



Work Placements – Putting learning into practice

2011-12 Student Guide

nsc***cc***

Apply Yourself...

At NSCC you will have the opportunity to apply the knowledge and skills you are learning in a variety of ways. You can expect to practice your skills at the Campus through projects, simulations and teamwork. During your program, you will explore career options through real workplace experiences external to NSCC

These Applied Learning placements are often your bridge to the job market. External placement options are a graduation requirement as determined for each program offered at NSCC. You may be required to complete one or more of the following experiences:

Apprenticeship	Clinical Placement
Co-operative Education	Collaborative Learning
Internship	International Learning
Mentorships	Job Shadow/Industry Orientation
Preceptorship	Practicum
Work Placement	Service Learning

The applied learning activities are linked to your portfolio learning experience: identifying, acknowledging, and celebrating your new skills. It's also a way to integrate your new learning with prior experiences. Using your Portfolio learning experiences, you will have the ability to articulate and demonstrate your skills to employers.

NSCC offers a wide variety of programs to meet your learning outcomes, including Applied Learning Placements. Placements are a three-way partnership between you, NSCC and the industry partner. As a future employee, you have an opportunity to take fresh ideas and new technical knowledge to the workplace and gain a better understanding of your career choice. Maintaining links with industry through applied learning placement provides industry partners with an opportunity to evaluate you as a potential employee. This guide provides the information you will need, to complete your placement term. Faculty will assist you in preparing for your Applied Learning Placement, answering any questions you may have. Consider your Applied Learning Placement a gateway to employment. **Apply yourself!**

Responsibilities during the Applied Learning Placement

Faculty are responsible for providing you with the following:

- Applied Learning Placement orientation;
- approving placement sites;
- outlining the goals of the applied learning placement with the industry partner including sharing NSCC's mission, values and section from Great Expectations regarding respectful and safe work environment;
- maintaining records for the applied learning placement;
- monitor your placement and ensure that employers understand their responsibilities regarding sharing company policies and procedures relating to Occupational Health & Safety and respectful environment;
- asking the industry partner to complete and return the learner's performance evaluation feedback form to you.

Your workplace mentor or supervisor will provide formal and informal feedback on your performance of assigned tasks. A formal evaluation by the industry partner forms part of your learning outcomes.

In preparation for an Applied Learning Placement, you are responsible for identifying learning outcomes and discussing these with your supervisor/mentor. Outcomes are key to ensuring standards for successful program completion and you are required to successfully complete each outcome.

In conjunction with occupation skills, you will be evaluated on Essential and Employability Skills as outlined on the Learner Performance Evaluation form. You may wish to consider the following success indicators to ensure positive learning outcomes:

- 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 manage 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.

Your Health & Safety is a Priority

Risk Management

Your health and safety is a priority. Safety is a shared responsibility amongst you, the industry partner and NSCC. While engaged in an **unpaid** Applied Learning Placement, you are covered by NSCC Insurance and the Student Accident Insurance plan. Even with the insurance coverage from NSCC, the industry partner is responsible to maintain adequate general commercial liability insurance coverage of at least \$2 million. If you are in a **paid** Applied Learning Placement, you are considered an employee and are to be covered by the industry partner's Workers' Compensation and insurance coverage.

For your protection, you are responsible to complete a safety audit. You should do this jointly with the industry partner prior to your start date to ensure that you are aware of the industry partner's safety program and policies, to identify job hazards and control measures and to determine what personal protective equipment is required. The NSCC Job Safety Review will guide you through this process. Forward the completed form to your Faculty Advisor.

In case of accident, an NSCC Accident/Incident Report must be completed –You should insure that you have a copy of this form with you at the placement site. Please ensure the forms are completed jointly by learner/faculty and faxed IMMEDIATELY, to NSCC OHS&E Services at 902 491-1739. The accident reporting packages are available in the Centre for Student Success at each Campus. **Please note: In case of a serious accident or incident requiring ambulance transport, hospitalization etc., IMMEDIATELY contact the office of NSCC Occupational Health, Safety & Environmental Services at 902 491-SAFE.** If you require additional information, please contact the office of NSCC Occupational Health, Safety & Environmental Services: **PHONE: 902-491-7233.**

If at any time during the applied learning placement, you find yourself in an unsafe or disrespectful working environment, immediate contact your faculty advisor and/or academic chair. If you deemed it necessary, please remove yourself from the placement site; however, make sure your workplace supervisor is notified as well as your faculty advisor (or academic chair).

