



# Work Placements – Putting learning into practice

2011-12 Industry Partner Guide

**nscC**

## *Applied Learning. Applied Experience*

Thank you for partnering with NSCC. Creating pathways to employment is an important part of what we do. Your commitment to provide an applied learning placement will give learners an opportunity to connect knowledge and skills to an authentic work experience. This Applied Learning Partner's Guide will assist you in your role as mentor, clarifying responsibilities during this vital component of the education process.

Our goal is to foster positive, progressive relationships with our learners and industry partners. Learners are committed to integrating theory and the practical application of their skills as they prepare for graduation and ultimately, employment. As an employer, you provide an environment for assessing essential and occupational skills of potential employees, while providing constructive feedback to learners and NSCC. Additionally, your partnership with NSCC will give you an opportunity to access competent, enthusiastic individuals as potential employees. Our learners bring fresh ideas and new technical knowledge to the workplace. You assist us in ensuring programs are current and relevant by providing NSCC with relevant feedback.

Working with learners in an industry setting, your responsibilities as a Supervisor and Mentor include:

- familiarizing learners with your workplace and relevant company policies and procedures relating to Occupational Health & Safety as well as expectations for a respectful environment;
- assigning tasks that are appropriate to the learner's skills and that enable the learner to meet their learning outcomes;
- monitoring the learner's performance and providing constructive feedback;
- providing a safe and respectful work environment;
- assisting the learner to complete the Job Safety Review;
- liaising with the Faculty Advisor to discuss the learner's performance;
- completing a performance evaluation, reviewing the evaluation with the learner and forwarding it to NSCC.

During an unpaid work placement, learners are covered by NSCC insurance, and the Student Accident Insurance Plan. We ask that you maintain adequate general commercial liability insurance coverage of at least \$2 million. NSCC can provide you with an Insurance Coverage Letter and Certificate of Insurance upon request. To view the NSCC policy, please visit [www.sjp.ca](http://www.sjp.ca).

In preparation for the Applied Learning Placement, learners will identify learning outcomes. We ask that they be discussed with their supervisor as part of the placement experience and evaluation.

In conjunction with occupational skills, learners will be evaluated on essential skills as outlined on the Performance Evaluation form. The following success indicators may be useful in leading performance discussions with learners:

- shows a positive attitude toward learning, growth and personal health;
- exercises initiative, energy and persistence in completing a task;
- conducts business with honesty, integrity and personal ethics;
- sets priorities and realistic goals;
- plans and manages time and other resources to achieve goals;
- takes responsibility for actions and the consequences resulting from those actions;
- welcomes and easily adapts to change;
- identifies and suggests ideas for creative solutions to problems that may arise in the workplace.

## *Partners In Education*

NSCC faculty members are available to assist you with any questions and will be in contact with your work site prior to, and during the placement. Thank you for providing a quality educational experience for our learners and your contribution in educating your next generation of employees.

The following forms are included with this guide to assist you with facilitating the Applied Learning Placement:

- Applied Learning Placement – Industry Partner Agreement
- Applied Learning Placement – Confidentiality Agreement
- Applied Learning Placement – Learner Performance Evaluation
- Applied Learning Placement – NSCC Learner Job Safety Review
- NSCC's Mission, Values and Safe Environment
- Applied Learning Placement - Accident /Incident Report



## Applied Learning Placement – Industry Partner Agreement

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

We have reviewed NSCC's Applied Learning Work Placement Industry Partner information and agree to fulfill the responsibilities as outlined in the resource materials provided.

Learner's Name: \_\_\_\_\_

Program: \_\_\_\_\_

Applied Learning Placement dates Start: \_\_\_\_\_ End: \_\_\_\_\_  
MM/DD/YY MM/DD/YY

Hours of Operation: \_\_\_\_\_ to \_\_\_\_\_

### Check One:

I would like to have contact with Faculty:

weekly       bi-weekly       once a month during the placement

Best time of day to contact me: \_\_\_\_\_

### NSCC Liability Information

NSCC learners, including those on Co-operative Education placement, have insurance coverage through the *Student Insurance Program (SIP)* while they are participating in College learning activities. However, from a risk management perspective, our learning partners (Employers, Co-operative Partners, Community Organization etc.) must also carry adequate liability insurance of at least \$2 million. In addition, as your employee, learners are to be covered by your WCB insurance while on the work placement. For international activities, additional Student Guard insurance for faculty and learners is mandatory and the cost is covered by the College.

_____	_____
Industry Partner	Date
_____	_____
Learner	Date
_____	_____
Faculty	Date



## Applied Learning Placement – Confidentiality Agreement

I, \_\_\_\_\_, agree to hold in confidence all information regarding clients, policies, and work materials that I may acquire or be privy to throughout my Applied Learning Placement with \_\_\_\_\_.

(Industry Partner's Name)

It will, however, be necessary to share with my Faculty Advisor general information that is pertinent to my educational experience.

\_\_\_\_\_  
Learner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Industry Partner

\_\_\_\_\_  
Date

This completed form should be returned to the Faculty Advisor within two (2) days of the commencement of the Applied Learning Placement.

