St. Lawrence College

# AC503: Placement Policy – Non SLC Students

**Policy Title:**          Placement Policy – Non SLC Students
**Policy Number:**         AC503
**Owner:**                 Sr. Vice President Academic College
**Approved by:**           Executive Team September 2022
**Effective Date:**
**Reference:**
**Links to Other Policy:**

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:**

**Clinical Placement** means an unpaid Placement within the College that supports all clinical and health care related on the job learning activities.

**College** means St. Lawrence College (SLC), which acts as the "Placement Agency" for incoming students who request placement within a particular internal area.

**College Placement Supervisor** means a designated member of the College to oversee the Placement and assign duties and responsibilities to the incoming student. This person will supervise the student in the performance of those duties, whether virtually or in person.

**Department** means the department, unit, group, area, or other team within the College's organization where an incoming student will be assigned to during their Placement.

**Home Institution**
Means the academic institution that the incoming student is registered with.

**Home Institution Supervisor**
Means a designated member of the Home Institution who is responsible for providing support to the student while on Placement.

**Memorandum of Agreement (MOA)**
The College assures that a contract between the College and the Home Institution will be established and signed, prior to an incoming 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.

**Ministry of Colleges and Universities (MCU)**
Is the organization that regulates the unpaid placement responsibilities for colleges and provides safety insurance coverage for the student where the student is eligible.

**Placement**
Means the unpaid practical education to be carried on and provided to the student, at the facility or premises owned, leased, or occupied by the College

**Pre-placement Requirements**
The term is used to identify a multitude of specific placement requirements that incoming 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 other specific College requests for information.

**Incoming Student** means an individual who is enrolled in a course or program at the Home Institution who has requested a placement with SLC.

**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) incoming 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 set requirements and conditions for incoming students from external educational institutions (Home Institutions), who request placements at St. Lawrence College. It is to ensure that the College prepares the student, manages attendance and participation in internal College placement activities and that all

responsibilities are communicated and confirmed with necessary parties supporting the placement.

**Scope:**

This policy pertains to all incoming students from other academic institutions requesting placements, St. Lawrence College internal Schools or Departments including, faculty members, Associate Deans/Deans or Managers/Associate Directors and Directors or others involved in or supporting real world learning outcomes for incoming students approved for placement at the College.

## POLICY STATEMENTS

### Accommodation Required for Placement

The College is committed to creating a welcoming, barrier-free, inclusive learning environment.  We will work with the Home Institution's Accessibility Department and the student to equalize their opportunity to successfully meet the essential requirements and learning objectives associated with the SLC placement.

### Costs Associated with Placement

The College will notify the incoming student of all costs associated with pre-placement requirements, which will be at the student's expense, unless explicitly noted by their accepting Program/Department.

### Insurance

The College will confirm and ensure that all incoming students who are seeking placement with the College have safety insurance coverage and the Home Institution will be provided with all necessary information for their records.

The College may deny incoming requests for placement where the incoming student cannot be covered by MCU, or insurance provided by the Home Institution.  These requests for placement will be reviewed on a case-by-case basis.

### Placement Confirmation

The College will establish individual program placement practices to support and confirm each student's placement eligibility.  This may include competitions, interviews or other

requirements. Incoming students are not eligible to begin placement until a MOA is received by the College.

**Pre-Placement Requirements**

The College will provide a written outline of the requirements that each incoming student is to complete prior or during their placement. These requirements may include but not limited to:

- Immunization Requirements
- Criminal Record Check (CRC) and/or Vulnerable Sector Check (VSC)
- CPR and First Aid

The College will provide written notifications to affected students at the earliest convenience of any changes to pre-placement requirements.

**Pre-Placement Requirement Compliance**

The College will ensure that incoming students who are accepted to take a placement with SLC will complete all pre-placement requirements to be eligible to attend their placement. The Student Placement Program will confirm with the designated Department Head the completion of a Memorandum of Agreement prior to the student beginning placement.

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.).

**Privacy**

The College will ensure that all student generated placement data shared with the College, is 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 for 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, the will complete placement safety training and informational sessions to ensure all their awareness of safety obligations, rights and safety reporting requirements during placement. All regular College safety reporting will be applicable in the case of an injury. Please refer to the Manager, Student Placement for more safety information regarding incoming student placement reporting.

**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 incoming student will comply with all Pre-Placement Requirement Compliance as outlined within this policy.

## MONITORING

## POLICY REVISION DATE

September 2027

## SPECIFIC LINKS

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