

# Work-Integrated Learning Employer Guide

*2024-2025: Employer/Industry Partner Guide*

NOVA SCOTIA COMMUNITY COLLEGE

**Nova Scotia Community College**

**Nova Scotia**



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# ABOUT THIS MANUAL

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## Related Manuals

- WIL Student Guide
- WIL Faculty Guide
- WIL Service Learning Guide

## How to Access and Use this manual

This manual is available in the following formats:

- **Online web-book.** You can read this manual online on a computer or mobile device.
- **PDF.** You can download in two different PDF formats.
  - Digital PDF – optimized for digital use, reading on a computer or tablet.
  - Print PDF – optimized for printing.
- **eBook.** Download the EPUB file.
  - Most tablets and eReaders (including iPad and Kobo) and smartphones (including iPhone and Android) can read eBook files in EPUB format.

# LAND ACKNOWLEDGEMENT

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***Mika Francis, Social Services Student***

Nova Scotia Community College (NSCC) is located in Mi'kma'ki, the unceded territory and traditional homeland of the Mi'kmaq Nation. Our relationship is based on a series of peace and friendship treaties between the Mi'kmaq Nation and the Crown, dating back to 1725. As Treaty beneficiaries, we recognize that we are all Treaty People.

As an employer and/or community partner, we recognize and respect that each of you may work, play, and live on ancestral, unceded and traditional homelands lands of the Indigenous, First Nation, Innu, or Inuit Peoples outside of the Mi'kmaq Nation, and we acknowledge that work-integrated learning activities are not limited to NSCC physical locations.

Central to the values of NSCC and the Department of Career and Employment Services, is the inalienable belief that everyone should be free from discrimination and inequality, and we recognize the uniqueness of everyone's differences, lived experiences and self-identification. Work-Integrated Learning is a safe space

where you should expect to be treated with the respect, integrity, and fairness. This applies equally to students, employers/community partners, co-workers, vendors, and clients, and WIL practitioners (faculty and staff).

## African Nova Scotian recognition

NSCC recognizes the African Nova Scotians as a distinct group who arrived here 400 years ago. From that time on, they have contributed to the infrastructure and economic wealth of the towns and cities they helped to build, but from which they could not benefit.

We honour and offer gratitude to those ancestors of African descent who came before us to this land.



# NSCC VISION, MISSION, VALUES

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At NSCC our vision, mission, promise, and values fill us with purpose, guide our work and drive us forward. We realize our **vision** and **mission** through our strategic plan, which focuses on the following key areas:

- Student success
- Community impact
- Organizational excellence
- Academic quality

We demonstrate our commitment to our **values** with leadership from Human Rights, Equity and Inclusion, our international partnerships, and our sustainability practices.

## Vision

Transforming Nova Scotia one learner at a time.

## Mission

Building Nova Scotia's economy and quality of life through education and innovation.

## Promise

To empower those who strive to know more, do more, be more.

## Values

### **Accessibility**

We commit to opening pathways and providing equitable opportunities for students to engage fully in our programs and services.

### **Diversity**

We are intentional in our efforts to build diversity as a core strength. We recognize diversity of knowledge, worldview and experience as an asset and a key driver of success in advancing innovation, creativity, and excellence.

### **Employee success**

We believe that engaged people make the difference in our environment of continuous learning. Teamwork and creativity are encouraged, and innovation is expected to ensure the success of our students and our organization.

### **Inclusion**

We are committed to creating a culture of genuine inclusion that is free from discrimination and harassment and where our students, employees, and the communities we serve are treated with fairness, dignity and respect.

### **Innovation**

We believe there is always a better way. We find it by inspiring curiosity, openness, and creativity in the pursuit of excellence.

### **Public accountability**

We work with integrity in every area of the College and believe we must be fundamentally accountable for the public's trust in all that we do.

### **Safety**

We're dedicated to ensuring the health and safety of our students and employees. We're committed to working collaboratively to foster a culture of safety and improving safety practices across the organization.

### **Student success**

We empower students through applied learning, services and supports to propel them on their way to career success and fulfilment.



## **Sustainability**

We commit to the continuous development of the social, economic, cultural, and environmental sustainability of the College and our communities.

