	Administrative Procedure	
	Work-Based Learning Placement	
	Department:	**Student Programs**
	Approved by:	**Leadership Council**
	Date Approved:	**February 5, 2024**
	Revision Date(s):	**May 11, 2026**
	Review Date:	
	External References • *The Education Act, 1995* • *The Workers' Compensation Act, 2013* • Practical and Applied Art Handbook, November 2024	
	Internal References • Work Based Learning Placement AP: Appendix A – Work-Based Learning Placement Forms and Document Summary	

Purpose

- This administrative procedure outlines the steps and guidelines that enable Saskatchewan Distance Learning Centre (Sask DLC) students to acquire hands-on practical experience and develop essential skills in a safe and secure work environment.

Scope

- This procedure applies to all students of Sask DLC who are in the work-based learning placement as part of their academic programs.

Policy Statement

- Work-based learning placements allow Sask DLC students to receive a portion of their course credit through experiences in the workplace allowing them to acquire attitudes, skills and knowledge for life/career roles.
- Sask DLC offers a range of work-based learning opportunities allowing students to make positive and meaningful connections with employers.
- Each course configuration offers a combination of 'in-class' and 'work-experience' hours for each 100-hour credit course.
- Sask DLC work-based learning placements provide students with:
  - a "real world" experience in the workplace;
  - exposure to workplace health and safety issues;
  - an opportunity to develop self-confidence and transferable skills;
  - an understanding of the rights and responsibilities of an employer/employee;
  - an opportunity to develop a greater awareness of the needs of business, industry, and extended community; and,
  - a chance to bridge the transition from school to work.
- For courses that include a work placement component, completion of the work placement hours is

required in order to receive a final mark in the course.

- Students are expected to meet the professional and conduct standards of their placement setting. Sask DLC supports students in meeting these expectations; however, repeated or serious failure to do so may affect a student's ability to continue their work placement or to be placed in future work-based learning opportunities.

Procedures

1. Placement overview

a) Sask DLC follows the provincial curriculum and procedures for work placements and the monitoring of these placements.

b) Sask DLC is responsible for securing students' appropriate non-paid work placement opportunities. The placement must be suited to the student's interests and abilities as well as provide him/her with meaningful learning experiences. The Sask DLC Supervisor will complete all of the mandatory information found below as it is important in order to ensure proper insurance coverage is in place.

2. Student status, worker's compensation, liability and insurance

a) For the purposes of this administrative procedure, students performing services are classified as learners under *The Education Act, 1995* and *The Workers' Compensation Act, 2013*. They are not employees, apprentices, or volunteers of the employer and no employment relationship is created by this placement. Students shall not receive remuneration or benefits from the cooperating employer.

b) Employers hiring students outside of this administrative procedure during non-school hours must provide remuneration according to law.

c) The employer remains responsible for the health and safety standards in the worksite, in accordance with *The Occupational Health and Safety Regulations, 2020*.

d) For workers' compensation purposes, students are covered under *The Workers' Compensation Act, 2013* while on placement, as if they were a worker in the course of employment. This coverage applies only within the scope of this administrative procedure.

e) The employer is responsible for confirming their Worker's Compensation Board registration status prior to work placement. Where the employer is not registered under *The Workers' Compensation Act, 2013*, they must provide proof of general liability insurance before work placement is finalized. Both confirmations are completed via the Pre-Placement Health and Safety Checklist (Appendix A) at the initial site safety check.

f) In addition to the coverage under *The Workers' Compensation Act, 2013*, Sask DLC agrees to maintain insurance with respect to its liability under the Work-Based Learning Program. The employer may examine this insurance policy from time to time. Sask DLC is not liable for any damages or other claim arising out of any act or omission of any party to this administrative procedure.

3. Initial procedure for placement of students

a) An effort will be made to place students within a 100 km limit, providing appropriate student-employer matched placements that align with the outcomes of the Career Work Exploration Curriculum Guide.

b) Before the student can be placed with an employer the student must be registered with the Ministry of Education in the class with the Work-Based Learning Placement.

c) Prior to placing students at the workplace, the Sask DLC Supervisor must perform a pre-screening safety-check using the Pre-Placement Health and Safety Checklist form.

d) Students may not begin their work placement until all required Sask DLC's consent and permission forms (see the list in Appendix A) have been completed.

e) Prior to completing work-based learning placement forms, the parent/guardian and the student must review the expectations of work placement. Students will be expected to demonstrate qualities required of employees in the given work placement setting. Where concerns arise, the Sask DLC Supervisor will work with the student and employer to address these. Failure to demonstrate expected qualities could lead to termination of the work placement.

f) Upon placement, the employer must complete a safety orientation with the student. Sask DLC Supervisor is responsible for distributing the Pre-Placement Health and Safety Checklist form to the employer in advance, and for monitoring the employer's completion of the orientation.

g) Students who are unable to complete their placement due to extenuating circumstances must formally withdraw from the course. The Sask DLC Supervisor will support students in understanding their options, which may include deferral or re-enrollment when circumstances allow.

