



POLICY:  <p style="text-align: center;"><b>Work-Integrated Learning (Policy)</b></p>		POLICY NUMBER:  <p style="text-align: center;"><b>AC-2-4</b></p>
		PREVIOUS/REPLACES: <p style="text-align: center;"><b>Work Practicum and Work Co-op Policy</b></p>
APPROVED BY: <p style="text-align: center;"><b>Executive Council</b></p>	EFFECTIVE DATE AS OF:  <p style="text-align: center;"><b>November 14, 2024</b></p>	PRIOR VERSIONS:  <p style="text-align: center;"><b>May 4, 2021</b> <b>November 23, 2016</b></p>

See the related [PROCEDURES](#)

**Policy Statement:**

This policy establishes requirements for Work-Integrated Learning (WIL), whenever used in programs offered by the Manitoba Institute of Trades and Technology (MITT).

**Scope:**

This policy applies to students enrolled in Work-Integrated Learning credits and the staff responsible for the delivery of these credits. For high school Work-Integrated Learning credits, requirements established by the Government of Manitoba supersede this policy.

**1. Definitions:**

**Academic Manager:** For the purpose of this policy, refers to a staff member whose main responsibilities relate to the administration of a program or portfolio of programs.

**Clinical Placement:** An unpaid work term under the supervision of a registered or licensed professional (e.g. a preceptor) in a discipline that requires practice-based work experience for professional licensure or certification.

**Co-op Work Permit:** A document issued by the Canadian government that allows an international student to legally participate in a work-integrated learning component of an academic program (e.g., Clinical Placements or Work Experiences).

**Co-operative Education (Co-op):** An educational partnership between MITT, an industry partner, and the student. Co-op placements are paid and Co-op Programs are registered with the Co-operative Education Program Registry.

**Course-Eligibility Requirement:** A course-specific academic requirement that a student must meet to begin studies in a specific course (e.g., a prerequisite). A student is not permitted to proceed into a course for which they do not meet a Course-Eligibility Requirement.

**Employee:** A student or learner who receives pay greater than \$500 and/or receives a T4 for income tax purposes.



**Work-Integrated Learning (WIL):** A form of curricular experiential education that formally integrates a student’s academic studies with quality experiences in a workplace setting. WIL experiences include an engaged partnership of at least an academic institution, a host organization, and a student. (e.g. Practicum Courses)

**Work-Integrated Learning Facilitator:** For the purpose of this policy, refers to a staff member whose responsibilities include arranging and facilitating work-integrated learning placements.

**Work Experience:** An unpaid work term (usually full-time) in an academic program that provides a student with workplace experience related to their field of study.

**Policy:**

**2. Types of Work-Integrated Learning**

- a. MITT offers three types of WIL:
  - i. Clinical Placements
  - ii. Co-operative Education
  - iii. Work Experiences

b. The characteristics of each are provided in the following table:

**Table 1: Characteristics of Clinical Placements, Co-operative Education, and Work Experiences**

Characteristic	Clinical Placement	Co-operative Education	Work Experience
Is the placement paid or unpaid?	Unpaid	Paid	Unpaid
Is required by an accrediting body?	Yes	Maybe	No
How are students matched with employers / host organizations?	Varies	Students apply for available positions and are hired by employers	Placements are approved by MITT staff
Where does the type of WIL occur?	At the host organization’s place of business		

**3. Work-Integrated Learning Credits**

- a. A program may have mandatory or optional Work-Integrated Learning credits, or no Work-Integrated Learning credits.



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- b. Course-Eligibility Requirements (e.g., prerequisites) may exist for Work-Integrated Learning credits.
  - i. A student who does not meet a Course-Eligibility Requirement (e.g., a prerequisite) for a Work-Integrated Learning credit is not eligible to proceed into the credit and is not provided with an alternate learning experience.
- c. Work-Integrated Learning credits have clear learning outcomes and evaluation criteria.

#### 4. Work-Integrated Learning Placements

- a. MITT arranges placements for students enrolled in a Clinical Placement or Work Experience but does not guarantee a placement.
  - i. When suitable placements are unavailable, a student is provided with a reasonable alternative, such as project-based coursework or a deferred placement.
- b. Work-Integrated Learning placements:
  - i. Are with host organizations that provide students with an experience related to their program of study, one which allows a student to apply classroom learning to real-world scenarios.
  - ii. Are reasonably accessible in terms of location, however, in some circumstances placements may occur outside Winnipeg.
  - iii. May occur outside a program's regularly scheduled hours. Students may be required to work evenings or weekends, depending on their program.
  - iv. Do not exceed 40 hours per week and have at least two days off out of each 7-day period.
- c. A student on a Work-Integrated Learning placement should not be assigned overtime hours, accept overtime hours, or be credited for hours at overtime rates.
- d. Students are responsible for any costs associated with accommodation and transportation related to their placement.
- e. International students require a valid Co-op Work Permit to be eligible to participate in a Work-Integrated Learning placement.
  - i. An international student is expected to apply for a Co-op Work Permit as early as possible, preferably no later than the first week of their program, to ensure that they receive their permit before the scheduled start date of their Work-Integrated Learning placement.
  - ii. An international student who does not have a valid Co-op Work Permit, and who did not apply for their permit in a timely manner, will be ineligible to participate in a placement.

