

Work-Integrated Learning Student Guide

2024-2025

NOVA SCOTIA COMMUNITY COLLEGE

Nova Scotia Community College

Nova Scotia



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CONTENTS

About this Manual	iv
Land Acknowledgement	1
NSCC Vision, Mission, Values	3
Introduction	6
Work Experience Data Management - Collection, Use and Disclosure	10
Checklist	12
Student Guidelines	14
Work Experience Process	17
Health and Safety	25
International Work Experience (Work Experience outside Canada)	30
International Students (Work Experience in Canada)	32
Resources	34
List of Important Forms	36

ABOUT THIS MANUAL

Related Manuals

- WIL Employer 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



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 a student, 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



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



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) takes your education to new heights by seamlessly merging classroom theories with real world applications. This transformative approach empowers you to not only learn but also thrive in a practical setting.

At NSCC, WIL isn’t just a concept-it’s an opportunity for you to gain invaluable work experience that sets you apart. You’ll collaborate with seasoned industry experts and community partners, honing your skills while making meaningful contributions. This mix of classroom learning, and real-life work experience will boost your job readiness and make your education more exciting and practical.

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

This guide provides you with the details you require to get ready for your work experience. At NSCC, we have five types of Work-integrated Learning experiences tailored to meet the academic outcomes of the program and prepare you for your future careers in your chosen professional or occupational fields. Depending on your program of study, you may engage in one or more types of WIL.

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 your field experience(s) 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). Consult with your faculty to determine exact length and time expectations.

Co-operative Education (Co-op)

Enabling you to “earn while you learn,” students enrolled in either a mandatory or optional Co-op course as part of your program have a unique opportunity to acquire invaluable experiences as you advance towards your second year of studies. Co-op courses are strategically scheduled between your first and second year, enabling you to apply your skills from first year, gain additional experience and skills and advance your 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 you with practical skills and industry insights.

Internship

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. Internships are an important part of your studies, giving you practical experience and a chance to use your skills in real-life situations before you enter your chosen career.

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 you with practical training and the opportunity to apply your classroom knowledge in real-world settings. Such placements are essential for developing the necessary skills and competence required for a successful career in your chosen profession.

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.

At NSCC, our focus is on your learning journey. The type(s) of Work-integrated Learning you are engaged with is designed with your learning needs in mind, above all else. While we aim to offer industry experiences, we understand that there may be situations where employer partners are limited. In such cases, we'll ensure you receive an equivalent learning experience and the support you need to grow professionally.



WORK EXPERIENCE DATA MANAGEMENT - COLLECTION, USE AND DISCLOSURE

NSCC keeps track of all student work experiences (excluding professional practice placements) using NSCC's Work Experience Portal. This portal allows us to easily record and monitor work experiences in a single searchable database. The portal contains your personal details (such as name, email, phone, emergency contact, gender, language, and citizenship), employer-partner information, and work experience specific information (start and end dates, hours, wage if applicable etc.).

Professional Practice placements have a similar tracking system known as the Professional Practice Portal. This system is utilized by Nova Scotia Health and the IWK Hospital for placing students. We prioritize safeguarding the information shared by students and employers. We also uphold the value of informed consent, ensuring both students and employers are aware of the stored information. If you have privacy or data usage inquiries, please reach out to us at WorkExperience@nsc.ca

For any questions related to your program's work experience or work-integrated learning in general, please don't hesitate to email us at WorkExperience@nsc.ca. We're here to help!



CHECKLIST

This quick check list is to help support and organize you through your work experience. All forms referenced below can be found on the WIL and Co-op Pages on Connect.

Preparing for Work Experience



- Attend a work experience information session and discuss options with your faculty (recorded sessions can be found on Connect).
- Optional: Enroll in Brightspace course ESSS 1020 – NSCC – Career Jump Start (free, non-credit, self-paced).
- Completely review this guide to understand how Work-integrated Learning works and your responsibilities.
- Prepare your cover letter and resume – Resources in NSCC Library Subject Guide: Preparing for Employment. We recommend using a targeted resume and cover letter for each job you apply on.

