

AC505: Placement SLC Students

Policy Title:	Placement SLC Students
Policy Number:	AC505
Owner:	Sr. Vice President Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2025
Reference:	
Links to Other Policy:	Academic Accommodations for Students with Disabilities. Student Rights and Responsibilities Policy
Process and Resources	College Placement Manuals

St. Lawrence College (SLC) is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Academic Accommodations for Students with Disabilities

Educational practices, systems, and support services designed to equalize the opportunity of a person with a disability in meeting essential requirements and learning outcomes of a course or program, applicable to all aspects of learning, including classroom, laboratory, online, and placement requirements, as well as attitudinal beliefs (See Policy AC202).

Where accommodations are required within a Placement Agency, the onus is on the Placement Agency to implement. Placement Agencies, however, also have discretion on student placement acceptances.

College Student Placement Manual

The College Student Placement Manual is a document that provides information outlining processes for placement and necessary pre-placement information or procedures related to preparing and participating in placements. Where Programs have a Program Manual, necessary placement information can be used and reproduced within a “*Placement Information Section*” for the student’s information and easy access.

Ministry of Colleges and Universities (MCU)

Is the organization that regulates the unpaid placement responsibilities of the College and provides safety insurance coverage for the student

Placement

Can be any experiential learning activity (e.g., clinical placement, field placements, internships) that is generally unpaid and is required or optional as part of an SLC approved Program. This includes a formal assessment component and successful completion of the placement. Placements must be authorized by the Placement Agency and take place as a non-classroom activity, usually off Campus or on-line or as a hybrid model.

Placement Agency

The term used to indicate “the employer, agency, workplace, facility, business or organization” that has agreed to accept a student(s) for the purposes of experiential learning as defined above under Placement.

Pre-placement Requirements

The term is used to identify a multitude of specific placement requirements that students are responsible for completing and supplying to the College, prior to commencing placement. They include but are not limited to police checks, immunizations, training modules or specific Placement Agency requirements.

Program Handbooks, Program Manuals and Program Guides

Program handbooks/manuals and guides are provided by individual programs. They outline specific processes for the program, including those involving placement that are specific to the individual program.

Workplace Insurance College and University Students Unpaid Work Placements**Guidelines**

A document used to inform the College of the Workplace Safety Insurance Board (WSIB) and Ministry of Colleges and Universities (MCU) student eligibility for safety insurance coverage. This is specifically for unpaid placements and outlines how to confirm student placement insurance eligibility and report all accidents to MCU and WSIB.

Purpose:

The purpose of this policy is to ensure student placement opportunities are provided to students in a timely, equitable and accessible manner. Specific processes to support placement are shared via the *College Student Placement Manual* and each program will identify their individual placement practices in a consistent manner, as outlined in the program specific manual(s) and necessary course outlines.

Scope:

This policy pertains to all students, faculty members, Placement Program employees, Associate Deans/Deans, Campus Health, College Services and others involved in or supporting the pre-placement requirements and ongoing delivery of placement to facilitate real world learning outcomes for students.

POLICY STATEMENTS**Accommodation Required for Placement**

The College is committed to creating a welcoming, barrier-free, inclusive learning environment. Policy AC202 - *Academic Accommodations for Students with Disabilities*, outlines the definitions, responsibilities, and procedures that apply to the provision of academic accommodations for prospective and current students with disabilities, and applies to all full-time or part-time programs and courses, in the classroom, laboratory, online, and/or on placement.

Student Wellness & Accessibility will work collaboratively with students, college faculty and/or staff, placement sites, and/or external partners to determine appropriate accommodations that meet essential academic and placement requirements and standards. Given that implementation of accommodation is the responsibility of the Placement Agency, there may be agency discretion on placement acceptance and participation.

For physical accommodation due to an injury at placement, please refer to the *College Student Placement Manual*.

Additional Placement Requirements

The College will provide the student with written updates to placement changes using their appropriate platform and share current information as it is made available.

Criminal Record Check (CRC) and/or Vulnerable Sector Check (VSC)

The College will ensure that students completing pre-placement requirements in certain programs or with certain agencies, will be notified of the requirement and that each student will obtain and secure a copy of the CRC and or VSC to the College. The College will verify and protect the student's personal information and will not release any copies or updated information without the written consent of the student.

Students are responsible for informing their Associate Dean or designate of any incidents or occurrences that could affect obtaining or maintaining a clear Vulnerability Sector Check and/or Criminal Records Check.

The College has an obligation to update the Placement Agency when a student cannot provide or ceases to provide and maintain a clear Vulnerable Sector or Police Check. The College will **NOT** disclose the circumstances giving rise to the change in status without a signed consent form. The Placement Agency will only be advised that the document cannot be produced.

Costs Associated with Placement

The College will notify students of costs associated with pre-placement requirements, unless explicitly noted in their Course Outline or within their Letter of Offer, Program Website or Blackboard Placement Hub. Students are responsible for all living and learning expenses as stated in program specific handbooks/manuals/guides.

