

WORK EXPERIENCE

EMPLOYER/INDUSTRY PARTNER GUIDE

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Introduction

Most NSCC (Nova Scotia Community College) programs have a work-integrated learning component that provides students with an opportunity to combine their classroom learning with learning on the job, which in turn benefits everyone. Work-integrated learning would not be possible without employer support. As a partner in the education process, you are providing our students with a real-world opportunity to practice the skills and to apply the knowledge they have learned in the classroom and in the lab.

At NSCC we offer four broad categories of work experiences that prepare students for their professional or occupational field of study:

1. **Field Experiences:** can be either paid or unpaid work-related experiences. Field experiences and their outcomes are defined at the course level and are a requirement of graduation. Types of field experiences include job shadow, sea time, work term etc. The traditional work term is a 5-week work experience and typically occurs in the third term (April-May); however, many programs have multiple field experiences that vary in length and take place throughout the program.
2. **Co-operative Education (co-op):** allows students to “earn as they learn” while gaining invaluable experience as they prepare for their second year of studies, graduation, and employment in their career of choice. Co-op is paid full-time employment that lasts 12-16 weeks, a minimum of 420 hours, and occurs between the students' first and second year of study.
3. **Internships:** NSCC has two programs include an internship: International Business and Ocean's Technology. These paid internships take place during the final term of the program and last 14-16 weeks.
4. **Professional Practice:** unpaid work placements required for a professional license or designation (including clinical placement, practicums, preceptorships, etc.)

NSCC tracks all work experiences through NSCC's Work Experience and Professional Practice Portals. These portals allow us to record and track all work experiences in a single searchable catalogue. The Work Experience Portal includes your company name, contact information, and work experience details (Start Date, End Date, Hours, Wage if applicable, etc.).

NSCC is committed to controlling the collection, use, and disclosure of the information provided by students and employers. NSCC is also committed to the principle of informed consent and supports the right for the employer to know what information is on file. If there are any questions on privacy or data use, please contact us at WorkExperience@nsc.ca.

If you have any questions related to hiring a student, work experience or work-integrated learning please email NSCC's Career & Employment Services team at WorkExperience@nsc.ca

Checklist

The following checklist outlines the procedures to be completed by employers (in conjunction with the 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 work experience opportunity on [NSCC Student & Graduate Employment Site](#)
- [Review any funding possibilities](#)
- Screen and Interview students
- Make an offer to the student and allow them time to consult with their faculty and get approvals
- If **Confirmation of Enrollment** is required for funding purposes, students must request this document from their Assistant Registrar
- Assign supervisor/mentor to student
- Complete the Work Experience Agreement*

During the Work Experience

- Provide student with an Orientation and Job Safety Review*
- Have check-in meeting with faculty to discuss student performance
- Contact faculty in the event of any change in position or responsibilities
- Review feedback process with faculty
- Contact faculty at first indication of any difficulty with the student
- Submit Accident/Incident Reports as required*

Following the Work Experience

- Debrief the work experience with student
- Ensure the Employer Feedback form is submitted for your student*
- Prepare record of employment (ROE) for paid work experiences (if applicable)
- Consider nominations for NSCC Work-Integrated Learning and Co-op Student of the Year Awards

* All forms are provided to employers by their selected student. If you would like to see a copy of any of these forms in advance, please contact **Career and Employment Services** at WorkExperience@nsc.ca.

Employer Guidelines

Employers are responsible for providing relevant work, a safe work environment, proper supervision, and student evaluation.

Employer Guidelines

- If you are applying for funding and require an endorsement for your application, contact Career and Employment Services at WorkExperience@nsc.ca prior to submitting your application.
- Complete all required Work Experience forms (provided by selected student).
- Assign the student to a member of staff who is willing to serve as **supervisor/mentor**.
- Advise the supervisor of the work experience.
- Assign tasks within the range of the student's capabilities.
- Provide a safe and secure work environment, including safe work procedures.
- Conduct a formal Orientation and Job Safety Review to inform the student of company policies, rules, and regulations including Occupational Health and Safety procedures.
- Ensure that the student works the full contract (# of weeks and the # of hours) if changes must be made discuss with the student and contact the faculty.
- Contact NSCC in the event of any change in the work experience or should any difficulties with the work experience arise.
- Contact NSCC prior to any disciplinary action and inform your faculty contact of the circumstances surrounding disciplinary action (when necessary).
- Assist the student in compiling information for their final evaluation.
- Issue Record of Employment (ROE) at the end of the term (if applicable).

Supervisor/Mentor Guidelines

- Assist the student in becoming familiar with the work environment (onsite and/or remote), their colleagues, and the expectations of the workplace.
- Assign tasks that will enable the student to accomplish the learning outcomes and their development goals set out for the work experience.
- Monitor the student's participation in the assigned work tasks and provide constructive feedback regarding the student's performance including any issues on health and safety.
- Meet with the faculty and student, as required, to discuss performance and issues that arise during experience.