## Occupational Skills

NSCC learners complete a learning plan and develop learning outcomes for the skills they want to improve while on the Applied Learning Placement. Please discuss these learning outcomes with the learner and provide a brief narrative of the learner's success in reaching these goals. This discussion should be focused on the occupational skills the learner brings to the workplace.

## Essential and Employability Skills

This section of the Performance Evaluation evaluates the Essential and Employability skills the learner demonstrates while on the placement that may support the employers' future hiring decisions. Finding out which Essential Skills a potential employee brings to the workplace is important and can help determine if the skills NSCC learners demonstrates match the skills required for a position within your organization.

### Instructions:

1. Identify and prioritize the most important Essential Skills needed for the position.
2. Rate your level of agreement with the statements presented for each skill using the scale provided.
3. Record your comments.
4. Evaluate the learner's overall performance to identify whether the learner's skills align with the job requirements assigned during the work placement.
5. Please take the time to complete the Performance Evaluation with the learner.
6. Return a copy of the evaluation to NSCC with the learner or to the faculty advisor directly. Please keep a copy for your files and use it as an additional resource when making hiring decisions and considering an NSCC learner for the position.

There are nine essential skills. For detailed information on Essential Skills follow this link:

[http://www.hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/general/readers\\_guide\\_whole.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/readers_guide_whole.shtml)

We encourage you to identify the most important Essential Skills for the job that the learner is performing while on the Applied Learning Placement.

Statements	Comments/Examples	Scale
<p><b>Reading</b> Displays an ability to read and understand written materials presented during the placement (e.g. correspondence, manuals, instructions, etc.) Refers to the reading materials required to complete the task. Other: _____ _____</p>		<p>The learner demonstrated that he/she is skilled in this area.  <input type="checkbox"/> Strongly Disagree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Agree  <input type="checkbox"/> Strongly Agree</p>
<p><b>Document Use</b> Displays an ability to understand and complete information in documents (e.g. fills in forms, interprets graphs, etc.). Documents prepared during work placement are complete with few or no errors. Other: _____ _____</p>		<p>The learner demonstrated that he/she is skilled in this area.  <input type="checkbox"/> Strongly Disagree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Agree  <input type="checkbox"/> Strongly Agree</p>
<p><b>Numeracy</b> Displays an ability to use math skills that pertain to the occupational tasks the learner is completing (e.g. Measurement &amp; Calculation, Scheduling, Budgeting &amp; Accounting, Analysis). Makes accurate estimates of the amount of time needed to complete certain tasks. Other: _____ _____</p>		<p>The learner demonstrated that he/she is skilled in this area.  <input type="checkbox"/> Strongly Disagree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Agree  <input type="checkbox"/> Strongly Agree</p>
<p><b>Writing</b> Displays an ability to clearly organize and record information (e.g. takes notes, completes written tasks using accurate grammar and spelling, well presented documents that are logical and concise with clear meaning). Other: _____ _____</p>		<p>The learner demonstrated that he/she is skilled in this area.  <input type="checkbox"/> Strongly Disagree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Agree  <input type="checkbox"/> Strongly Agree</p>

Statements	Comments/Examples	Scale
<p><b>Working with Others</b>            Conveys the importance of teamwork and demonstrates a willingness to work with others. Asks questions about the working environment (e.g. size of the team, amount of group work, etc.).            Other:            _____            _____</p>		<p>The learner demonstrated that he/she is skilled in this area.  <input type="checkbox"/> Strongly Disagree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Agree  <input type="checkbox"/> Strongly Agree</p>
<p><b>Thinking</b>            Displays good problem-solving skills when presented with a typical workplace challenge. Displays an ability to prioritize tasks with little direction.            Other:            _____            _____</p>		<p>The learner demonstrated that he/she is skilled in this area.  <input type="checkbox"/> Strongly Disagree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Agree  <input type="checkbox"/> Strongly Agree</p>
<p><b>Computer Use</b>            Speaks knowledgeably about computer applications and other related technical tools            Other:            _____            _____</p>		<p>The learner demonstrated that he/she is skilled in this area.  <input type="checkbox"/> Strongly Disagree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Agree  <input type="checkbox"/> Strongly Agree</p>
<p><b>Continuous Learning</b>            Displays a willingness to enhance skills and acquire new knowledge.            Other:            _____            _____</p>		<p>The learner demonstrated that he/she is skilled in this area.  <input type="checkbox"/> Strongly Disagree  <input type="checkbox"/> Disagree  <input type="checkbox"/> Agree  <input type="checkbox"/> Strongly Agree</p>

Please provide an overall statement on the learner's performance while on the Applied Learning Placement.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures:**

Supervisor \_\_\_\_\_ Learner: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for allowing our learner(s) to participate in an Applied Learning Placement with your organization. It is important for our learners to work safely while on the job and to learn about safe work practices for their chosen field. Please take a moment to complete this form while reviewing your Safety Program & Policies with the learner. Please advise the learner about any control measures that are present and about your expectations regarding safe work practices. Once this review has been done, the learner will be responsible for providing a copy to NSCC for our records.