# INTRODUCTION

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CEWIL Canada defines **Work-integrated Learning** as “a form of curricular experiential education that formally integrates a student’s academic studies with quality experiences within a workplace or practice setting. WIL experiences include an engaged partnership of at least: an academic institution, a host organization, and a student. WIL can occur at the course or program level and includes the development of student learning objectives and outcomes related to: employability, agency, knowledge and skill mobility and life-long learning.”

Work-Integrated Learning (WIL) at Nova Scotia Community College (NSCC) is an innovative and transformative approach to education that seamlessly integrates classroom theory with real-world practice. At NSCC, Work-integrated Learning provides students with invaluable opportunities to gain work experience. Students have the opportunity to collaborate with industry professionals and community partners, develop employment readiness skills, enhance their classroom-based learning through real world applications, and grow their professional networks.

Most NSCC programs have a Work-integrated Learning component. As an industry/community partner, you are an active participant in the education journey, affording our students a genuine chance to put their skills into practice and apply the knowledge they have acquired in both classroom and laboratory settings.

Work-integrated Learning involves a three-way partnership between the student, employer/community partner and NSCC, and each party plays a critical role in ensuring the success of the partnerships.

At NSCC, we have five types of work experience to meet the academic outcomes of the program and prepare you for your future careers in your chosen professional or occupational fields. Depending on the program of study, a student may engage in more than one type of work experience. The types are detailed below. If you would like additional detail on what type of work experience a student is available to complete with your organisation, please reach out to [workexperience@nsc.ca](mailto:workexperience@nsc.ca).

## Field Experience

Students engage in a diverse array of work-related experiences, which may be either paid or unpaid. These field experiences are closely linked to specific courses and are mandatory for graduation. The frequency, duration and timing of a field experience may differ depending on the NSCC program. All Work-integrated Learning courses are scheduled for a specific semester. The most typical field experience spans approximately 175 hours, lasting for about 5 weeks, (typically 35 hours per week), and takes place during the third semester (April-May).

## Co-operative Education (co-op)

Enabling a student to “earn while you learn,” students enrolled in either a mandatory or optional Co-op course as part of their program have a unique opportunity to acquire invaluable experiences as they advance towards your second year of studies. Co-op courses are strategically scheduled between your first and second year, enabling them to apply their skills from first year, gain additional experience and skills and advance their skill development in second year. Co-op work-terms offer paid full-time (35-40 hours) employment, lasting 12-16 weeks, (420-640 hours) depending on the program. This immersive work experience enriches your educational journey and equips the student with practical skills and industry insights.

## Internships

NSCC offers two specialized programs, International Business and Ocean’s Technology, which incorporate a valuable and mandatory internship component. Internships are paid and occur during the final semester, lasting between 14-16 weeks of full-time employment. These internship experiences are an important part of a

student's studies, giving them practical experience and a chance to use their skills in real-life situations before they enter their chosen careers.

## Professional Practice

Unpaid work placements are mandatory for obtaining a professional license or designation in various fields, including clinical placement, practicums, preceptorships and more. These hands-on experiences provide students with practical training and the opportunity to apply their classroom knowledge in real-world settings. Such placements are essential for developing the necessary skills and competence required for a successful career in their chosen professions.

## Sea Time

Allows students to apply the knowledge and skills essential for working aboard a vessel. These opportunities may be paid or unpaid, with varying durations and terms depending on the program, encompassing fall, winter, spring, or summer. Several marine programs at NSCC have sea time requirements, governed by guidelines established by Transport Canada. Sea time can be fulfilled by gaining experience on both Canadian and international merchant ships.



If you have any questions related to hiring a student, work experience or work-integrated learning please email NSCC's Career and Employment Services team at [workexperience@nsc.ca](mailto:workexperience@nsc.ca)

# WORK EXPERIENCE DATA AND INFORMATION MANAGEMENT - COLLECTION, USE AND DISCLOSURE

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## Data Management

At NSCC, we manage and monitor all work experiences using our dedicated Work Experience and Professional Practice Portals. These portals provide a centralized and easily searchable catalog, enabling us to keep a comprehensive record of each student's work experience. The Work Experience Portal includes essential details such as company name, contact information, and specific work experience information, such as start and end dates, total hours, and wage (if applicable). This streamlined system ensures efficient tracking and facilitates seamless access to critical work experience data for students and relevant stakeholders. We also use this database to invite industry partners to join in program evaluations and on-campus industry events.

