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**Work Experience Policy (WEP)**

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Name of Policy

May 2007

Implementation Date

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**All Members of Brighton College**

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Position(s) Responsible

February 11, 2025

Date of Last Revision

**Policy**

At Brighton College, the practicum or co-operative (co-op) placement is referred to as the Work Experience Program (WEP) and it is an integral part of the program. The work experience provides students with hands-on work experience at no additional cost. The work experience takes place within a company and is supervised by both the college and a qualified professional from the host employer. It is designed to align with the program learning outcomes.

While students may participate in the search for a placement, Brighton College is responsible for securing work experience opportunities for them. This experience is a vital component of the program, allowing students to develop and apply the skills essential for their future careers. The duration of the work experience varies by program and is outlined in each program.

**Work Experience Objectives**

Work experience provides the student with the following benefits:

- Applying knowledge and skills in a real-world work environment
- Enhancing and reinforcing skills and knowledge
- Gaining hands-on experience in their field over a meaningful period
- Developing organizational and time management skills
- Taking responsibility for specific deliverables
- Building confidence in their professional abilities
- Establishing valuable contacts and networking opportunities that may support future career prospects

**Requirements for work experience participation:**

Students will be eligible for work experience placement only after meeting the following requirements:

- Successful completion of the required theoretical portion of their program, as outlined in the work experience training plan.
- Fulfilment of all financial obligations to the College.
- For international students, possession of all necessary immigration authorizations before starting their work experience. A copy of this documentation must be kept in the student file.

**Procedure:**

1. **Eligibility Check:** Before placement, the College ensures that students have successfully completed the mandatory academic requirements for their practicum or co-op.
2. **Placement Process:** The College begins working with students **2 to 6 weeks** (depending on the program) before their Work Experience Program (WEP) start date and continues to follow up until completion:

- a. Students review and complete the **Brighton College WEP Application and Conditions**, which includes their personal information and the terms and conditions of the work experience.
- b. When a potential practicum or co-op host is identified, the College assesses the host's suitability to ensure an optimal learning environment.
- c. If the host is approved, the College contacts the student and arranges an interview if required.
- d. The **Host-Student-College Agreement** is signed by the student, the host, and the College. This agreement outlines the program-related activities the student will undertake, along with the responsibilities of each party.
- e. The student begins their practicum or co-op placement.
- f. Throughout the placement, the College maintains contact with both the host and the student, monitoring attendance and ensuring that learning objectives are met.
- g. At the **midway point** of the placement, the College conducts an evaluation via site visit, email, or phone call and completes a **Midway Evaluation Report**.
- h. Upon completion of the practicum or co-op, both the host and the student complete a **Joint Evaluation**.
- i. A copy of the **attendance records** must be completed and confirmed by the host.
- j. All WEP-related documents are stored in the student's record.

#### **Work Experience for Students Outside the Normal Geographic Area and/or Remote Placements**

- The procedure remains the same as for in-class students; however, communication is primarily conducted via email, video meetings, and phone calls to facilitate placement, monitoring, and evaluation. The evaluation method is outlined in the relevant form.
- For hosts located outside the lower Mainland, the program's training activities are discussed and confirmed before placement to ensure students receive appropriate work experience aligned with their program's learning objectives. Email, phone calls, and video meetings are used to manage placement and monitoring.

#### **Working Conditions**

Students are covered by liability insurance and provincial workers' compensation insurance, provided by the College, while on-site during their work experience. The duration of the work experience may vary based on the schedule available from the Work Experience Host; however, students must complete at least the minimum hours and weeks specified in the program outline.

#### **Responsibilities**

##### **College Responsibilities**

- The college is responsible for identifying a work experience placement that is appropriate.
- For the practicum or volunteer work experience, the college is responsible for the insurance and Workers Compensation Board (WorkSafeBC) coverage (for reside in BC only) for the duration of this agreement.
- The college will contact the host on a regular basis to discuss the student's progress and may, with advance consent granted by the work experience supervisor, conduct student observation via phone calls, emails, zoom meetings or onsite visits.
- The college will address any concerns reported by the work experience supervisor or by the student as promptly as possible.
- Relying on reports from the work experience supervisor and the student, the college employment coordinator will maintain official student work experience attendance records and bear ultimate responsibility for assessment, evaluation, and determination of final grades.

### Host Responsibilities:

- The host will familiarize the student with the policies and procedures that are in place at the work site and will ensure that the student has access to supervision throughout the placement.
- The host will maintain a record of the students' attendance (on site or remote work) and will immediately report any concerns to the college.
- **The host will provide timely feedback on the students' performance throughout the placement using the Joint Evaluation Forms** provided by the college.

### Student Responsibilities:

- The student acknowledges that they must **complete the specified number of hours indicated in this agreement**, as well as **maintain satisfactory performance** throughout the placement in order to meet the work experience program requirements.
- Throughout the work experience students must abide by all Brighton College standards of conduct, host requirements, and terms and conditions specified in this agreement.
- The student must always respect the host, and will not, under any circumstances, disclose any confidential information about the host or its clients to a third party.
- The student will communicate with the host throughout the placement and will immediately report any concerns to the host and the college.
- If working remotely, it is the student's responsibility to inform the employer or supervisor of any technical problems that may affect their ability to perform tasks. The placement would be extended or re-scheduled after the technical problem is solved.
- The student is responsible for any transportation cost and travel time associated with the placement if on-site; if working remotely, the student is responsible for basic technology requirements needed to complete the work experience, unless an alternative agreement is reached with the employer.
- The student may be expected to wear clothing, shoes and any necessary personal protective equipment that meet the requirements of the work experience site. Associated costs are the student's responsibility.
- The student will record work experience hours on the **time sheet** provided by the college, have it signed by the work experience supervisor, and forward it to the college biweekly.
- The student is responsible for timely completion of their portion of the **Joint Evaluation Forms** and all other work experience-related paperwork required by the college.
- **It is the student's responsibility to fully understand their obligations as described in this agreement and in the related college work experience policy. Failure to uphold these obligations may result in failure of the work experience program.**

### Monitoring

The Work Experience Coordinator (or their designate) will monitor student work experiences. Monitoring will include telephone calls to the Work Experience Host and the students and receiving bi-weekly attendance reports. The Work Experience Placement Coordinator (or their designate) will review, date, sign, and file these reports, and as required, follow up. The Work Experience Coordinator (or their designate) will review all submitted evaluation documentation as per *the Work Experience Agreement* with the student and Work Experience Host. The nature and frequency of host/student assessment may vary from placement to placement but at a minimum will occur at the midpoint and upon completion of work experience.

For the **first two weeks** of a student's work experience placement the Work Experience Placement Coordinator (or their designate) will perform with at least one monitor and meet with the Work Experience Host via phone calls, emails or onsite visits, to review the students' progress and any issues.

The Work Experience Coordinator (or their designate) will ensure that work experience attendance is accurately reflected in the students' file.

Work experience students will be required to contact their Work Experience Host and the Work Experience Coordinator (or their designate) when they are ill or when they miss a day for any reason.

### **Dispute**

If a problem arises, the student should take a proactive approach by first discussing the issue with their Host. If the conflict remains unresolved, the student must contact the College as soon as possible. All disputes must be handled in accordance with the **Dispute Resolution Policy** outlined 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>	

<b>Type of WEP</b>	<b>Program</b>	<b>Type of Work Experience &amp; Duration</b>
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>	