4. Monitoring of work-based learning

a) Sask DLC Supervisor must maintain monitoring checklists on each student to track visits.

b) Minimum monitoring expectations require a monitoring visit to each student at the work placement site at least twice in the first 25 hours of work exploration or work-study period and at least once for each additional 25 hours of work-based learning. This holds true whether running the program over a year, semester, or block period.

   i. The pre-placement visit is not considered as one of the monitoring visits.

   ii. The first monitoring visit should occur early in the placement in order to assist the student in becoming comfortable in the work placement and to provide appropriate orientation.

   iii. The second (and subsequent) monitoring visits should allow for an opportunity to discuss the student learning taking place and to support the assessment of the student during the work placement in collaboration with the work site/employer supervisor.

   iv. Monitoring visits provide the opportunity to discuss any student successes as well as any issues at the site. In follow-up activities, the Sask DLC Supervisor should advise the Campus Administrator about cases involving theft, injury, harassment, abuse, insubordination, etc.

   v. Telephone and/or email communication with the employer supervisor and casual contact

with the student should be used to reinforce the on-site monitoring. These methods do not replace on-site visits and do not constitute monitoring.

5. Supervision and evaluation of students

a) During the hours of work, the student shall be under the supervision of the Employer Supervisor; however, the Sask DLC Supervisor shall be allowed access to the work site and the student at times which are mutually agreeable to the supervisor.

b) The employer agrees to supply the Sask DLC Supervisor with an evaluation of the student's performance of duties in a format outlined by Sask DLC.

c) Where a placement provider withdraws from the arrangement, or where circumstances beyond the student's control prevent completion of the placement, Sask DLC will work with the student to explore alternative placement options. Where no suitable alternative can be secured, formal withdrawal from the course will be required. The Sask DLC Supervisor will inform the student and parent/guardian of next steps, including any options for deferral or future re-enrollment.

d) Where a student fails to meet the expectations of the employer, including professional conduct, assigned duties, or workplace standards, the Sask DLC Supervisor will consult with the employer, the student and parent/guardian, to determine next steps. This may include additional support or a formal review. Where concerns persist or recur following support or review, or where a student has previously had a placement discontinued for similar reasons, Sask DLC in consultation with the employer may discontinue the placement. All decisions will be documented and all parties notified in writing.

e) Any party may cease their participation by notifying the other parties in writing.

6. Transportation arrangements

a) The student and parent/guardian are responsible for arranging and managing all transportation to and from the work-based learning placement.

b) Sask DLC staff do not assess, approve, or supervise private transportation arrangements. This includes responsibility for vehicle costs, insurance coverage, liability, and compliance with all applicable traffic laws. Full details are outlined in the applicable Work-Based Learning Placement registration forms.

c) Transportation responsibilities and acknowledgements are captured through Sask DLC's consent and permission forms (see Appendix A) filled out by the parent/guardian and/or the student prior to the beginning of the work placement.

   i. For students under 18, written parent/guardian permission is required prior to the student driving themselves to the placement site.

7. Reporting student injury

a) The reporting procedure and forms for reporting student injury are found on the Ministry of Education curriculum website - Saskatchewan Curriculum. After selecting, "Browse by Subject" and referring to the Practical and Applied Arts (PAA) Supports Section, you will refer to the "Reporting and Injury" document as well as the appropriate forms for submission, including:

   i. WCB E1 Form (Employer's Initial Report of Injury)

ii. WCB W1 Form (Worker's Initial Report of Injury)

b) Immediate Actions (At Time of Injury)

i. The employer provides immediate and appropriate first aid and arranges transportation for appropriate treatment if required.

ii. The student or employer notifies the Sask DLC Supervisor immediately.

iii. The Sask DLC Supervisor notifies the PAA Coordinator as soon as possible.

iv. Parents/guardians are notified as soon as possible.

v. If student is receiving medical attention, the health care provider is required to report to WCB. It is advisable for the student/parent to request that the health care provider indicate that the student is on a work placement and note the name of the school.

c) Notification Actions (As soon as possible within first 24 hours)

i. The PAA Coordinator notifies the PAA Manager.

ii. The PAA Manager ensures the Campus Administrator and Superintendent, School Operations are informed in a timely manner.

iii. PAA Coordinator contacts the employer to follow the injury reporting process.

d) WCB Reporting: E1 Form – Employer Report (3-Day Deadline)

i. The Sask DLC Supervisor, in consultation with the employer, is responsible for completing and submitting the E1 form to WCB within three days of the occurrence. The Ministry of Education is listed as the Employer on the form. Section D – Other is selected with a note indicating "unpaid student".

ii. Submit to WCB by email at forms@wcbsask.com, or by fax or mail using the address on the Ministry of Education provided E1 form.

iii. A copy of the completed E1 form is emailed to the Sask DLC Supervisor.

e) WCB Reporting: W1 Form – Student Report (As soon as possible)

i. The student, with assistance from the Sask DLC Supervisor, completes and submits the W1 form to WCB as soon as possible.

ii. Student information is provided in the Worker Information field, Section A.

iii. Submit to WCB by email at forms@wcbsask.com, or by fax or mail using the address at the top of the W1 form.

iv. A copy of the completed W1 form is emailed to the Sask DLC Supervisor.

Appendix A -Work Based Learning Placement – Forms and Documents Summary		
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	Internal References • N/A	

Forms Completion and Record Keeping

- All forms and documents related to work-based learning placements must be completed prior to the beginning of placement. Whether completed through Sask DLC's automated workflow system or manually, all records must be submitted to and retained centrally by the Sask DLC Work Placement Supervisor.
- The Sask DLC Work Placement Supervisor is responsible for ensuring all required forms are completed and if applicable, reviewed with the student and parent/guardian prior to the beginning of placement.

Work Based Learning Placement Forms and Documents

- Student Expectations and Responsibilities (Information Document)
- Parent and Student Consent/Permission
- Student Use of Private Vehicle (required if student is under 18)
- Pre-Placement Responsibility Overview & Health and Safety Checklist (Employer Form)