- Ensure your portfolio is up to date.
- Practice your interview skills using Interview Prep (on Connect).
- Monitor the Student and Graduate Employment Site for work experience opportunities.
- If participating in a co-op, you must enroll in the co-op course and pay tuition fees (email workexperience@nsc.ca to get started, forms can be found in the list below).
- If working remotely review Tips for Working Remotely
- Ensure the following forms are completed and approved (along with the job description) by your faculty prior to starting your work experience:
 - Work-Integrated Learning Agreement
 - Orientation & Job Safety Review
 - International Work Experience Registration Form (if applicable)
 - Optional Co-op Registration Form (if applicable)
 - Mandatory Co-op Registration Form (if applicable)

During Work Experience

- Participate in required discussion topics and submit assignments in your work experience Brightspace course
- In case of Accident/Incident submit Accident/Incident report form to WorkExperience@nsc.ca
- Review the evaluation requirements of your written report and/or presentation
- Provide Employer with Employer Feedback on Student Form (also found in Brightspace)

Following Work Experience

- Submit Student feedback on employer form, and all required evaluation pieces to your faculty through your work experience Brightspace course
- Submit follow-up/thank you letter to your employer

STUDENT GUIDELINES

As a student, it's essential to actively engage in the work experience process, uphold professionalism and submit the necessary agreements and reports. Understanding the policies and procedures and standards expected of you is crucial. If you have any questions about your responsibilities, don't hesitate to reach out to your faculty for guidance and support. Your commitment and adherence to these guidelines will contribute to a successful and rewarding work experience.



Student Guidelines

Eligibility:

In order to be eligible for a Work-integrated Learning course, you must:

- Successfully complete all your courses prescribed in your program of study up to the point of the work

experience. Those students with deficiencies, for some programs, may be permitted to enroll in a Work-integrated Learning course at the discretion of the Academic Chair.

- For competitive or self-found positions, you must provide your faculty with a job description and obtain **Faculty approval prior to committing to a work experience with an employer.**
- Have health coverage from your province of residence. In Nova Scotia, this is the Nova Scotia Health Card (also known as an MSI card) and School Insurance Program (SIP).
 - Domestic students are automatically enrolled in SIP, however, this does not provide coverage for international students or Work-integrated Learning outside of Canada.
- If completing a Co-op experience, you are required to return to the College to commence second year classes.

Registration Requirements:

If you are participating in either a mandatory or optional Co-op course, you must:

- Complete the required Co-op Registration form.
- If you are participating in an optional Co-op you must pay appropriate tuition fees.

If you are participating in **any** Work-integrated Learning course, you must:

- Complete all work experience forms and documentation as required
 - Prior to starting a work experience, you must have your Work Experience Agreement completed and approved. You will not be considered registered and therefore not covered under insurance, until this document is completed.
- Engage in and complete all required assignments through the Brightspace course.
- Stay mindful of and adhere to the professional and ethical standards expected in your field.
- Be familiar with, and follow the employer's policies, rules, and regulations.
- Maintain regular attendance and be punctual, even if working remotely.
- **In the event of any change in employment or at the first indication of difficulty with your employment including a safe work environment setting you must notify your faculty or contact the work experience office at workexperience@nsc.ca.**

All students must be aware of the following:

- It is not permissible to terminate employment prematurely, if this is an issue you must connect with your faculty.
- In cases where a signed, legal contract with the employer is a condition of your work experience, under

no circumstances should any attempt be made to break such an agreement without first discussing and clearing it with your faculty.

- There may be a need to commute or re-locate to another geographical area, this can be discussed with your faculty.
- At no time are you to leave one employer for another, unless first receiving approval from your faculty.
- Work-Integrated Learning courses are evaluated on a pass/fail. Students must meet the minimum course outcomes to receive a pass.

Additional Guidelines for International Students:

- Ensure that you are enrolled in the International Student Emergency Health Insurance (EHI).
- Ensure you have obtained your co-op work permit for **any** form of Work-integrated Learning.