We prioritize safeguarding the information shared by students and employers, ensuring strict control over its collection, use, and disclosure. We firmly adhere to the principle of informed consent, upholding the right of employers to be informed about the information in our records. For any inquiries concerning privacy or data usage, we encourage you to reach out to us at [WorkExperience@nscc.ca](mailto:WorkExperience@nscc.ca), where we are available to address your concerns and provide the necessary support.

## Confidentiality

Confidentiality is of utmost importance in maintaining privacy, security, and trust in professional and personal interactions. Students are obliged to maintain confidentiality regarding all information about clients, policies, and work materials they may encounter during their experience. However, sharing general information relevant to the student's educational experience with faculty may be necessary.



# WORK EXPERIENCE PROCESS - EMPLOYER/COMMUNITY PARTNER RESPONSIBILITIES

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At NSCC, we believe in providing students with valuable and meaningful work experience opportunities. These experiences can be either sourced by the employer directly or by students themselves. To ensure the quality of these opportunities, **each work experience must be program relevant and approved by the student's faculty or academic chair** to ensure it meets the Work-integrated Learning expectations, program requirements and risk management policies.

The following outlines the processes and responsibilities for employers/community partners (in conjunction with faculty and student) prior to, during and following the completion of a work experience; as well as some information to guide and support you in organizing the work experience.





## Preparing for the Work Experience

- Post the job description on NSCC Student and Graduate Employment Site.
- Explore potential funding opportunities based on eligibility. Some opportunities are listed under our Funding for hiring students and graduates page. In case you need any assistance or have any questions, please feel free to contact us at [jobs@nsc.ca](mailto:jobs@nsc.ca)
- Complete job competition process (if applicable).
  - It is up to you how you choose to conduct a job competition.
  - Employers are responsible to screen, interview, conduct employment testing, conduct reference checks, facilitate other screening requirements, and complete background checks as required. These arrangements **must** be made directly with the student.
  - NSCC uses CEWIL Canada's Recruiting Ethics for Competitive/Paid WIL Experiences guidelines as a standard expectation for all employers/community partners.
- Extend an offer to the selected student and provide time for faculty consultation and approvals.
  - Offers can be extended directly to the student or to the faculty to extend to the student.
  - Before accepting an offer, students must get approval from their faculty to ensure the position meets academic outcomes of the program
    - Students may need to request a full job description to have it approved by their faculty and the faculty may need to follow up with you for clarification or questions.
  - NSCC requires students to respond to offers within 2 business days.
  - Once an offer is made and accepted, please provide students with appropriate contact information in case they have additional questions.
- If Confirmation of Enrollment is required for funding purposes, students must request this document from their Campus Assistant Registrar.
- Complete the Work Integrated Learning Agreement form and confirm liability insurance coverage. Please note, the Work Integrated Learning Agreement **must** be completed prior to the student beginning their work experience.

## Onboarding:

Whenever possible, employers/community partners are encouraged to prepare for onboarding by:

- Having the student's workspace ready for them on their first day of work.
- Asking about and provide accommodations where needed.
- Having equipment, tools and office materials ready for them.
- Providing uniform or organisation branded clothing or promotional items available before or on their first day (when applicable).

- Arranging organisational email account, software and platform access and any additional access requirements prior to the student's first day.
- Greet and meet the student in the main entrance on their first day.

## Orientation and Job Safety Review:

Employers are required to conduct a comprehensive orientation with students on their first day of work experience. This orientation serves to familiarize the student with their responsibilities and provides an overview of the company's mission, vision, values, and other pertinent information. Additionally, the employer must review the company's safety program with the student. For this process, you must complete the Orientation and Job Safety Review form provided by the student, which acts as a helpful guide.

At the conclusion of the orientation the student should:

- Have a clear understanding of their job description and what is expected of them.
- Be acquainted with the company's Mission, Vision, Values, and Strategic Plan.
- Understand the company's organizational structure.
- Know about the company's internal web sites, if applicable.
- Feel welcomed, valued, and a productive member of the team.

Another essential aspect of the orientation is job safety. After the job safety review, the student should:

- Be familiar with your policies, rules, and regulations including OH&S guidelines.
- Have a plan in place to receive the necessary tools, equipment and training as per provincial/federal guidelines, prior to engaging in activities that require additional tools, equipment and training.
- Be familiar with the physical layout of the work site, including emergency exits and locations of all first aid supplies and fire protection equipment.
- Be aware of any potential job hazards that may be present and how to handle them.
- Possess or have a plan to obtain and be properly fitted for all the required personal protective equipment required for the assigned tasks.

