

## Procedure for Placement Administration

In November 2013, the MTCU and the WSIB introduced significant changes to the unpaid learner programs, resulting in some confusion over coverage and requirements for reporting. This lack of clarity is further compounded by a provincial focus to expand the experiential learning experience for all students. Carleton values experiential learning for the enriched experience and learning opportunities this offers for our students, and hence has taken steps to establish this procedure and accompanying documents. In addition, Carleton has purchased an insurance policy to adequately protect our students, should they become injured during the course of their placement, and be in a situation whereby their placement employer does not have coverage.

### Tools

A series of tools have been developed to assist with reducing risk related to the new requirements. These include:

- 1) Letter to the employer – there are two variations, one for cases where wither the WSIB or MTCU coverage would apply, and a second where the new Carleton insurance applies
- 2) Student Declaration of Understanding
- 3) Safety Orientation checklist – for instances where the Employer does not have their own safety orientation checklist
- 4) Flowchart to navigate the options
- 5) Additional links are present on the EHS website : <http://carleton.ca/ehs/programs/operational-health-safety/student-unpaid-placements-mtcu-wsib/>

### Flowchart

To assist with administration of the various programs, and to ensure that appropriate insurance coverage is in place to protect the student learner, a flowchart (see attached) has been developed to guide individuals through the specifics of their various programs.

Any person administering placements, internships or co-op programs should be able to identify where they are situated within the chart, and hence the steps to take to ensure documentation, recordkeeping, training and reporting requirements are adhered to.

### Definitions as related to coverages

- Internships: Many different types of internships are present at Carleton. Some are paid positions, others are unpaid. Some will include written assignments, and some may provide academic credit, while others do not. Some programs apply to undergraduate students, while others apply only to graduate programs. Insurance coverage will vary depending on which School or Department is involved. The flowchart is required
- Co-op: As with Internships, co-op work terms may be paid (preferred) or unpaid, and may apply to undergraduate or graduate level programs. Insurance coverage will vary depending on which School or Department is involved. The flowchart is required

- Exchange: In almost all cases at Carleton, exchange programs count for credit, and as such students remain classified as students, and as such insurance coverage is as per the University Health Insurance Plan.
- Practicum: Many of the programs at Carleton include practicums which are either required (e.g., social work, psychology) or available as credit course or parts of credit courses. Most are unpaid, and therefore insurance coverage will be either through the MTCU programs or through the new Carleton placement insurance. The flowchart is required.
- Placement: Often used interchangeably with practicum. Same applies as listed above. However, one differentiating factor is that some placements are initiated by the students themselves, and do not relate to any course codes or credit. In these cases, the definition of “volunteer” could be applied. The flowchart is required.
- Volunteer: A placement initiated strictly to gain future benefit as work experience. There is no course code attached, and the placements are largely ad-hoc situations. In most cases volunteers are not covered by any of the insurance options, and could leave the student and the University at risk. Please contact the Risk Manager for clarifications as well as any waivers for the activities.

#### Training requirements

Given recent changes to the Occupational Health and Safety Act, young workers, including those in unpaid placements, are required to be trained. In most cases, this should be provided

#### Procedures for placement activities

- 1) Ensure that all departmental placement activities have been updated to reflect the MTCU changes, and if possible implement consistent wording to represent the activity (practicum vs placement vs internship). Of particular issue are wording that the placement is “student organized/initiated” as this would remove coverage in instances where the intent is otherwise.
- 2) If placement is part of a credit course, ensure is reflected with the Registrar’s office. (Metrics on participation are required to be reported to MTCU, as well as to the insurance provider.
- 3) Ensure all placements are issued and managed by a central individual or team within the unit, and that individual faculty members do not initiate placements on their own.
- 4) Ensure familiarity with flowchart, associated documentation and reporting requirements. All documents are available on the EHS website at: <http://carleton.ca/ehs/programs/operational-health-safety/student-unpaid-placements-mtcu-wsib/>
- 5) Follow flowchart to identify process for specific placement
- 6) Documentation is to be provided to the student and/or Employer and managed by the units. Any documents not returned should be followed up and obtained by the units.
- 7) Student information, including placement hours, to be collected on either the appropriate spreadsheet or entered directly through the placement portal.
- 8) At the end of the placement period, all correspondence including student declarations are collected and sent for record keeping to the appropriate office.
- 9) Should any accidents or injuries occur, contact EHS for assistance.