WORK EXPERIENCE PROCESS

Preparing for a Work Experience

In many instances, students are responsible for seeking their own work experience, while your faculty supports you throughout the process. In some programs, a work experience may be assigned to you (e.g., a clinical placement).

It is important to note that faculty must approve all job descriptions prior to beginning your work experience.

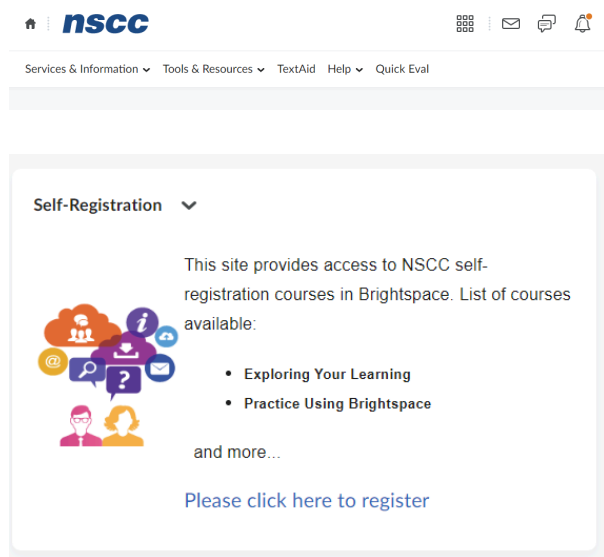


You are expected to participate in a work experience information session aimed at enhancing your readiness for your job search. These sessions are conducted regularly during the academic year, and a recorded version for your convenience.

Additionally, it is your responsibility to ensure that your resume and cover letter are up to date and prepared for potential employers. Your faculty and the Student Services team on campus are available to provide guidance, and you can also find valuable resources on the NSCC Library website.

Career and Employment Services has developed a comprehensive Brightspace course named Career Jump Start (ESSS-1020). This optional, non-credit course is designed to equip you with essential skills for navigating your career journey. It covers various aspects including career decision-making, job search strategies, effective job application techniques, and maintaining a successful career. The course structure allows you to complete modules in a flexible order and at your convenience throughout your enrollment at NSCC.

To access the course, simply click on the Self-Registration link located on your Brightspace home page and locate the course titled “Career Jump Start (ESSS-1020) and proceed to register.



Once registered, the course will be readily accessible on your Brightspace home page, enabling you to engage with the content at a pace that suits you.

Additional Employer Requirements:

It is important to note that some employers may require specific documentation prior to the start of your work experience. These documents could include:

- Criminal Record Check (CRC),
- Vulnerable Sector Search (VSS),
- Vaccination/Immunization Records,
- Child Abuse Register Checks,
- Driver's Abstract,
- Security Clearance,
- Drug Testing,
- Medical or Marine Medical; and/or,

- other industry, legislative or regulatory requirements.

It's important to be aware that if these checks show negative results, it might affect your ability to meet the requirements for your work experience.

Finding a Work Experience:

Depending on your program, your work experience may be either:

- Competitive based (you apply and compete on positions with other students inside and outside NSCC based on the employer's decision).
- Placement based (you may have input on where and with which community partner you want to do a work experience with but in many cases you are assigned a placement based on NSCC partnerships).

To determine the applicable approach, you are encouraged to consult with your faculty.

The upmost priority is to ensure that every work experience provides valuable learning opportunities and maintains a safe environment for students, therefore, all work experiences must be approved by your faculty or Academic chair to meet these essential standards, prior to your first day.

Self-Directed Searches:

When seeking your own work experience, it is important to take the following criteria into account:

- The work experience job description aligns clearly with your program of study. You should consult with your faculty prior to applying on any position.
- The employer commits to fulfilling their responsibilities as outlined in the NSCC Work Integrated Learning Employer Guide.
- The work site maintains an acceptable level of safety standards as determined by NSCC.
- If you need help finding a work experience, reach out to your faculty or a Student Service Advisor for guidance and support. You can also find additional resources in the Career and Employment section on Connect.