Work Experience Procedures

Preparing for a Work Experience

Work experience opportunities can come directly from you, the employer, or from students who source their own experiences. It is important that work experiences provide a valuable learning experience for the student. All work experience opportunities must be approved by a faculty member.

Posting Positions

If you would like to share a work experience opportunity you can post the position on our [Student & Graduate Employment site](#). Should you require assistance contact jobs@nsc.ca.

There are a number of funding programs available to employers interested in hiring students. Information on funding programs can be found on our website at nsc.ca/employers. If you have questions on these programs or require NSCC's endorsement on an application, contact Career and Employment Services at WorkExperience@nsc.ca.

Interviews and Offers

Employers may screen and shortlist applications, not all students need to be interviewed. You may contact the student directly to arrange the interview or contact the faculty member to schedule the interview. Interviews can be conducted by phone or through an appropriate form of technology.

You may also contact the faculty to extend an offer or contact the student directly to make an offer. The student must inform his/her faculty and finalize all arrangements prior to accepting the offer. The student is required to respond to your offer within 3 business days. **It is important to note that faculty must approve all work experience positions prior to the student accepting the position.**

During a Work Experience

Orientation and Job Safety Review

Employers are required to conduct an orientation with students on the first day of their work experience. This orientation should familiarize the student with what is expected of them and outline the company's mission, vision, values, etc. At this point you should also review your company's safety program, with the student. There is a **Orientation and Job Safety Review form** (provided by the student) to guide you in this process.

At the conclusion of the orientation the student should:

- Be familiar with the job description and have a clear understanding of what is expected of them
- Be familiar with the company's Mission, Vision, Values, Strategic Plan, and any relevant business plans
- Be familiar with the company's organizational structure
- Be familiar with the company's internal web sites, if applicable
- Feel welcomed, valued, and a productive member of the team

Another critical component that must be discussed during orientation is job safety. At the conclusion of the job safety review the student should:

- Be familiar with, and comply to, your policies, rules, and regulations including OH&S
- Have the tools, equipment and training needed to do the job based on provincial and/or federal guidelines
- Know the physical layout of the work site; including emergency exits and locations of all first aid supplies and fire protection equipment
- Be familiar with any job hazards that may be present
- Have all the personal protective equipment required for the tasks assigned

Confidentiality

Confidentiality is imperative to maintaining privacy, security, and trust in professional and personal interactions. In situations where sensitive information is shared or accessible, confidentiality is mandatory. Students are required to hold in confidence all information regarding clients, policies, and work materials that they may acquire or be privy to throughout their work experience. It will, however, be necessary to share general information with the faculty as it relates to the students' educational experience.

Check-ins/Communication

As the College considers work experiences to be an extension of campus studies, at least one check-in should be scheduled during the experience, the frequency will depend on duration of the work experience and are determined in consultation with the faculty. These check-in's can be done in-person, by phone, or through technology depending on the situation or location of the employer.

If there are changes in a student's work assignment, or if any other unforeseen changes develop, the employer should not wait for the check-in, and instead notify faculty as soon as possible. This includes changes to work location (e.g., Remote or on-site, or from one office location to another).

Accident/Incident Reporting

While a student is on work experience it is important to contact NSCC should any accidents or incidents occur.

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

If the accident/incident is not serious in nature, an Accident/Incident Report form (provided by the student) must be submitted to Career & Employment Services by email (WorkExperience@nsc.ca) this report will then be shared with the students Faculty, Academic Chair, Principal and the Occupational Health & Safety office.

Following the Work Experience

Evaluation of the Work Experience

You must provide feedback on the student's performance upon completion of the work experience. The faculty will discuss this with you during your check-in. Students are awarded a grade at the completion of the course and your input is essential.

If you terminate the student's work experience prematurely, the Faculty and Academic Chair will review the student's status and discuss the student's options with them.

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

Each year, NSCC awards one Co-op Student of the Year award and one WIL Student of the Year award. If you would like to nominate a student contact WorkExperience@nsc.ca. Once nominated, students will be required to initiate the application through NSCC's Student Awards portal. You will then be asked to support the student's application by explaining the impact the student has had on your organization, and their faculty will be asked to make a referral. A committee will review the applications, and the award will be given to the winning student at their campus awards ceremony in June.

With consent, the winner of this award will then be nominated for the [CEWIL Canada](#) award. These nominations must be received at the CEWIL Canada office in January each year. The winning student will receive \$1,000 (a CEWIL Canada award of \$500 and the Emery-Dufault award of \$500). Details on this award can be found on the CEWIL Canada website: <https://www.cewilcanada.ca/>.

Health & Safety

Student health and safety is a priority. Safety is a shared responsibility amongst 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 organization. These include errors and omissions, general liability, and student accident insurance should any accidents or incidents occur.

Student Insurance

Most students are automatically enrolled in or covered by existing NSCC insurance plans while engaged in work experience activities. The Student Insurance Program (SIP) Accident insurance protects students in the event of a workplace accident for some expenses not covered by NS Medical Services Insurance Program (MSI). If the student is from another province in Canada, they have basic coverage provided by the equivalent Medical Services Insurance program from their home province. The same is applicable for students from Nova Scotia who intend to complete their experiences in another province.