## During the Work Experience

- Assign supervisor/mentor from your organization to support the student.
- Assign tasks and responsibilities that relate to the student's program of study.
- Support the student in their recognition and development of their own learning objectives.
- Provide any required safety training and Personal Protective Equipment as needed.

- Schedule check-in meeting(s) with the student's faculty to discuss student performance.

Work experience is an essential part of the student's program of study. For this reason, it is important for NSCC faculty to conduct at least one check-in during the experience. The purpose of a check-in is to identify what the student has been doing, determine any support that may be needed from NSCC and provide guidance to support the student and employer where needed. It is also an opportunity to address any workplace concerns that have occurred. Whenever possible, the faculty should conduct joint check-ins with both the student and their supervisor/mentor, however, separate arrangements can also be made if needed. Additional check-ins may be scheduled based on the work experience's duration, in consultation with the faculty. Check-ins can take place, over the phone, through technology, or in person, depending on the situation or the employer's location.

- It is recommended that you also schedule regular meetings with the student to discuss their progress and your expectations throughout the work experience.
- Review the student feedback process with faculty.
- Conduct a debrief session with the student regarding their work experience.

## When to Contact Faculty

Communication is critical to ensure a safe and productive work experience for both the student and the employer/community partner. NSCC encourages you to reach out whenever you have a question or concern.

However, in certain situations, we request that you contact faculty immediately. Please reach out when:

- Accidents/Incidents that did, or could have, required medical attention, damage to property or reputational harm to the organisation.
  - **In the event of a serious accident or incident necessitating ambulance transport, hospitalization, or emergency care, contact NSCC Occupational Health, Safety and Environmental Services immediately at (902)-491-7233. You are also requested to email [workexperience@nsc.ca](mailto:workexperience@nsc.ca) and will be asked to complete an NSCC's Accident/Incident Report form.**
  - In case of a non-serious accident or incident, the employer must submit an Accident/Incident Report form, provided by the student, to Career & Employment services via email within 24 hours of the accident/incident. This report will be shared with the student's Faculty, Academic Chair, Principal, and the Occupational Health & Safety office to ensure appropriate follow-up and support.
- There is a significant change in the student's position or responsibilities.
- Poor performance or disciplinary issues arise.

- A strike or labour dispute occurs.
- The student position ends earlier than the stated end date, including:
  - Being terminated with cause,
  - Being terminated without cause,
  - Layoff,
  - Student quits the position.

In the event the work experience needs to be terminated prematurely, the Faculty and Academic Chair will carefully assess the situation and discuss the student's options with them to ensure a fair resolution.

- A public health or community emergency requiring stoppage of work, evacuation or any other public health advisory.
- Excessive leave time

If you can not get in contact with the faculty member, please contact our Career & Employment Team (WorkExperience@nsc.ca).

## Following the Work Experience

- Evaluation of the Work Experience: Your valuable feedback on the student's performance at the conclusion of the work experience is crucial. During your scheduled check-in with the faculty, you will have the opportunity to discuss the students' progress and contributions. The student's grade for the course is determined based on your input, making your evaluation an essential part of the process. Ensure the Employer Feedback form is submitted to faculty (listed on the Work Experience Agreement), for each student. You also have the option to provide this directly to the student to submit. We encourage you to complete it with the student in their final debrief session and to fill it out digitally.
  - If you wish to provide additional comments to faculty about recommendations related to the program, we encourage you to contact the faculty member.
- Prepare record of employment (ROE) for paid work experiences.
- If appropriate, discuss letters of recommendations or acting as the student's reference for future positions.
- Consider nominations for NSCC Work-Integrated Learning and Co-op Student of the Year Awards.
  - For more information please visit our student awards page or contact us.

**Note:** All forms are provided to employers by their selected student and available here: List of Important Forms . If you have not received these forms or would like them in advance, please contact **Career and Employment Services** at WorkExperience@nsc.ca

# EMPLOYER/COMMUNITY PARTNER ROLES AND RESPONSIBILITIES

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Students, NSCC and Employers all have roles and responsibilities related to their partnership of a Work-integrated Learning experience. Employers hold the responsibility of providing suitable and relevant work tasks, ensuring a safe working environment, providing adequate supervision, and conducting student evaluations.