Student and Graduate Employment Site:

Numerous employers frequently post work experience opportunities on NSCC's Student & Graduate Employment Site, which you are encouraged to monitor regularly for new positions.



Designated Positions:

Co-op Designated:

Some positions may only be open to students enrolled in Co-op. Many employers receive wage subsidy funding and one of the conditions of this funding is that the student must be enrolled in a Co-op Program.

International Students:

Similarly, some positions are restricted to domestics Canadian students as many of the federal funding programs are not open to hire international students.

The Competition Process:

It is the employer/community partner's discretion on how they wish to carry out competitions. Some employers may screen students based on a number of factors beyond the influence or control of NSCC. Most employers, will however, conduct an interview process with multiple applicants. Just because you apply on a position, does not guarantee you will be invited to interview for the position.

Interviews:

Employers have the option to initiate contact to arrange an interview at their convenience. Interviews can be conducted in-person, at the workplace, over the phone, or through suitable technological platforms.

To enhance your interview readiness, you may receive interview preparation guidance from your faculty and/or our communications course. Additionally, you have the opportunity to refine your skills through the NSCC Library Writing Centre or with the support of your Student Service Advisor.

For enhanced interview preparation, we recommend utilizing InterviewPrep, an innovative online platform designed for mock interview preparation materials, offering a wide array of over 5000 practice questions. Additionally, this platform offers insightful feedback aimed at refining your interview skills.

Below are some helpful tips in preparing for an interview:

- Research the company to grasp its values and goals
- Review your resume and be ready to discuss your experience and skills
- Practice answering common interview questions to boost confidence (InterviewPrep Link)
- Prepare insightful questions for the interviewer to demonstrate your interest in the role
- Dress appropriately and maintain positive body language
- Arrive a bit early to create a strong initial impression
- Send a thank you email after the interview to show appreciation

Accepting a Work Experience Offer:

The employer may contact your faculty to extend an offer, or they may contact you directly. **You must obtain faculty approval prior to accepting any offers.**

You are required to respond to work experience offers within two (2) business days. **Do not** tentatively accept an offer while waiting to find out about another position. Such actions could raise doubts about your responsibility and maturity, and even lead to an employer withdrawing from the work experience program.

During Your Work Experience:

As the College considers work experience as an integral part of your academic journey, you are expected to maintain regular communication with your faculty throughout the process. Effective communication is fundamental to a successful work experience.

Active participation in your Brightspace coursework during your work experience is essential. The course could include content you are required to review, assignments and/or reflective activities such as discussion posts that are part of your evaluation.

Your faculty will arrange periodic check-ins with both you and your employer to oversee job safety and performance. The frequency of these check-ins will be determined by your faculty and may be conducted either digitally, virtually, or in-person, depending on the circumstances and location of your work experience. These check-in discussions will encompass a range of factors, including your interpersonal relationships, reliability, learning aptitude, attitude, decisions making, professionalism, attendance, punctuality, overall work achievements, and areas for enhancement.

It is imperative that you contact your faculty immediately and not wait until a formal check-in if any of the following circumstances occur:

- Modifications to your work assignments that would significantly change the nature of your work compared to the approved job description.
- If your position ends unexpectedly, prior to your stated end date. This includes:
 - Being terminated with cause
 - Being terminated without cause
 - Layoff
- Illness requiring extended time away from a position.
- A strike or labour dispute.
- A public health or community emergency requiring stoppage of work, evacuation or any other public health advisory.
- An accident/Incident:
 - An occurrence, condition, or situation arising in the course of work that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities
- Stressful situations that cause undue risk to your mental/emotional well-being

Orientation:

On your first day of the work experience, the Employer is responsible to provide you with an orientation. This orientation will help you set up distinct goals, tasks, and duties for your work experience. It will also give you the chance to become familiar with your work environment, whether it's on site or remote, and gain an understanding of the organization.

Job Safety Review:

Another crucial aspect covered during your orientation is job safety. This is the time when you'll receive information about your employer's Occupational Health & Safety Policies, layout of the worksite, job hazards etc. to ensure you are aware of safe work procedures.