Expenses for students may include but not be limited to, service fees for placement documentation support, late fees, immunizations, Police Checks, CPR/First Aid, name tags, access cards, uniforms, travel and accommodation costs.

Documentation and Requirements for International Students

International students undertaking employment, paid or unpaid, in order to graduate from the program of study require a co-op work permit.

- Authorization is required from the educational institution, as an inclusion in the original letter of offer (LOA) for a student to obtain a co-op work permit and begin the mandatory work experience. Generally, this is requested at Canadian point of entry.
- Such work experience cannot account for more than half of the study program.

- Work experience essential to the program of study is considered to include, but is not limited to:
 - o field work;
 - o clinical work;
 - o practicums;
 - o volunteer work; or
 - o internships, paid or unpaid.

Insurance Coverage

The Ministry of Colleges and Universities is responsible for all obligations with respect to Student safety insurance coverage and will provide safety insurance for all eligible Students on unpaid placements as per the *Workplace Insurance College and University Students Unpaid Work Placements Guidelines*.

International Placement Requests

The College will enable where possible, international placement opportunities for Students to participate and explore in real world learning that support experiences in a global environment. Please refer to the *College Student Placement Manual* for requirements.

Memorandum of Agreement (MOA)

The College assures that a contract between the College and the individual Placement Agency will be established and signed prior to a student starting placement. The College will confirm within the document, all pre-placement requirements, safety, insurance and academic information and other necessary party agreements to support student safety and success.

Paid Placements

The College recognizes that on occasion a student may be provided with an opportunity for a paid placement. These placements will not be covered by MCU WSIB or private insurance coverage. Please refer to the *College Student Placement Manual* for more information.

Penalties for Missing Placement Requirements

The College will ensure that students not able to attend placement due to missing pre-placement requirements or due to the student choosing not to attend the arranged placement will have consequences clearly explained and stipulated within applicable course outlines, program handbooks, the *Student Placement Manual* and Blackboard Placement Hubs.

Placement Confirmation

The College will establish individual program placement practices to support and confirm each student's placement eligibility. Information can be found within the *College Student Placement Manual* and or within the individual program manuals/ handbooks/guides.

Placement Deferral

The College provides eligible students, placement deferral options in unique circumstances. Information and processes are available via the Registrar's Office.

Placement Non-Compliance

The College retains the responsibility and right to deny a student to start placement when they are not in compliance with necessary pre-placement requirements.

Throughout the duration of Placement, the Student is required to update the College of any material change in circumstances impacting the student's ability or eligibility to participate in placement (e.g., change in CPIC status, material change in medical circumstance, etc.)

Pre-Placement Requirement Compliance

The College will ensure that students who are registered within a program that require a placement component will complete all pre-placement requirements to be eligible to attend their placement. The Student Placement Program will identify necessary requirements and confirm each student's compliance and notify the designated faculty prior to the placement start date.

Privacy

Each Program will ensure that all student generated placement data shared with placement agencies, is returned to the College, or destroyed upon completion of the student's placement and cannot be used for a future employment assessment (e.g., quizzes, assessments, evaluations).

Records generated within the College systems of placements (e.g., Blackboard, placement hubs, or other areas of record management) will be secured and or destroyed as per retention policies of the College.

Safety

The College will ensure that prior to students attending placement, they will complete placement safety training and informational sessions to ensure all their awareness of safety obligations, rights and safety reporting requirements during placement. Additional information can be found in the *College Student Placement Manual*.

Student Placements within SLC Departments

The College will support SLC students who request to take unpaid placements with internal departments or schools. The College will insure these students via the College Commercial General Liability Policy and not through MCU. For students who have not opted out, the Student Sickness and Accident Insurance Plan will apply. Please refer to the *College Student Placement Manual* for more information.

Student Responsibilities During Placement

Students are responsible to ensure they demonstrate professional conduct and comply with the Student Code of Conduct and all safety and confidentiality college and placement site policies while attending placement. The student is responsible to comply with all placement compliance practices as outlined within this policy.

Vehicle Use for Placement

The College establishes processes and requirements for the use or insurance coverage of vehicles for placement purposes. Please refer to the *College Student Placement Manual* for more information.

Volunteer Placements

The College recognizes that volunteer placements cannot be insured through MCU. Please review to the *Workplace Insurance College and University Students Unpaid Work Placements Guidelines* or *College Student Placement Manual* for more information.

Only mandatory placements are added to LOAs and as International students would still require a coop work permit from IRCC if wishing to complete a voluntary placement, approval for this would be at the discretion of the Customs Officer processing the request.

MONITORING

Sr. Vice President Academic and Student Success

POLICY REVISION DATE

September 2030

LINKS

[Workplace Insurance College and University Students Unpaid Work Placements Guidelines](#)

[College Student Placement Manual](#)

[Academic Accommodations for Students with Disabilities](#)