## Employer/Community Partner Responsibilities

- If you are applying for the provincial Co-operative Education Incentive grant, your application will require NSCC's endorsement. Please contact us with your job description for approval/ endorsement, prior to submitting your application.
- Ensure you complete all required Work Experience forms (provided by selected student). Assign the student to a staff member who is qualified and willing to serve as supervisor/mentor.
- Provide a safe and secure work environment, including appropriate safety procedures, training and Personal Protective Equipment.

- Assign tasks within the range of the student's capabilities. Clearly communicate the student's roles, responsibilities, and goals for the work experience.
- Conduct a formal Orientation and Job Safety Review session, including any training, and complete the Orientation and Job Safety Review form.
- Please make sure that the student fulfills the entire contract, including the specified number of weeks and hours. If any modifications become necessary, kindly communicate with the student first and then notify the faculty member about any alterations in the student's work schedule. In case of any changes or challenges related to the work experience, promptly reach out to NSCC. Additionally, before taking any disciplinary measures, get in touch with NSCC and provide details about the situation to your faculty contact if required.
- Issue Record of Employment (ROE) at the end of the term (if applicable).

## Supervisor/Mentor Responsibilities

- Provide a comprehensive orientation to familiarize the student with the workplace, team members, policies, and procedures.
- Clearly communicate the student's role, responsibilities, and goals for the work experience period. Collaborate with the student to set specific learning objectives and development targets.
- Ensure the student is working in a safe and inclusive environment, adhering to the health and safety standards.
- Allocate tasks that align with the student's learning outcomes and developmental objectives for the work experience.
- Act as a mentor, providing guidance and advice to help the student navigate the work experience successfully.
- Create an open and supportive atmosphere that encourages the students to ask questions and seek clarification.
- Schedule regular check-ins with the student, offering feedback, both positive and constructive, to help the student improve and recognize their accomplishments.
- Encourage the student to network within the company and industry to build valuable connections.
- Discuss career goals with the student and explore how the work experience can contribute to their professional development.
- Schedule formal check-in meetings with the faculty and student to review performance and address any arising issues during the work experience.
- Participate in the final evaluation process, providing input on the students' performance during the work experience.



# WORK EXPERIENCE PROCEDURES

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## Preparing for a Work Experience

At NSCC, we believe in providing students with valuable and meaningful work experience opportunities. These experiences can be either sourced by the employer directly or by students themselves. To ensure the quality of these opportunities, **each work experience must be program relevant and approved by the student's faculty or academic chair** to ensure it meets the Work-integrated Learning expectations, program requirements and risk management policies.



## Posting Positions for Work Experience

If you wish to offer a work experience opportunity, please post the position on our Student and Graduate Employment site. In case you need any assistance or have any questions, please feel free to contact us at [jobs@nscc.ca](mailto:jobs@nscc.ca).



## Explore Funding Options

For employers interested in hiring students, we have various funding programs available. More information about these programs can be found on our website. If you require NSCC's endorsement on a funding application or have any questions about these programs, please reach out to Career and Employment services at [workexperience@nsc.ca](mailto:workexperience@nsc.ca).

## Competition Process

Where suitable, employers are encouraged to conduct a thorough competition process. Employers are responsible to screen, interview, conduct employment testing, conduct reference checks, facilitate other screening requirements, and complete background checks as required. These arrangements **MUST** be made directly with the student.

## Extending Offers

Once you have selected a candidate, you can extend the offer directly to the student or through the faculty. The student must then inform their faculty and finalize all arrangements before accepting the offer. It's essential to note that all work experience positions must be approved by the faculty before the student can officially accept the position.

## Communication

Establish clear lines of communication for the student to reach out for assistance or ask questions. Provide contact information for relevant personnel and a designated point of contact within your organization .

By following these guidelines, you can contribute to the growth and development of our students while enriching your organization with fresh perspectives and talent. Together, we can create a meaningful and rewarding work experience journey.

## During a Work Experience



### Orientation and Job Safety Review

Employers are required to conduct a comprehensive orientation with students on their first day of work experience. This orientation serves to familiarize the student with their responsibilities and provides an overview of the company's mission, vision, values, and other pertinent information. Additionally, the employer must review the company's safety program with the student. For this process, you must complete the Orientation and Job Safety Review form provided by the student, which acts as a helpful guide.