Confidentiality:

Maintaining confidentiality is crucial to upholding privacy, security, and trust in both professional and personal interactions. Whenever sensitive information is involved or accessible, maintaining confidentiality is an absolute necessity. Throughout your work experience, you'll be expected to uphold the confidentiality of all details concerning clients, policies, and work materials that you come across or have access to. Sharing general information with your faculty related to your work experience will be permissible and necessary for academic purposes.

Release of Information:

Throughout your work experience, there will be a need for communication between your faculty and employer concerning your performance. In alignment with the Freedom of Information and Protection of Privacy Act (FOIPOP) and the Personal Information Protection and Electronic Documents Act (PIPEDA), there might be a necessity to share communication and information with your employer. This is essential for the purpose of obtaining credit for your course.

Evaluation of Work Experience

Your faculty will evaluate your performance throughout your work experience, and the resulting grade will be reflected on your transcript as either a "P" (pass), "F" (fail) or "I" (incomplete). It is mandatory for your employer to provide feedback on your performance upon completion of the work experience. It is also required for you to submit feedback on your employer. To gain a deeper understanding of the evaluation process, please refer to your Brightspace course.

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

Each year, NSCC recognizes exceptional students through the “Co-op Student of the Year” and “WIL Student of the Year” awards. If you or your employer wish to nominate you for these awards, you must initiate the application process via NSCC’s Student Awards portal. During the application, your faculty and employer will be requested to support your candidacy by outlining the positive impact you made on the College and/or their organization during your work experience.

A dedicated committee will review the applications, and the award recipients will be honoured at their campus awards ceremony in June. With consent from the winners, they will also be nominated for the prestigious CEWIL Canada Student of the Year Award. These nominations must be submitted to CEWIL Canada office in January of each year. Winning students will be granted \$1,000, comprising a CEWIL Canada award of \$500 and the Emery-Dufault award of \$500. For more information on this award, visit CEWIL Canada.



HEALTH AND SAFETY

Ensuring student health and safety is a primary concern, and it's a collaborative effort involving NSCC, the employer and the student. To uphold your well-being, comprehensive insurance and risk management practices are essential.

In line with NSCC's commitment, thorough risk assessments, mandatory form reviews and signatures, and the implementation of safety plans are integral components. NSCC has a range of insurance policies in place to safeguard students, employees, and the institution itself. These encompass coverage for errors and omissions, general liability, as well as student accident insurance to provide protection in case of any unforeseen accidents or incidents.



Accident/Incident Reporting:

During your work experience, it is important to know what to do and who to contact if you find yourself in an unsafe or disrespectful working environment.

Unsafe / Disrespectful Working Environment

- If you **feel unsafe**, or that you are in a **disrespectful working environment**, your first step is to contact your faculty – do not wait for a scheduled Check-in.
- If needed, you can also reach out to Career & Employment services at workexperience@nsc.ca.

Emergencies

In case of a **serious accident or incident** requiring ambulance transport, hospitalization, or emergency care, contact the office of NSCC Occupational Health, Safety & Environmental Services immediately at 902-491-7233.

If the accident/incident is not serious in nature:

- You must complete the work experience Accident/Incident Report and connect with your faculty/Academic Chair.
- Completed forms must be submitted to NSCC's Career & Employment Services by email – WorkExperience@nsc.ca
- Career & Employment Services will forward the completed form to your faculty, Academic Chair, Principal, and NSCC's Occupational Health, Safety & Environmental Services.
- Upon receipt of the completed Accident/Incident Report, if you and your faculty/Academic Chair have yet to connect, they will make every effort to contact you.

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. Consult with the provincial health authority to determine eligibility for coverage.

If you are receiving wages as part of their work experience, you will also be covered under the employer's workers compensation (WCB) account as you are considered an employee of the organisation.

Students engaged in paid and unpaid work experiences are also protected by NSCC insurance plans while actively participating in work-integrated learning activities for the prescribed period. Work occurring outside the work experience dates is not considered part of your term and therefore you will not be covered.

