



Work Experience Policy - WBCPC

<u>Western British Columbia Polytechnic College</u>	<u>03792</u>	
Name of Institution	Institution Number	
<u>Work Experience Policy</u>	<u>September 1, 2022</u>	<u>July 5, 2024</u>
Name of Policy	Effective Date	Revision Date

This policy governs “Work Experience” respecting Western British Columbia Polytechnic College (WBCPC) and any aspect of its operations.

1. The Work Experience is a required part of some programs [ex: Business Administration and Management Program (Co-operative placement); General Business Management Program (Co-operative placement)]. The student obtains practical skills relevant to the learning objectives of the program in such work experience.
2. The requirements for participation in the work experience are as follows:
 - a. The students have passed all academic courses in the programs with meeting the minimum grades for each course;
 - b. The students have paid the required tuitions in the programs;
 - c. The students are eligible to work in Canada;
 - d. The students submit a resume;
 - e. The students sign the Work Experience Agreement and submit to the college one week ahead of the supposed start date of the work experience;
3. The process by which the student will be placed in a work experience is as follows:
 - a. The VP of Operation sets up an orientation session with students six weeks before the work experience and one-one meetings to provide consulting services on career and resume;
 - b. The VP of Operation sends potential employers and corresponding positions to students;
 - c. The VP of Operation assists in interviews between the employers and students;
 - d. The student and the employer sign the Work Experience Agreement before the supposed start date of the work experience;
 - e. If the student refuses the work placement or the interview, the VP of Operation continues to set up the second work placement and its interview. If the student refuses the second work placement or the interview, they must sign a document as formal refusal, their tuition fee cannot be refunded, and they should retake the work placement in the next available term with a retake fee;
4. Western British Columbia Polytechnic College, the student and the host organization, will enter into a written agreement detailing each party’s responsibilities and the activities the



student will undertake during the work experience. A copy of the agreement will be provided to the student before the start date of the work experience.

5. The process by which the student will be evaluated in relation to the work experience component is as follows:
 - a. The student should follow the "Student Attendance Policy" in the work experience;
 - b. The work experience employer fills out the evaluation form;
 - c. The student will be provided with at least one written evaluation in relation to the work experience component;
6. Western British Columbia Polytechnic College will monitor the student during the work experience each two weeks by reviewing:
 - a. whether the student is attending the work experience; and
 - b. whether the student is meeting the learning objectives of the "Business Administration and Management Program" or "General Business Management Program".