At the conclusion of the orientation the student should:

- Have a clear understanding of their job description and what is expected of them.
- Be acquainted with the company's Mission, Vision, Values, and Strategic Plan.
- Understand the company's organizational structure.
- Know about the company's internal web sites, if applicable.
- Feel welcomed, valued, and a productive member of the team.

Another essential aspect of the orientation is job safety. After the job safety review, the student should:

- Be familiar with your policies, rules, and regulations including OH&S guidelines.
- Have a plan in place to receive the necessary tools, equipment and training as per provincial/federal guidelines, prior to engaging in activities that require additional tools, equipment and training.
- Be familiar with the physical layout of the work site, including emergency exits and locations of all first aid supplies and fire protection equipment.

- Be aware of any potential job hazards that may be present and how to handle them.
- Possess or have a plan to obtain and be properly fitted for all the required personal protective equipment required for the assigned tasks.

## Confidentiality

Confidentiality is of upmost importance in maintaining privacy, security, and trust in professional and personal interactions. Students are obliged to maintain confidentiality regarding all information about clients, policies, and work materials they may encounter during their experience. However, sharing general information relevant to the student's educational experience with faculty may be necessary.

## Check-ins/Communication

Work experience is an essential part of the student's program of study. For this reason, it is important for NSCC faculty to conduct at least one check-in during the experience. The purpose of a check-in is to identify what the student has been doing, determine any support that may be needed from NSCC and provide guidance to support the student and employer where needed. It is also an opportunity to address any workplace concerns that have occurred. Whenever possible, the faculty should conduct joint check-ins with both the student and their supervisor/mentor, however, separate arrangements can also be made if needed. Additional check-ins may be scheduled based on the work experience's duration, in consultation with the faculty. Check-ins can take place, over the phone, or through technology, depending on the situation or the employer's location.

In case of any change in the student's work assignments/responsibilities or unforeseen developments, the employer should promptly notify the student's faculty without waiting for the check-in. This includes changes to the work locations, such as remote or on-site, or from one office location to another.

## Accident/Incident Reporting

During the work experience, if any accidents or incidents occur, it is crucial to contact NSCC immediately.

**In the event of a serious accident or incident necessitating ambulance transport, hospitalization, or emergency care, contact NSCC Occupational Health, Safety and Environmental Services IMMEDIATELY at (902)-491-7233.**

In case of a non-serious accident or incident, the employer must submit an Accident/Incident Report form, provided by the student, to Career & Employment services via email within 24 hours of the accident/incident. This report will be shared with the student's Faculty, Academic Chair, Principal, and the Occupational Health & Safety office to ensure appropriate follow-up and support.

## Following the Work Experience

### Evaluation of the Work Experience

Your valuable feedback on the student's performance at the conclusion of the work experience is crucial. During your scheduled check-in with the faculty, you will have the opportunity to discuss the students' progress and contributions. The student's grade for the course is determined based on your input, making your evaluation an essential part of the process.

In the event the work experience needs to be terminated prematurely, the Faculty and Academic Chair will carefully assess the situation and discuss the student's options with them to ensure a fair resolution.

\*Please note, the evaluation should be completed at the end of the student's work experience and sent to the faculty contact listed on the work experience agreement, and to the student when appropriate.

### NSCC's Work-Integrated Learning & Co-op Student of the Year Awards

Each year, NSCC acknowledges outstanding achievements through the Co-op Student of the Year and WIL Student of the Year awards. If you wish to nominate a student for these honours, please contact us by email. Once nominated, students will be required to initiate their application through NSCC's Student Awards Portal. As an employer, you will be asked to support the students' application by sharing the significant impact they have had on your organization. The students' faculty will also be requested to provide a referral for the nominated student. A committee will diligently review all applications, and the awards will be presented to the deserving recipients during their campus awards ceremony in June. With the recipient's consent, the winner of these awards will be nominated for the prestigious CEWIL Canada award. The nominations for the CEWIL Canada award are submitted to the CEWIL Canada office by January each year.