Date Completed: \_\_\_\_\_

Industry Partner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Learner's Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Program/Course: \_\_\_\_\_

Academic Chair/Faculty: \_\_\_\_\_

Please describe the tasks to be performed:

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Please review your Company Safety Program & Policy with the learner.

Date reviewed: \_\_\_\_\_

Comments:

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Are there specific job hazards present?

Yes  No      If 'yes', please describe:

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Please describe what control measures the learner must follow to minimize job hazards (e.g. Safe Work Practices).

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Please describe to the learner what personal protective equipment is required for the tasks to be Performed:

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Additional comments about safe work practices or related work:

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**Signatures:**

Supervisor \_\_\_\_\_ Learner: \_\_\_\_\_ Date: \_\_\_\_\_

***Learner to provide a copy to the applicable Faculty / Academic Chair at NSCC***

## NSCC's MISSION, VALUES and "SAFE" ENVIRONMENT

### Our Mission:

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

### Our Values:

#### **Student Success**

We support, recognize, and celebrate student success.

#### **Accessibility**

We are committed to providing greater access to College programs and services.

#### **Service**

We reach out to people to help connect our programs and services to their needs.

#### **Respect**

We develop our working and learning relationships from a foundation of mutual trust and respect.

#### **Collaboration**

We reward collaboration, diversity of expression, and decisiveness.

#### **Innovation**

We value innovative ideas and actions that engage students, employers, and communities in learning and development.

#### **Public Accountability**

We are responsible and accountable for the public's trust.

#### **Diversity**

We believe that diversity in the College community is a strength that must be cultivated.

### Excerpts NSCC's "GREAT EXPECTATIONS" (July 2010) for a "Safe and Respectful" Environment

Nova Scotia Community College (NSCC) is committed to the belief that all students [learners] and employees of NSCC have the right and responsibilities to learn and work in a safe environment that is free from discrimination and harassment and that is conducive to learning and teaching.

NSCC endeavours at all times to provide a supportive working and learning environment and to ensure the equitable treatment of all members of its community [including those on applied learning placements]. Interaction between members of the College is based on the mutual respect, trust, co-operation and understanding inherent in an adult learning community.

A "safe and respectful environment" is simply one where everyone can feel safe, one where the above values are honoured and practiced, one that is inclusive of all and where no distinctions are made based on age, race, colour, sex, religion, creed, aboriginal origin, marital status, physical disability, mental disability, source of income, sexual orientation, family status, political belief, affiliation, or activity. We all thrive in an atmosphere where we are respected and our [NSCC] policy insists on respectful behaviour, regardless of our personal biases.

Most of us can picture the features of a physically safe environment. The socially safe environment is non-threatening. It respects the various comfort levels of its members and it is sensitive to avoid activities that alienate others. It recognizes that words or language, and jokes can hurt as much as a physical assault and cause learners to 'shut down' thereby denying them the comfort level they require to fully participate and learn.

The above information represents only a portion of the "Great Expectations" document that is shared with students (i.e. learners) at the beginning of each academic year. It has been included in NSCC's Applied Learning, Co-operative Education and Service Learning Partnerships Guides to provide clarity of what NSCC expects of our learners and industry partners during applied learning practicums.

*To learn more about NSCC's commitment to providing safe and respectful work environments, please request a copy of NSCC's "Great Expectations" from your Faculty Advisor or local NSCC Campus.*



## Applied Learning Placement - Accident /Incident Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Person Completing the form)

Name of Work Placement Site: \_\_\_\_\_

Work Placement Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Learner's Name: \_\_\_\_\_ Home Campus: \_\_\_\_\_

**1) INCIDENT TYPE (circle all that apply)**

INJURY/ILLNESS  PROPERTY DAMAGE  FIRE  SPILL  OTHER \_\_\_\_\_

**2) INCIDENT TIME**

DATE: \_\_\_\_\_ TIME (24 HOUR CLOCK): \_\_\_\_\_

**3) LOCATION OF INCIDENT (if different from Work Placement Site Recorded Above)**

\_\_\_\_\_

**4) NATURE OF INJURY**

DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5) AID GIVEN**

ON SITE  DOCTORS OFFICE  HOSPITAL  OTHER \_\_\_\_\_

**6) WITNESS**

NAME: \_\_\_\_\_ STATEMENTS ATTACHED \_\_\_\_

NAME: \_\_\_\_\_ STATEMENTS ATTACHED \_\_\_\_

**7) SUPERVISOR**

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

**8) PROPERTY DAMAGE**

DESCRIPTION OF PROPERTY: \_\_\_\_\_

DESCRIPTION OF DAMAGE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**9) SIGNATURES:**

SUPERVISOR: \_\_\_\_\_ LEARNER: \_\_\_\_\_

**10) Routing Instructions**

- Fax a copy of this report to the Learner's Home Campus, to the Attention of the Principal at: \_\_\_\_\_ (insert fax number here) and the NSCC Occupational Health & Safety Office at 1-902-491-1739.

***If you have any questions or need assistance, please contact NSCC's Occupational Health, Safety and Environmental Services Office at (902) 491-SAFE (7233).***