



Name
Position
Company
Address
City

Dear Sir/Madam

Re: Supervised placement

We are pleased that you have been able to offer a placement for _____. We regard the placement as a three-way partnership between the employer, the student and the Motive-Action. Although we are not a party to the contract of employment, students on placements are enrolled as our students and we would expect to take any action necessary to ensure that a student is proving to be an effective, safe and reliable employee. Please do not hesitate to let us know if there are any problems with which you think we could help.

The health and safety training for students is of prime importance. Although current legislation places primary responsibility for health and safety training and equipment on the employer, we recognize that the Motive-Action has a duty of care. We have given information on health and safety as part of the course and further information is contained in the placement documents issues to students. However, this is of a general nature and does not include the specific information needed for any particular job.

Given the high rate of workplace accidents among younger workers, we feel it is important ask formally for assurances on health and safety so, as part of the approved process, we should be grateful if you would complete and return the enclosed checklist. We are sorry to burden you with this but hope that you will not find the questions to onerous and will understand our reasons for asking them. We have told students that they must not start work before the placement is approved. If there is a change in location or working practice which would cause you to amend your answers as indicated in the enclosed 'Health and Safety Checklist', we would be grateful if you could notify the Motive-Action accordingly.

Each student will be given written guidelines which clearly describe the various documents which he or she needs to produce to satisfy the course requirements. These include a 'Student Induction Checklist' which the student should complete within a week of starting work.

We expect every student, within their level of competence and training, to have their ability stretched, once you have confidence in it, and hope that your workload and available supervision will allow a varied programmer of experience, as you would offer to any other employee.

We would welcome joint talks with you and the student to construct a program of learning to be achieved while on placement with your organization, compatible with the needs of your

organization and those of the student and Motive-Action. Through this we could all identify and be assured of health and safety issues which might be met, of for which training is needed.

If a student is doing a real job (i.e. one which needs doing) within your organization they will receive useful experience. It is right that the experience comes naturally, after training, and as a result of doing the job safely, rather than the experience being somewhat falsely acquired in the role of an observer. Each student has full details of the course curriculum which should tell you what they already know and what they will be covering during the length of their program. Offering experience which makes use of the knowledge they have could be of most benefit to both you and the student.

We aim to contact students and yourself by telephone at least once per week. Students will not be visited regularly unless it is determined to be necessary. However, we hope you will contact us if you feel that a visit would be desirable.

Thank you once again for offering a placement. The vast majority of previous placements have worked out very well and proved to be of great benefit to both student and employer. We trust that this year will be no exception.

Yours sincerely,

Denis Foisy
Placement Officer



Motive-Action Training Foundation Work Experience Program

What is the Motive-Action Training Foundation Work Experience Program?

The Work Experience Program offers employers an opportunity to provide on-the-job training for adult participants. This is a skill development and training opportunity. Learners receive credit and a recommendation for this work experience.

The main stakeholder: the learners, employers and Motive-Action – benefit in a number of ways through being part of a properly managed placement process. These are summarized below:

Learners

The aims of the placement period are to:

- Link theory and practice by providing practical experience of work to reinforce and complement the academic components of the course of study
- Obtain source material for a project or dissertation which forms part of the academic assessment of the placement period
- Learn new technical skills
- Reinforce and complement existing skills
- Develop and exercise thinking in a practical context
- Encourage self-development through critical reflection
- Enter into, and identify with, a professional role
- Acquire knowledge, key skills and competences relevant to the subject discipline, workplace and the later stages of the course of study

Additional beneficial outcomes include:

- Increased motivation towards studies
- Improved time management
- Gaining a 'foot in the door'
- Job application skills
- Self presentation skills
- Concrete work experience on the CV
- Learning about the workplace in a 'safe' environment
- Gaining knowledge of the business environment
- Gaining knowledge of the industrial sector
- Developing personal maturity

Specific skills and attributes that can be developed are:

- Communication skills

- Numerical skills
- Critical evaluation/reflective skills
- Interpersonal skills
- Analytical skills
- Information gathering and analysis
- Problem solving

Employers

Few would disagree that one of the main purposes of placement is to prepare students for working life. Learning is now central to competitiveness and economic development. Employers want new recruits who will add value immediately, people who are adaptive and adaptable and who have learned how to be analytical, critical, reflective team players. Most employers now look for evidence of some form of work experience when recruiting new graduates and want them to have some commercial understanding. For the employer, work placements can add value in the following ways:

- Gaining an intelligent, motivated, cost-effective labour resource with valuable skills, knowledge and fresh ideas
- Flexibility in staff development
- Flexibility of availability (students may be available at times of the year when need is greatest)
- Projects undertaken that would otherwise take valuable time from full time employees
- Permanent staff gain opportunities to develop supervisory skills
- Recruitment and training costs are cut through employing placement students when they graduate.
- Temporary staff shortages can be overcome at low cost
- Companies gain favorable publicity as a result of placements and sponsorship arrangements with the academic community

None of the above is incompatible with the student receiving excellent training and satisfying all academic requirements. However, the experience gained by the students will vary dramatically between large and small companies, and between companies with various services.

How does this program work?

- There is a pre-screening process and participants are placed based on their academic standing, punctuality and attendance at Motive-Action.
- The work experience opportunities exist throughout the entire year. The time schedule will be arranged between the employer and the participant.
- Participants are evaluated throughout and at the end of the work experience. How can you get involved? Contact: Karl Herzog at 287-3132. They will discuss the program details with you, your employment needs and how the work experience program can be of benefit to you.



WORK EXPERIENCE AGREEMENT

(Placement Host, Participant and Motive-Action Training Foundation)

The following outlines the responsibilities of the Placement Host (Employer), the Participant (Student) and Motive-Action as they apply to the work experience placement.

1. The Work Experience Agreement will be coordinated with the Participant, the Placement Host and the Motive Action. This will be a signed document in which all three parties agree to the content.
2. The Placement Host is under *no commitment* to provide employment to the Participant upon completion of the Placement. The Participant will not replace any Regular or Casual Employees of the Placement Host, and the Placement Host agrees not to alter hiring practices as a result of accepting the Participant under the terms of this agreement.
3. Participants have WCB coverage through the Alberta Government. For further information with respect to Participant, Placement Host and Motive-Action responsibilities please see the Fact Sheet entitled **Workers' Compensation Board Claims for Employment and Training Services Clients (Participants)** located at the end of this package.
4. The Placement Host will be responsible for providing appropriate training as needed.
5. **Note: The Participant is not insured by Motive-Action, or the Federal and Provincial Government for incidents related to the operation of a motor vehicle. A Placement Host who allows the participant to operate a vehicle does so at his/her own risk. It is strongly recommended that Participants not operate vehicles. _____Initials**
6. The policies, rules, and regulations covering other employees of the Placement Host should apply to the Participant. The Participant should work during regular company hours. (up to 40 hours / week)
7. The Learner is not to be paid for this work experience. The Placement Host is not responsible for the payment of any medical or hospital care costs for the Participant.
8. The Motive-Action Rep. will visit the job site and meet with the Participant and the supervisor.
9. The Placement Host will evaluate the Learner's progress during and at the end of the placement.
10. The Placement Host will contact the Representative at Motive-Action (287-3132) if any difficulties are encountered at any stage of the work experience process.
11. In its relationship with the Participants, the Placement Host will abide by all occupational health and safety standards and all labour standards, with the exception of those relating to wages and benefits, and will ensure that the Participant is not placed in a dangerous or harmful position.
12. Motive-Action Training Foundation is subject to the *Freedom of Information and Protection of Privacy Act* that controls the manner in which the Foundation may collect, use, and disclose personal information. *The*

Freedom of Information and Protection of Privacy Act applies to all information and records relating to any Participant of the Foundation obtained, generated, collected, or provided under or pursuant to this Agreement (personal information).

The Placement Host will only use the personal information in accordance with the following terms and conditions:

- a) It will not collect any personal information without the prior approval of Motive-Action.
- b) It will not disclose any personal information to any third party without the prior written approval of the Executive Director of Motive-Action.
- c) It will protect personal information from unauthorized access (including the making of an unauthorized copy), use or disclosure by the placement host staff, agents or contractors or other persons under the placement hosts direct or indirect control or for whom the placement host is responsible in law.
- d) It will promptly provide to the Executive Director of Motive-Action full details of any unauthorized access, use or disclosure of personal information to the extent known and take all reasonable steps to prevent any recurrence of the event.
- e) It will maintain reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction of personal information.
- f) Prior to disposal of any media containing a record of personal information, it will ensure that any Personal Information contained thereon has been erased or destroyed and that a record of all disposals is kept.