CEWIL Canada award winning students receive a monetary award of \$1000, which consists of \$500 from the CEWIL Canada award and \$500 from the Emery-Dufault award. Further details about this award can be found on the CEWIL Canada website. Your recognition of exceptional students and their contributions to your organization is invaluable in shaping their future success and fostering work-integrated learning opportunities for all. NSCC extends our heartfelt gratitude for your unwavering support and active participation in this transformative process. Together, we are empowering the next generation of skilled professionals and making a positive impact on the world of work. Thank you for being a vital part of this journey.



# HEALTH AND SAFETY

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Student health and safety is a shared responsibility among NSCC, the employer and the student. Insurance and risk management practices are of the utmost importance in ensuring the health and safety of our students. To demonstrate NSCC's due diligence, it is important that a risk assessment is completed, required forms are reviewed and signed, and safety plans are in place. NSCC maintains several insurance policies to protect employees, students, and the organisation. These include errors and omissions, general liability, and student accident insurance should any accidents or incidents occur.



## Student Insurance

Most students are automatically included in and covered by existing NSCC insurance plans during their participation in work experience courses. The Student Insurance Program (SIP) offers protection in case of workplace accidents, covering certain expenses that may not be addressed by the Nova Scotia Medical Services Insurance Program (MSI). Students, who's Canadian residency is from another Canadian province, will have coverage through the equivalent provincial health coverage insurance plans in their home province. It is your responsibility to ensure you are aware of what this coverage is. The same arrangement applies to Nova Scotia students undertaking work experiences in other provinces.

As paid employees, students are covered by the employer's WCB (Workers Compensations Board) account while on their work experiences. Additionally, students engaged in paid experiences are protected by existing NSCC insurance plans during their Work-integrated Learning activities. Health & Human Services program students also benefit from medical malpractice coverage.

NSCC's General Liability insurance protects students and the College if a student causes bodily injury or property damage to a third party while on work experience.

- Insurance Guidelines
- Certificate of Insurance
- Student Accident Memorandum (SIP Memo of Insurance)

**For information on insurance for international work experiences and/or international students please refer to the international sections of this guide** International Work Experience (Work Experience Outside of Canada and International Students (Work Experience in Canada.

## Employer Insurance

For the safety and protection of our students, NSCC typically requires employers to carry a general liability insurance policy of at least \$2 million dollars. This ensures that employers promote safe workplace practices and effective risk management. In some cases, employers may not carry the minimum general liability insurance required. In such instances, NSCC may still consider work experiences with these employers, subject to a thorough assessment process:

1. The student, supervising faculty, and the employer jointly complete the Work Integrated Learning Agreement form.
2. The assessment is reviewed by the Academic Chair, who assesses the level of risk involved.
3. If the Academic Chair is comfortable with the level of risk, they consult with NSCC's Occupational Health and Safety team to confirm their assessment of the risk.
4. With all in agreement, the Academic Chair and supervising faculty sign-off on the agreement.

Exceptions to this process are **NOT** possible for work experiences in industrial, construction, healthcare, aviation, or other high-risk settings.

For more detailed information, please refer to the Work-Integrated Learning Insurance Guidelines available under the Hire a Student section on NSCC's website.

By collectively prioritizing health and safety, we can create a secure and nurturing environment that fosters exceptional learning experiences for our students. Your commitment to promoting workplace safety is greatly appreciated as we strive to prepare our students for success in their future careers.



## Risk Management

A vital component of work experience is ensuring that our students are placed in safe work environments with proper risk management practices in place.

Before commencing any work experience, the employer must complete the **Risk Assessment and Compliance Section** of the Work Integrated Learning Agreement. This section helps identify potential job hazards and control measures, determine the need for personal protective equipment, and verify the employer's appropriate liability insurance. The completed agreement must be submitted to the Academic Chair, by the faculty, who will keep it on file throughout the student's work experience.

## Creating a Safe & Respectful Environment

At NSCC, we are fully committed to fostering safe and respectful learning and working environments, where discrimination and harassment have no place, and where learning and teaching can flourish. We are dedicated to treating all members of our community with fairness and equity, maintaining the academic integrity of our programs and curriculum, and ensuring an academic climate that supports learning, free from disruptive or inappropriate behaviour.



To gain deeper insights into NSCC's unwavering dedication to providing safe and respectful work environments, we invite you to explore our Respectful Community Policy. This policy reflects our commitment to cultivating a positive and inclusive atmosphere for everyone involved in the NSCC community.



# INTERNATIONAL WORK EXPERIENCE (WORK EXPERIENCE OUTSIDE CANADA)

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Students considering completing a work experience outside of Canada must complete the Intent to Complete International Form and an orientation offered by NSCC International. **This form must be submitted before the last day of classes in the Fall semester** to [WorkExperience@nsc.ca](mailto:WorkExperience@nsc.ca). If you are offering a work experience that will require a student to work outside of Canada, they will need submit this form to obtain pre-approval no later than **December** prior to the work experience start date.



## Health & Safety

The health and safety of students travelling internationally for study is paramount, there are risks associated with travel to certain regions and countries due to social and local factors. These conditions are dynamic and must be evaluated prior to any international trip. As such, NSCC has the right to deny requests for international work experience.

Travel advice and advisories issued by the Government of Canada will be applied. The College may also deem other locations to be of very high or extreme risk and prohibit travel to those locations.

## Insurance

When completing a work experience outside of Canada additional Student Guard insurance for students is mandatory and must be paid for by the student. The purchase of insurance can be coordinated through NSCC International ([international@nsc.ca](mailto:international@nsc.ca)).

# INTERNATIONAL STUDENTS (WORK EXPERIENCE IN CANADA)

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Hiring an international student for a work experience brings a range of valuable benefits to employers. These students often possess diverse skills sets, blending unique experiences and perspectives that can foster innovation and create problem-solving within your team. Their multilingual abilities can enhance communication in a globalized business landscape, while their cultural sensitivity enables seamless interactions with a diverse customer base.

International students exhibit adaptability and resilience, qualities developed through relocation for education, which translate effectively into navigating dynamic work environments. By hiring international students for a work experience, you can tap into a diverse talent pool that brings a global perspective, networking opportunities, and dedication, leading to both short-term and long-term growth and innovation for your organization.



## Insurance

International students enrolled at NSCC are required to acquire the mandatory International Student Emergency Health Insurance (EHI). This insurance will be automatically included in the student's enrollment.

## Work Permits

International students are **required to obtain a Co-op Work Permit** from the Government of Canada to participate in **any type of work experience. A Co-op Work Permit is different from a Study Permit.** Without a Co-op Work Permit the student will not be able to engage in a work experience.

# RESOURCES

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## Policies, Procedures and Guidelines

Employers can find pertinent NSCC policies and procedures that apply to students during work experiences on the College website under “Policies and Procedures” section. These resources serve as a valuable guideline to ensure a smooth and compliant work experience for all involved parties.

- Information on how to seek help if experiencing an unsafe, disrespectful, or harmful workplace environment can also be found on the College website under Policies and Procedures.
- The College’s Student Community Standards Policy can also be found under Policies and Procedures on the college website.
- Insurance Guidelines can be found on our website on the “Hire a Student or Alumni” page.

## Equity, Human Rights & Diversity

At NSCC, we are fully dedicated to actively promoting equity, human rights, and diversity within our communities both on and off campus. To learn more about the resources and initiatives we offer, kindly review the available information on our website.

If your organization is interested in enhancing the inclusivity of your working environment for individuals from equity-seeking groups, we encourage you to contact us at [WorkExperience@nsc.ca](mailto:WorkExperience@nsc.ca). We are here to provide assistance by connecting you to a range of existing training resources, and if needed, developing customized training programs tailored to your specific needs. Our aim is to support your organization in creating a welcoming and inclusive space for everyone, fostering diversity, and promoting a positive work experience for all individuals.



# LIST OF IMPORTANT FORMS

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For your best experience and to allow for your forms to be assessed quickly, when completing these fillable forms, please download the form, open it in the Adobe Acrobat program, complete the form and save a copy with your name, student number and date

To Note: there are different versions of Adobe, and it is always good to ensure you have the latest version on your computer and you may need to download and fill and then print for signature, or you may be able to fill and insert signature and then save.

Here is a quick reference on how to Fill and sign PDF forms using Adobe Acrobat Fill & Sign tool.

## Forms

**To access a chart showing when to use the below listed forms, [click here](#)**

Work Integrated Learning Agreement (Work Experience or Service Learning)

Affiliation Agreement

Orientation and Job Safety Review

Work Experience Check In

Accident/Incident Report

Employer Feedback on Student

Student Feedback on Work Experience and Employer