



# Work Placement

## Work Placement Defined

Work placement is one of several implementation strategies that may be used to achieve the teaching/learning goals, objectives, and/or outcomes stated in department-developed, -registered, or -approved curricula/courses.

Work placement is neither a program nor a course. Local curricula/courses that use work placement as one of several means of achieving teaching/learning goals, objectives, and/or outcomes are eligible for departmental approval and registration, and are encouraged.

Work placement should be used in conjunction with other implementation strategies, such as direct instruction, computer-guided learning, or small group work, to provide learning experiences that support students in progressing and achieving curricula/course goals, objectives, and/or outcomes.

Preparing students for safe work experiences, and helping schools, students, and employers understand worker rights

and responsibilities in the workplace are integral to students' education and their safe introduction to the world of work.

Workplace safety and health training should start before entering the work placement. The responsibility for workplace safety and health is a shared responsibility between the student, parent/guardian, school, and employer.

## Work Placement and Students

Work placement and career experiential learning are recommended for all students.

Students must be properly prepared for their work experience and understand their rights and responsibilities as a worker.

## Work Placement and Workers Compensation

Workers Compensation Board coverage is provided by Manitoba Education and Training when all of the following criteria are met:

- The person is registered as a student in a school division or funded independent school.
- The work placement is supervised by a teacher certified by Manitoba Education and Training.
- The work placement is used as an implementation strategy to achieve the teaching/learning goals, objectives, and/or outcomes stated in department-developed, -registered, or -approved curricula and/or courses.
- The work placement is carried out within the province of Manitoba.
- The appropriate departmental forms are completed and required procedures followed.

**Manitoba Education and Training does not provide Workers Compensation Board (WCB) coverage for paid employment or Community Service Student-Initiated Projects (CSSIP).**

## Information for Supervising Instructors of Students Participating in Work Placements

School divisions have a responsibility to ensure that students are safe in work experiences and leave school with workplace safety and health knowledge, skills, attitudes, and habits.

*Work Placement Registration* forms are available at [www.edu.gov.mb.ca/k12/policy/work\\_ed.html](http://www.edu.gov.mb.ca/k12/policy/work_ed.html).

### Important Information:

- *Work Placement Registration* forms **must be submitted** to Manitoba Education and Training **prior to** students starting their work placements.
- Do not complete *Work Placement Registration* forms for **paid** work experiences or Community Service Student-Initiated Projects (CSSIPs).
- WCB coverage is for work placement carried out **only within** the province of Manitoba.
- Use separate forms for separate courses or courses at different levels.
- Supervising instructors must provide their name, signature, and email address—the supervising instructor is the **school division employee** directly responsible for students placed at workplace sites.



- The principal or designate signature and email address are required for confirmation.
- List all students who will be participating in a workplace learning experience during a semester or academic year (September to June).
- If the registration form is not long enough for the number of students who will be participating, you may attach a list of additional students and the MET numbers to the email after hitting the SUBMIT button.

The *Work Placement Fact Sheet for Employers* can be forwarded to work placement sites to explain the Workers Compensation Board responsibility and coverage.

## Employer's Incident Report Instructions

- In the event of an incident, the **supervising instructor from the school division in charge of the injured student** must complete an *Employer's Incident Report* as fully and accurately as possible. Forms are available at [www.edu.gov.mb.ca/k12/policy/work\\_ed.html](http://www.edu.gov.mb.ca/k12/policy/work_ed.html).
- The Workers Compensation Board of Manitoba may levy a stiff penalty if an *Employer's Incident Report* form is not submitted to Manitoba Education and Training **within five (5) days** of the incident.
- Please note that for the purpose of Workers Compensation Board coverage, Manitoba Education and Training is the employer. Therefore, **no contact is necessary with the Workers Compensation Board.**
- Direct all inquiries to 204-945-1037 or 1-800-282-8069, extension 1037.