

Vancouver Island Institute of Medical Technology Work Experience Policy

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Work Experience Policy

January 1, 2011

Name of Policy

Implementation Date

**Instructor, Senior Administrator, Program
Coordinator**

October 21, 2010

Position(s) Responsible

Date of Last Revision

Policy:

1. Vancouver Island Institute of Medical Technology provides work experience placements for students who have completed the on-site portion of a program of study.
2. Vancouver Island Institute of Medical Technology ensures that work experience placements provide an opportunity for its students to enhance the skills learned throughout completion of a program of study.
3. Vancouver Island Institute of Medical Technology seeks work experience placements for its students with employers who are committed to introducing students to work in the field of study.
4. Vancouver Island Institute of Medical Technology works with work experience placement hosts to evaluate the student’s performance during a work experience placement.

Procedure:

1. Work experience placements are sought through networking and direct contact by the Student Faculty Liaison.
2. When a possible work experience training site is identified, the Senior Educational Administrator contacts the proposed site to assess the commitment of the training place host to enhancing student learning. The Student Faculty Liaison explains the school’s expectations with respect to joint evaluation of student performance.
3. If the training place host is approved to accept work experience students, the host’s name and contact information are entered on the school’s roster of work experience placement sites.
4. When a student is ready for a work experience placement, the Student Faculty Liaison contacts the training place host to discuss a possible placement and training plan, and arranges an interview for the student.
5. If the student is successful at the interview, the Student Faculty Liaison prepares the Work Experience Agreement and Training Plan and meets with the student to sign these documents. Copies of the documents are placed in the student’s file and the student is given the original documents to deliver to the training place host. The Student Faculty Liaison advises the student’s instructor of the placement dates.

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6. The Instructor notes the placement dates and plans a contact schedule which should not be less than bi-weekly phone calls to the training place host and two site visits within the period of the placement.
7. At the end of the work experience placement, the Instructor meets with the training place host and the student to conduct an assessment of the student's performance throughout the work experience placement. The assessment is designed to include the student's performance at the work site of the skills learned during completion of the program of study. The completed assessment is signed by the instructor, the training place host and the student. A copy of the assessment is given to the training place host and the student. The original assessment is placed in the student's file.