#### 5. Workers Compensation and Liability

- a. All students, including those registered at Adult Learning Centres, who participate in **unpaid Work-Integrated Learning credits**, are deemed to be workers of the Government of



Manitoba and are entitled to Workers' Compensation benefits if injured while participating in a WIL credit. This provision applies even if the employer is not registered with WCB Manitoba as stipulated in Manitoba Regulation 545/88.

- b. A student who participates in an unpaid Work-Integrated Credit may not accept paid employment from a host organization (i.e., a student may not switch from an unpaid placement to a paid placement).
- c. If a student is participating in a **paid Work-Integrated Learning credit**, they are covered by the employer's compensation coverage.
- d. Work-Integrated Learning placements are not permitted outside of Canada.
- e. International students require a valid Co-op Work Permit to be eligible for WCB coverage.

## **6. Safety & Work-Integrated Learning Placements**

- a. Safety is a shared responsibility of MITT, a host organization, and a student.
- b. The institution is committed to providing a safe and inclusive working and learning environment for all students participating in work-integrated learning (WIL) opportunities. We prioritize the protection of students from sexual harassment, violence, and any form of discrimination, in line with our institutional values of respect, equity, and dignity.
  - i. Any matters related to sexual violence should be addressed in accordance with MITT's Sexual Violence Policy SV-1.

## **7. Student Conduct on Work-Integrated Learning Placements**

- a. A student is expected to act in a safe, respectful, and professional manner during a placement.
- b. While on a Work-Integrated Learning placement, a student is subject to MITT's policies, program-related requirements, and any policies specific to their host organization (e.g., accident reporting or dress code).
  - i. If there is a conflict between policies, a student is expected to work with their Work-Integrated Learning Facilitator and workplace supervisor to determine a suitable resolution.
- c. A host organization is not required to adopt, or follow, MITT's policies or procedures when responding to student conduct.

## **8. Administration:**

The Vice-President, Academic, and the Vice-President, Business Development and Community Initiatives, are responsible for the administration of this policy.



**9. Review:**

This policy is reviewed by Executive Council every five years.

**10. References:**

**Legislation and Government Documents:**

The Adult Learning Centres Act

The Workers Compensation Act (Manitoba)

The Workplace Safety and Health Act (Manitoba)

Manitoba Advanced Education and Training: Co-op Hiring Incentives

Manitoba Co-operative Education Program Registry

Manitoba Education and Training – Credit for Employment Guidelines

Manitoba Regulation 545/88 – Declaration of Workers in Government Employment Orders

**MITT Policies:**

Academic Standards (AC-2-10)

Course Outlines (AC-2-3)

Respectful Workplace, Harassment Prevention and Non-Discrimination (CC-2)

Sexual Violence Policy (SV-1)

Students Appeals (AC-2-2)

Student Attendance Post-Secondary (AC-1-6)

Student Attendance High School (AC-1-7)

Student Behaviour (AC-1-1)

Student Discipline (AC-1-8)

Student and MITT Expectations (AC-1-2)

**Appendices:**

Placement Request Form (Appendix A)

Combined WIL Agreement Form (Appendix B)

Safety Orientation Checklist (Appendix C)



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**Procedure:**

**1. Types of Work-Integrated Learning**

- a. The type of Work-Integrated Learning offered in a program, if applicable, is stated in its Program Guidebook.

**2. Work-Integrated Learning Credits**

- a. Course-Eligibility Requirements (e.g., prerequisites) for WIL credits are stated in Program Guidebooks.
- b. Evaluation methods for WIL credits are clearly stated on course outlines and are explained to host organizations.

**3. Work-Integrated Learning Placements**

- a. A student may request special consideration for the location or hours of their placement by submitting a Placement Request Form (Appendix A) to their Work-Integrated Learning Facilitator at least six weeks before a placement's start date
  - i. A Work-Integrated Learning Facilitator approves or denies any special requests for a placement's location or hours.
- b. If a student requires workplace accommodation that relates to protected grounds (e.g., disability or religious observance) they should meet with their Work-Integrated Learning Facilitator and a Student Advisor, preferably in advance of the placement, to discuss their required accommodation.

