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**Work Experience Policy (WEP)**

Name of Policy

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May 2007

Implementation Date

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**All Members of Brighton College**

Position(s) Responsible

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January 10, 2022

Date of Last Revision

**Policy**

Brighton College refers to the practicum or co-operative (co-op) placement as the Work Experience Program (WEP). Brighton College provides work experience to students who have satisfactorily met the requirement for work experience placement. The work experience is provided at no additional cost, in appropriate facilities and within a reasonable distance from the institution. It is supervised by both the instructor and an appropriately qualified individual from the host employer. The work experience is clearly integrated with program learning outcomes. Although students may participate in the search for a placement, it is Brighton College's responsibility to provide the students with their work experience placement. Student attendance is mandatory and will be recorded. Together with other work experience documents, a copy of the evaluation and attendance record is kept in the student record.

The work experience is an integral part of the program and will allow the student to develop and practice the skills needed for success in their future careers. The duration of work experience is indicated in each program outline.

**Procedure:**

1. The College provides work experience orientation to the new students within the first week of their program.
2. Before placement, the College ensures the students successfully complete the mandatory academic requirements required for the practicum or co-op.
3. The College starts to work with the students two months prior to their WEP start date and will continue to follow up with the students until the completion of the practicum or co-op:
  - a. The students will review and complete the Brighton College WEP Application and Conditions, which includes students' information, and the work experience terms and conditions.
  - b. When a potential practicum or co-op host is identified by the College, the College contacts the proposed host to assess the suitability and commitment of the WEP host for an optimal learning environment.
  - c. If the host is approved to accept students, the College contacts the students and arranges an interview if needed.
  - d. The "Host-Student-College Agreement" is signed by the student, the Host and the College. The agreement lists the program related activities that student will undertake, as well as the respective responsibilities of the host, the College and the student.
  - e. The students start the practicum or co-op.
  - f. During the placement, the College maintains contact with the host and the student, monitoring the student's attendance and ensuring that the learning objectives of the program are met.
  - g. During the midway point of the placement, the College conducts a midway evaluation via site visit, email, or phone call and completes the Midway Evaluation Report.
  - h. Upon the completion of the practicum or co-op, a Joint Evaluation is completed by both the host and the student.

- i. A copy of attendance records is required to be completed and confirmed by the host.
- j. All WEP documents are kept in the student's record.

**For students completing the program through distance delivery:**

- Same procedure as regular in-class students, but communication mainly via email, video meetings, and phone calls, to manage placement, monitoring, and evaluating of the work experience. The method of evaluation is indicated in the relevant form.
- If hosts are situated outside the lower mainland area, before placement, the program training activities are discussed and confirmed by the hosts to ensure the students will be provided the appropriate work experience that is relevant to their program learning objectives. Email, phone calls, and/or video meetings are adapted to manage placement and monitoring of the work experience.

**Requirements for work experience participation:**

- Students must have successfully completed the required theoretical portion of their program, relevant to the practicum training plan, with a minimum grade of 60% academically and 80% attendance for each course.
- Students are required to have all applicable immigration authorizations prior to starting their work experience. A copy of this documentation is required to be in the student's file.
- Students must satisfy all financial obligations to the College.

**To participate in work experience, which is required for the program graduation, the student agrees to the following guidelines:**

- I will attend the training place on a voluntary basis within the hours outlined by the host.
- I consider and am responsible for transportation, location, travel time, costs and type of business.
- I will maintain a record of tasks completed during the work experience placement and will immediately report any concerns to the college.
- I acknowledge that I shall, under no circumstances, disclose any employer information or its client's information to a third party.
- I also understand that it is my responsibility to forward the work experience paperwork including but not limited to Evaluations and Timesheets to the college upon completion of my placement term.

**Dispute:**

At the advent of the problem, the student must take a proactive approach and discuss the conflict with their Host. If the student is not able to resolve the issue, they must then contact the College at their earliest opportunity. All disputes must be filed according to the Dispute Resolution Policy found in the Student Handbook.

**Grading:**

The WEP is graded on a Pass/Fail basis. The grade will be determined by the WEP Jointed Evaluation, time sheets, and (or) Midway Evaluation.

**Specific required information about WEP components of a program:**

Type of WEP	Program	Type of Work Experience & Duration
Practicum	Architectural Design and Building Technician Diploma	Practicum 150hrs
	AutoCAD Drafting and Design Specialist Diploma	Practicum 150hrs

	Construction & Drafting Technician Diploma	Practicum 150hrs
	Civil Infrastructure Design Technology Diploma	Practicum 150hrs
	Structural and Building Technology Diploma	Practicum 150hrs
	Construction Project Management Diploma	Practicum 150hrs
	Construction Operations and Supervision Diploma	Practicum 150hrs
	Green Building and Sustainable Design (Blended)	Practicum 150hrs
	Business Management in Marketing and Sales Diploma	Practicum 150hrs
	Office Administration Technology Diploma	Practicum 100hrs
	Office Administration Diploma	Practicum 100hrs
	Computerized Accounting and Office Diploma	Practicum 150hrs
	Computerized Accounting and Bookkeeping Diploma	Practicum 150hrs
	Hospitality Operations Certificate	Practicum 100hrs
	International Trade and Freight Forwarding Diploma	Practicum 150hrs
	International Trade Diploma	Practicum 150hrs
	International Trade and Freight Forwarding with Practicum Certificate	Practicum 100hrs
<b>Required Part of the Program?</b>	Work experience is a required part of the program in which the student obtains practical skills relevant to the learning objective of the program.	
<b>Monitor intervals during work experience</b>	<ul style="list-style-type: none"> <li>a) Each two weeks whether the student is attending the work experience; and</li> <li>b) Every four weeks the student meets the learning objectives of the student's specific program.</li> </ul>	
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>a) After the student has completed 50% of work experience hours, the College conducts a midway evaluation via site visit, email, or phone call and completes the Midway Evaluation Report.</li> <li>b) Upon completion of 100% of work experience hour, a Joint Evaluation is completed by both the host and the student.</li> </ul>	

Type of WEP	Program	Type of Work Experience & Duration
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Co-op	Advanced Business Management Diploma (ABM)	Co-op 960hrs
	Advanced Business Management in Accounting Diploma	Co-op 640hrs
	Advanced Business Management in Internet Marketing Diploma	Co-op 640hrs
	Business Management Diploma	Co-op 480hrs
	Hospitality Management Diploma	Co-op 480hrs
	Hospitality Management with Co-op Diploma	Co-op 800hrs
<b>Required Part of the Program?</b>	Work experience is a required part of the program in which the student obtains practical skills relevant to the learning objective of the program.	
<b>Monitor intervals during work experience</b>	<ul style="list-style-type: none"> <li>c) Each four weeks whether the student is attending the work experience; and</li> <li>d) Every eight weeks the student meets the learning objectives of the student's specific program.</li> </ul>	
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>c) After the student has completed 50% of work experience hours, the College conducts a midway evaluation via site visit, email, or phone call and completes the Midway Evaluation Report.</li> <li>d) Upon completion of 100% of work experience hour, a Joint Evaluation is completed by both the host and the student.</li> </ul>	