

Automotive Training Centre

Name of Institution

00745

Institution Number

Work Experience Policy

Name of Policy

Effective Date

Revision Date

Work Experience Policy

As indicated in program outlines, some Automotive Training Centre programs require the completion of a work experience. Work experiences may vary in type and length depending on the program. Work experiences are opportunities provided by a host work experience site to allow students to apply their newly acquired skills and gain practical experience in a real-world setting. For this type of work experience, International students will be required to have a Canadian Work Permit.

Work experiences occur in a professional working environment, so presentation will be important and additional requirements may apply.

Work Experience Placement Prerequisites

Students will be permitted to go to a work experience placement only after they have met the following:

- Successfully completed all courses in their program
- Completed work experience placement documentation
- An attendance record of at least 70%
- International students must have a work-study permit
- Satisfied all financial obligations

Work Experience Objectives

Work experience provides the student with the following advantages:

- Being able to apply knowledge and skills gained in the workplace
- Strengthening of employable skills
- Working in their discipline over a meaningful period
- Gaining organization and time management skills
- Being responsible for a set of deliverables
- Gaining insight into how businesses operate
- Increasing professional and skill-based confidence
- Establishing contacts and networking for future employment

Student's Responsibilities

- Successful completion of all program courses.
- Comply with Student Handbook policies and procedures.
- Meet with the Practicum host designate to ensure that possible work experience placements match the student's skills, training and career goals
- Attend any orientation session prior to work experience

- Complete required work experience forms and documents
- Participate in the planning, implementation and evaluation of the work experience
- Familiarize themselves with the host company's policies and procedures and follow them
- Conduct themselves in a professional manner
- Accept accountability for actions and decisions
- Recognize the limitations of their own skill set and seek assistance as needed
- Demonstrate self-direction by actively seeking feedback and new challenges
- Complete all evaluations as per the agreement
- Inform the College and their Work Experience Host when unable to attend the work experience
- Complete and submit all end-of-work experience documentation
- Establish contacts and networking for future employment

Practicum

The programs with a practicum built into them must ensure that all students successfully complete it. The practicum is a mandatory part of the programs in which the students obtain practical skills relevant to the learning objectives outlined in the respective program outlines. This provides students with the opportunity to apply both theory and practice in a real-world, practicum-based, work setting.

Overarching work experience guidelines:

1. Automotive Training Centre will initiate affiliations, create, manage and oversee contracts, and be responsible for all practicum placements and work experiences in conjunction with the student. All placements will be with licensed/recognized facilities.
2. In order to participate in the practicum, the student must have successfully completed all of the required courses in their respective program.
3. The process by which the student will be placed in a work experience is as follows:
 1. The college will, prior to the commencement of the Placement, confirm in writing to the host site the number of students, their resumes, the contact information for the student and school coordinator, the dates, the hours, and the preferred locations, for each Placement through an email or online submission depending on the host platform.
 2. Students will then be placed with consideration of the site's maximum capacity numbers, location and suitability, and sometimes if possible, preference.
 3. The college, the student and the host organization will enter a written agreement detailing each party's responsibilities and the activities the student will undertake during the practicum (refer to Practicum Placement Policy & Evaluation Handbook). A copy of the agreement will be provided to the student before the start date of the practicum.
4. The process by which the student will be evaluated in relation to the work experience component is as follows:
 1. Practicum Experience is evaluated through instructor and host supervisor monitoring.
 2. Full participation is required by each student, and students must complete the allotted hours for each practicum experience as described in the program outline to meet the learning outcomes.

3. The student will be provided with at least one written evaluation in relation to the work experience component.
5. The college will monitor the student during the work experience by visiting/calling the facility each week to ensure the student is making satisfactory progress and meeting objectives as well as reviewing the feedback with the student and putting in place remedial measures if and as needed to ensure successful completion.