

WORK-BASED LEARNING PROGRAMS

Background

Subject to the provisions of the Education Act, the Education Regulations, the Workers' Compensation Act, and Agreements between the Ministry of Education and the Workers' Compensation Board, the Division authorizes the participation of qualified students in approved work-based learning programs. This could include Functionally Integrated, Alternative, or Regular program students.

Definitions

Work-based learning describes a program that allows students to receive a portion of their education through experiences in the world of work. It is an extension of formal education that enables students to acquire attitudes, skills and knowledge for career and other life roles in our community. The Division offers a range of work-based learning opportunities for students to make positive and meaningful connections with employers. Examples may include; Career and Work Exploration courses, Special Project credits, Volunteerism credits, Apprenticeship credits, Practical and Applied Arts work study modules, or other school division sponsored work experience opportunities.

Work-based learning placements provide students with:

- A 'real world' experience in the workplace
- Exposure to workplace health and safety issues
- An opportunity to develop self-confidence and transferable skills
- An understanding of the rights and responsibilities of an employer/employee
- An opportunity to develop a greater awareness of the needs of business, industry, and extended community
- A chance to bridge the transition from school to work

The **Cooperating Employer** is an individual business, enterprise, agency, or organization that is external to the Division and engaged in a work-based learning program.

Procedures

1. To ensure that students qualify for benefits under the Workers' Compensation Act, the following conditions shall be met:

- 1.1 All work-based learning programs must comply with the guidelines of the Ministry of Education;

- 1.2 A four-party written agreement must be signed by the student, the parents/guardians, the supervising teacher and the employer in whose establishment the student is to work as a learner (see [Form 250 –1 Work-Based Learning Agreement](#));
- 1.3 A work-based learning consent and waiver of liability form must be signed by the parents/guardians and students ([Form 250-2 – Work-Based Learning Agreement and Consent](#));
- 1.4 A pre-placement visit shall be conducted prior to student being placed at any of the cooperating employer locations ([Form 250-3 – Pre-Placement Visit](#));
and
- 1.5 The student must be a registered participant in a class that has a work-based learning component.
- 1.6 In the event of a student injury while participating in a work-based placement, the following steps are to occur:
 - 1.6.1 The incident is reported to the employer at the work placement
 - 1.6.2 The incident is reported to the school-based work placement coordinator
 - 1.6.3 Employer provides immediate first aid, and, if necessary, arrange transportation to receive treatment from a qualified health care professional
 - 1.6.4 The students' parents/guardians must be notified
 - 1.6.5 Health care providers must report to the Worker's Compensation Board
 - 1.6.6 The supervising teacher must complete the Student and Staff Accident Claim Form
 - 1.6.7 The supervising teacher must complete form E1 Employer's Initial Report of Injury Form online with the WCB within 3 days of the incident
 - 1.6.8 The injured student, with assistance from the supervising teacher, must complete Form W1 Worker's Initial Report of Injury online with the WCB as soon as possible.

Placements in Saskatchewan worksites are included in coverage.

2. The Principal shall:

- 2.1 Ensure that work-based learning programs in the school conform to the conditions set out above;
 - 2.2 Retain a copy of the completed documents for each student participating in the work experience programs: [Form 250-1 – Work-Based Learning Agreement](#); [Form 250-2 – Work-Based Learning Agreement and Consent](#); [Form 250-3 – Pre-Placement Visit](#); [Form 250-4 – Work-Based Learning Employer Students Performance Evaluation](#);
 - 2.3 Submit to the Director or designate, prior to the beginning of the work placement, a copy of: [Form 250-1 – Work-Based Learning Agreement](#), [Form 250-2 – Work-Based Learning Agreement and Consent](#), and [Form 250-3 – Pre-Placement Visit](#).
 - 2.4 Ensure that students are monitored in the workplace in accordance with the Ministry of Education guidelines.
3. The Work-based Learning Program for students in the Division operates with the approval of the Director or designate.
4. Participation in a Work-based Learning Program is voluntary on the part of the Cooperating Employer and student, with the following terms and conditions to be observed.

4.1 Student Safety

Student safety remains at the forefront of all work experiences. Students while in a work placement are expected to follow the highest safety protocol in place in either their school or work locations.

4.2 Termination of Agreement

Any party may cease their participation by notifying the other parties in writing.

4.3 Supervision

During the hours of work identified on [Form 250-1](#), the student shall be under the supervision of the Employer Supervisor; however, the Director or designate shall be allowed access to the work site and the student at times which are mutually agreeable to the Supervisor.

4.4 Full-Time Employee Tenure

The Cooperating Employer agrees that the placement of the student shall in no way affect the job security of any full-time or part-time employee.

4.5 Evaluation

The employer agrees to supply the Director or designate with an evaluation of the student's performance of duties using [Form 250-4 – Work-Based Learning Employer Students Performance Evaluation](#) provided by the Division.

4.6 Remuneration

Because the student is considered to be a learner, no remuneration is involved, unless the student is enrolled in the Apprenticeship Program. If the Cooperating Employer employs the student outside of the terms of this Agreement, remuneration shall be payable according to law.

Students completing Apprenticeship credits are entitled to remuneration.

4.7 Workers' Compensation

The student performing services under this Agreement is defined as a "learner" for the purposes of the Workers' Compensation Act. However, while the student is employed outside of the scope of this Agreement, the student shall be deemed to be a regular employee or worker for the purpose of the application of the Statutes of Saskatchewan. Liability and Insurance.

In situations where the work placement sponsor is not covered under The Workers' Compensation Act, the following condition shall be met:

- a. The employer must provide proof of coverage of general liability insurance in the minimal amount of \$2 million.
- b. Special Project Credits are not covered by the Memorandum of Understanding with the Worker's Compensation Board.

4.8 Liability and Insurance

In addition to the coverage under the Workers' Compensation Act, the Division agrees to maintain insurance with respect to its liability under the Work-based Learning Program. The employer may examine this insurance policy from time to time. The Division is not liable, however, for any damages or other claim arising out of any act or omission of any party to this Agreement.

Legal Reference: Section 85, 87, 175 Education Act
Workers' Compensation Act
Inclusion and Intervention Plan Guidelines: Saskatchewan Ministry of Education, 2017