As a paid employee, students are covered by the employer's WCB (Workers Compensation Board) account while on experience. Students engaged in paid experience are also covered by existing NSCC Insurance plans while engaged in work-integrated learning activities.

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. Students in Health & Human Services programs are also covered also medical malpractice coverage.

**For information on insurance for international work experience and/or international students please refer to the International sections of this guide.*

Employer Insurance

In most cases, NSCC requires that employers carry a general liability insurance policy of at least \$2 million. This not only protects our students, but also demonstrates that employers promote safe workplace and risk management practices.

Some employers may not carry the minimum general liability insurance to guard against risk within their organizations. In these cases, NSCC may allow work experience with these employers if the following process is completed.

1. Student and supervising faculty, in conjunction with the employer, complete the *Work Experience Agreement* form.
2. The assessment is reviewed by the Academic Chair, who assesses the level of risk.
3. If comfortable with the level of risk, the Academic Chair consults with NSCC's Occupational Health and Safety team to confirm his/her assessment of the risk.
4. If all parties are comfortable with the level of risk, the Academic Chair and supervising faculty sign-off.

Exceptions are NOT possible if the work experience takes place in an industrial, construction, healthcare, or aviation setting, or any other setting that would be considered as potentially hazardous or high risk.

For more information, please see the *Work-Integrated Learning Insurance Guidelines* under [Hire a Student](#) on NSCC's website.

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.

Prior to the start of a work experience, faculty and students are responsible for completing the *Risk Assessment and Compliance Agreement*. This agreement will help to identify any job hazards and control measures, determine any personal protective equipment that is required, and ensure the employer has the appropriate liability insurance. The original copy of this completed form must be kept with the Academic Chair while the student is on their work experience.

Safe & Respectful Environment

NSCC is committed to ensuring that all students and employees learn and work in a safe environment, free from discrimination and harassment, and conducive to learning and teaching.

NSCC is also committed to ensuring fair and equitable treatment of all members of its community, while maintaining the academic integrity of programs and curriculum, and an academic climate conducive to learning, free from disruptive or inappropriate behaviour.

To learn more about NSCC's commitment to providing safe and respectful work environments, visit <https://www.nsc.ca/about/publications/policies-procedures/policies/respectful-community-policy.asp>

International Work Experience (Work Experience outside Canada)

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. Students are asked to copy faculty on this email. The NSCC Career & Employment Services team will share the details on the form with the NSCC International Office. NSCC International will then connect with the student to discuss next steps.

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. Please contact international@nsc.ca to arrange insurance coverage.

International Students (Work Experience in Canada)

Completing a work experience in Nova Scotia is a proven factor to help international students find employment in Nova Scotia after they graduate. If international students intend to stay and work in Nova Scotia after graduation, they should be advised that it is advantageous for them to complete their work experience in Nova Scotia rather than in their home country.

Insurance

International students attending NSCC must purchase, and will be automatically enrolled in, the mandatory International Student Emergency Health Insurance (EHI). To confirm coverage for international students, 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 experience**. A Co-op Work Permit is different from a Study Permit. Without a Co-op Work Permit you will be removed from your work experience.

Co-op Work Permit applications can be completed online and there is no fee for this permit. You should apply for your permit **at least 4 months** before you are scheduled to begin your work experience. The *Co-op Work Permit Application* can be found on NSCC International's website. (<http://international.nsc.ca>). Once you receive your Co-op Work Permit you can use the [iCent app](#) to upload a copy of your permit.

* *Students enrolled in health care programs are required to have a Co-op Work Permit for their clinical experiences.*

Resources

Policies, Procedures and Guidelines

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

- <https://www.nsc.ca/about/publications/policies-procedures/academic-and-student-services.asp>

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.

- <https://www.nsc.ca/about/publications/policies-procedures/policies/respectful-community-policy.asp>

The College’s Student Community Standards Policy can also be found under Policies and Procedures on the college website.

- <https://www.nsc.ca/about/publications/policies-procedures/policies/student-community-standards-policy.asp>

Insurance Guidelines can be found on our website www.nsc.ca under “About – Employer and Industry Collaboration – Hire a Student...”

- <https://www.nsc.ca/docs/about-nsc/policies-procedures/work-integrated-learning-insurance-guidelines.pdf>

Equity, Human Rights & Diversity

NSCC is committed to taking an active stance regarding the promotion of equity, human rights, and diversity in our communities on and off campus. You can review the resources the College offers at:

- <https://www.nsc.ca/about/vision-and-values/human-rights-equity-services/index.asp>

If your organization is seeking resources to promote a more inclusive working environment for persons from equity seeking groups, please reach out to workexperience@nsc.ca and we can assist by connecting you to existing training resources and/or customized training.

Versioning

Version	Last Updated
1.0	September 2016
2.0	February 2017
3.0	February 2018
3.1	September 2019
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4.0	September 2020
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