13. Motive-Action Training Foundation will advise learners of the need to hold in confidence any information pertaining to the Placement Host or its employees, which comes to their knowledge during the work experience placement with the Placement Host.

14. This agreement shall, unless otherwise terminated, be effective from:

_____, 2____ until _____, 2____

between the hours of _____ and _____.

I have read and understand the terms and conditions as stated above.

Authorized signature of Placement Host

Motive-Action

Print Name

Participant signature

Company Name

Participant Name / Group #

Address

Address

Postal Code

Phone #

Phone #

Date

Office Use:

Placement Period # _____

WORK EXPERIENCE EVALUATION

Learner _____ Group _____

Employer Name _____ Position _____

Company _____ Phone # _____

Placement Period Dates _____

WORKPLACE ACTIVITIES List the top 3 activities carried out. e.g. repair, clean-up	COMMENTS	% OF TIME

LEARNER PERFORMANCE	COMMENTS	RATING (1-10)
Works in safely and within reasonable time constraints		
Performs entry level tasks in satisfactory manner		
Is punctual and maintains good attendance.		
Demonstrates appropriate interpersonal/communications skills		
Accepts feed back in appropriate manner		

Summary:

Would you hire this individual if there was a position available? Yes ___ Consider ___ No ___

Thank you for your involvement in Motive-Action's Work Experience Program. Your involvement demonstrates the high value you place on education. This creates a positive impression on trainees, other employers, and your staff.

Contact Karl Herzog Phone 287-3132 Fax 243-6058 www.motiveaction.com

Workers' Compensation Board Claims for Employment and Training Services Clients

Questions & Answers and Procedures

What is a WCB Deeming Order? A deeming order is an agreement between Alberta Human Resources and Employment (HRE) and the Workers' Compensation Board (WCB). Each HRE deeming order has its own WCB account number.

Who is covered under a WCB Deeming Order? Individuals funded for training by HRE are deemed to be workers of the Government of Alberta while in Alberta Works Employment and Training Services. This includes on-reserve First Nations people attending HRE funded programs on reserve.

What if training occurs with an employer whose worksite is outside of Alberta? Coverage follows the HRE client. If a client trains with an employer in BC or Saskatchewan, and is being case-managed by a service provider or HRE, the client is covered by Alberta WCB under the deeming order.

When does HRE's responsibility for WCB coverage end?

HRE's responsibility ends when:

- the terms of the training agreement with the employer are completed, or
- the client has become an employee of the employer and is on the employer payroll,
- there is no more direct involvement with the client such as further contribution towards wages, case management or job coaching.

Follow-up by HRE or a service provider at six and twelve month intervals to measure client success is not considered direct involvement or case management.

Who covers HRE clients attending training in Alberta's public institutions?

Alberta Advanced Education provides WCB coverage for individuals attending training in a public institution even though they are funded by HRE under contracted or tuition based training. Section 7(1)(c) of the WCB General Regulations deems them to be workers of Alberta Advanced Education.

What are the Legislative Requirements for WCB Reporting?

If an HRE client (worker) sustains an injury while enrolled in and attending an HRE training or paid or unpaid work experience program, the *Workers' Compensation Act* of Alberta requires employers report the accident in writing within **72 hours** of being notified of the injury.

On the worksite, who is required to submit a report? The WCB considers an employer to have acquired knowledge of an accident if the employer or anyone considered by the WCB to be acting on behalf of the employer (such as supervisor or first-aid attendant) receives notice or becomes aware that a worker may have received a work-related injury. See below for the reporting procedure.

What injuries must be reported? The general rule is to submit a claim any time an employee sustains a work related injury and seeks medical attention whether the claim is time lost or no time lost. When in doubt, submit the claim and let WCB investigate to determine whether it is WCB or not.

The WCB Employer Handbook identifies the following work-related injuries:

- injuries causing or likely to cause the worker to be off beyond the day of the injury.
- injuries requiring modified work beyond the day of the injury.
- injuries requiring ongoing medical treatment (physical therapy, prescription medications, etc.).
- injuries resulting in a permanent disability (amputations, hearing loss, etc.).

Reporting Procedures

HRE Client/Worker

- Report any injury that occurs while performing the duties of the job.
- Fill out the WCB's **Worker's Report of Injury (form C060)** and submit it to the supervisor immediately.
 - Indicate the name of the employer where the incident occurred followed by a slash (/) and then "HRE". If applicable, after "HRE" write the name of the service provider in brackets. E.g. