets with the student to sign these documents. Copies of the documents are placed in the student's file and the student is given the original documents to deliver to the training place host. The College personnel advises the student's instructor of the placement dates and WCB information is recorded. All sites which provide paid work experience must provide WCB coverage.
6. The Instructor notes the placement dates and plans a contact schedule which should not be less than bi-weekly phone calls to the training place a host and two site visits within the period of the placement.
7. Student performance will be ongoing and will be reviewed every 4 weeks with the placement host. At the end of the work experience placement a TCFDA designate will meet with the Coop host and the student to assess the student's performance throughout the work experience placement. The assessment is designed to include the student's performance at the work site of the skills learned during the completion of the program of study. The completed assessment is signed by the designate, Co-op host, and the student. A copy of the assessment is given to the training Co-op host and the student. The original assessment is placed in the student's file.