**4. Workers Compensation and Liability**

- a. If a student participating in an unpaid placement is offered paid employment by the host organization, the student declines the offer and notifies their Work-Integrated Learning Facilitator.
- b. Before a student starts a paid placement, a Work-Integrated Learning Facilitator verifies that the employer is registered with WCB Manitoba, and that the student is covered. If the host organization is not registered, the student is not permitted to work for that organization as an employee.



## **5. Worksite Suitability**

- a. Prior to placing a student, a Work-Integrated Learning Facilitator performs a site assessment to determine if a worksite is suitable for a Work-Integrated Learning placement.
  - i. For a new worksite (i.e., a worksite that has not previously hosted a MITT student), a Work-Integrated Learning Facilitator conducts an in-person site visit. A Work-Integrated Learning Facilitator may conduct a virtual assessment when a potential worksite is more than 225 km. from Winnipeg.
  - ii. For an existing worksite (i.e., a worksite that has previously hosted a MITT student), a Work-Integrated Learning Facilitator may conduct a virtual assessment. If there have been substantial changes at the worksite since the last placement, the Work-Integrated Learning Facilitator conducts an in-person site visit.

## **6. Worksite Documentation**

- a. Prior to placing a student, a Work-Integrated Learning Facilitator ensures that the three sections of the “Combined WIL Agreement Form” have been completed and signed off by a MITT representative, the host organization, and the student.
- b. Prior to the start of a placement, the Work-Integrated Learning Facilitator provides each host organization and student with the “Safety Orientation Checklist” and verifies that it has been signed-off by the host organization and student at the start of the placement.

## **7. Safety Procedures**

- a. Students report safety concerns or hazards according to their worksite’s safety procedures. A student has the right to refuse dangerous work, including any concerns related to their personal safety.
- b. If a student’s safety concerns are not addressed or if a student has concerns about reporting a workplace hazard, they contact their Work-Integrated Learning Facilitator.
- c. Any safety concern shared with a Work-Integrated Learning Facilitator is promptly reviewed, and if necessary, shared with an Academic Manager and MITT Safety and Health Coordinator, who then determine next steps.
  - i. A student may be temporarily removed from their placement site while their concerns are being investigated by college staff.
- d. An investigation may result in the following outcomes:
  - i. If the student’s concerns can be resolved, the student returns to the placement site.
  - ii. If the placement site is deemed unsafe, the student may be assigned to a new placement site or provided with an alternate learning experience. The duration of the new placement or alternate learning experience will not exceed the student's originally scheduled end date.
- e. A student will not be disciplined by MITT staff when exercising their right to refuse unsafe



work, when acted upon in good faith.

## **7. Accident Procedures**

- a. If a student experiences a workplace injury, the student follows the host organization's site-specific response procedures.
- b. In addition, the student reports the workplace injury to the Work-Integrated Learning Facilitator, regardless of how minor the injury may be, within 24 hours.
- c. The Work-Integrated Learning Facilitator completes an MITT accident/incident report for all incidents.
- d. All accidents are communicated to a MITT Safety and Health Coordinator and an Academic Manager.
- e. A student is not allowed to return to a placement site until it is determined that it is safe to do so. If it is determined that it is not safe for the student to return, a new placement may be assigned to the student. Under no situation will a student be returned to an unsafe placement site.

## **8. Student Conduct on Work-Integrated Learning Placements**

- a. The employer may dismiss a student from a Work-Integrated Learning placement.
- b. Whenever a student has been dismissed from a Work-Integrated Learning placement:
  - i. The student immediately notifies their Work-Integrated Learning Facilitator of the dismissal.
  - ii. The Work-Integrated Learning Facilitator investigates the reasons behind the dismissal and provides a written report to an Academic Manager within two business days. The report indicates whether, for purposes of the WIL credit, the dismissal was with cause, or without cause.
- c. If the student was dismissed with cause (e.g., serious misconduct) the student receives a failing grade for the placement.
- d. Whenever a student is dismissed with cause, the Work-Integrated Learning Facilitator meets with the student to discuss the outcome of the Work-Integrated Learning credit, review the student's final evaluation form, and state the final grade that the student will receive.
- e. If the student was dismissed without cause, the Work-Integrated Learning Facilitator and an Academic Manager discuss alternative arrangements. This may include reassignment to an alternate placement, a deferred placement, or project-based coursework.
- f. MITT reserves the right to dismiss a student from a Work-Integrated Learning placement at any time.