NSCC's General Liability insurance offers coverage for students at the College in situations where a student is responsible for bodily injury or property damage to a third party while on work experience. Students enrolled in Health and Human Services programs additionally receive medical malpractice coverage.

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

For details regarding insurance for international work experiences and/or international students, please refer to the international section of the guide.

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 which includes, but may not be limited to, the following:

1. The student, supervising faculty, and the employer jointly complete the Work Experience 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.

Risk Management

A vital component of work experience is ensuring that you 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, who will keep it on file throughout your 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)

International Work Experience Process

For students considering undertaking a work experience outside of Canada, you must complete the following steps:

1. Complete the Intent to Complete International Form and participate in an orientation provided by NSCC International.
2. The completed form should be submitted to WorkExperience@nsc.ca before the final day of classes in the Fall semester. Please ensure you carbon copy, (CC), your faculty on this email.
3. NSCC Career and Employment services will share the form details with the NSCC International Office, and NSCC International will reach out to you to discuss next steps.

Consideration will also be given to faculty's ability to monitor and evaluate the experience to ensure program learning outcomes are met.



Health and Safety – International

Your health and safety, when travelling internationally for your work experience, is of utmost importance. Certain regions and countries may carry risks due to social and local factors. NSCC adheres to travel advice and advisories issued by the Government of Canada and may also consider some locations to be of very high or extreme risk, leading to travel restrictions. These conditions are subject to change and must be carefully evaluated before an international trip. As a result, NSCC reserves the right to deny requests for international work experiences.

Insurance – International

When completing a work experience outside of Canada, students are required to have additional coverage known as “Student Guard Insurance” which is mandatory and requires you to pay an additional fee. NSCC International can assist in arranging this insurance. Please contact international@nsc.ca for further assistance.

INTERNATIONAL STUDENTS (WORK EXPERIENCE IN CANADA)

Engaging in a work experience within Nova Scotia has demonstrated effectiveness in aiding international students to secure employment within the province after graduation. For international students who have aspirations of remaining and working in Nova Scotia post-graduation, it's important to note that completing their work experience within Nova Scotia presents distinct advantages compared to pursuing a work experience in your home country.



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 your enrollment. To verify your coverage and address any inquiries related to international student insurance, please contact nscplan@mystudentplan.ca

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-integrated Learning experience**. A Co-op Work Permit is different from a Study Permit. Without a Co-op Work Permit you will not be able to engage in a work experience.

Co-op Work Permit applications can be completed online and there is **no fee** for this permit. Students should apply for their permit **at least 4 months** before they are scheduled to begin their work experience. The Co-op Work Permit Application can be found on NSCC International's website.

RESOURCES

Guides

Student, Faculty and Employer Guides have been developed to ensure there is a clear understanding of the work experience procedures.

Employer Guide

The Employer Guide can be found on our website www.nsc.ca under “Hire a Student”

Student Guide & Forms

The Student Guide and copies of the forms required for work experiences can be found on Connect under Work Experience Guidelines for Students

International Student Guidebook

NSCC International has created an International Student Guidebook which includes information on supports specific to international students.

Policies, Procedures and Guidelines

NSCC policies and procedures applicable to students during a work experience can be found on the College website under Policies and Procedures.

NSCC is committed to taking an active stance regarding the promotion of human rights, equity, and inclusion in our communities on and off campus.



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.

- Student Community Standards Policy
- Respectful Community Policy
- Sexual Violence Policy
- Drug and Alcohol Policy
- Insurance Guidelines can be found on our website

LIST OF IMPORTANT FORMS

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, company name 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

Optional Co-op Registration

Mandatory Co-op Registration (for programs with mandatory Co-op)

Intent to Complete International Work Experience

Orientation and Job Safety Review

Work Experience Check In

Accident/Incident Report

Employer / Community Partner Feedback on Student

Student Feedback on Work Experience and Employer/Community Partner

Off Campus Activity Liability Waiver

Marks Commercial Student Voucher