Forms and Documents

The following forms and documents have been developed to assist you with the preparation and successful completion of your Applied Learning Placement:

- Applied Learning Placement – Industry Partner Agreement
- Applied Learning Placement – Confidentiality Agreement
- Applied Learning Placement – Learner's Evaluation
- 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 – Reflective Assignment



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.

Learner’s Name: _____

Industry Partner (name of organization): _____

Location: _____

Supervisor’s Name: _____

Description of Duties: _____

Please rate your Applied Learning experience during this past work period according to the following criteria. Make additional comments if you wish. The purpose of this “confidential” form is to provide you with an opportunity for an appraisal of the job location which may assist future learners. Please place a check mark next to your rating.

Work Experience relates to field of study

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Adequacy of employer supervision

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Helpfulness of job supervisor

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Cooperativeness of colleagues

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Opportunity to use academic training

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Opportunity to develop human relations skills

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Provision for levels of responsibilities consistent with learner ability and growth

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

Opportunity to develop communication skills

High ____ Good ____ Average ____ Poor ____ Very Poor ____ No Observation ____

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

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>Reading 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>Document Use 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>Numeracy Displays an ability to use math skills that pertain to the occupational tasks the learner is completing (e.g. Measurement & Calculation, Scheduling, Budgeting & 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>Writing 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>Working with Others 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>Thinking 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>Computer Use 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>Continuous Learning 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:

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

Date reviewed: _____

Comments:

Are there specific job hazards present?

Yes No If 'yes', please describe:

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

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

Additional comments about safe work practices or related work:

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).

Applied Learning Placement – Reflective Assignment

Guidelines for Reflective Learning

As part of your Applied Learning experience, you are required to reflect on what you have learned and accomplished during the placement as part of your course evaluation. This provides an opportunity to explore, examine and understand your thoughts and feelings as they relate to the actions or tasks you perform on-the-job, allowing you to make the link between the concepts learned in class and how you applied them. By completing a reflective learning assignment, you become more self-aware. It allows you to be critical and honest with yourself as it relates to your work performance. The feedback you receive from your supervisor and other staff may give you insights into how things could be done differently so that you are motivated to improve. Reflective learning can take many different forms. Your Faculty Advisor may ask you to evaluate your learning experience by using one of the following methods:

- **Self-assessment** (What are the skills that I am developing on the job – analyze using the Conference Board of Canada’s Employability Skills.)
- **Peer-assessment/debriefing** (Get together with other learners and discuss the challenges and learning of the workplace.)
- **Learning logs** (i.e. Journaling around specific questions – what was the significant event of the week – how did I handle it? What did I learn/have reinforced? What did the mentor say?)
- **Critical incident diaries** (Describe the situation. How did I handle it? What did I learn/have reinforced?)
- **Fieldwork diaries/logs** (Describe the experience in the field. What was significant about it? How did it influence others? How did it influence me?)
- **Personal development planners** (Set learning goals/outcomes that are measurable and documented.)
- **Reflective commentaries** (Read articles related to your field of study during the placement and reflect on them.)
- **Action research** (Develop a project during your learning period that contributes to the work place; complete a specified number of information meetings with people in the field.)
- **Synoptic or ‘capstone’ modules** (Learners & faculty hold a group discussion on challenges, successes and the work performed by each learner at their respective placement. By listening to fellow learners you become acquainted with different approaches at a workplace and the various skill sets necessary to succeed.)

The reflective learning process consists of thoughtfully considering aspects such as:

- What are we learning?
- How are we learning?
- What are our strengths and weaknesses in the course of learning?
- What are our learning priorities?
- How can we improve upon the learning process?
- How well are we working towards achieving our short or long-term goals?

Be honest with yourself. Examine your experiences in depth while noting what your strengths and weaknesses were in the process. Think positively about moving ahead through the reflective learning process. Consider it a way of developing your abilities to enhance your learning.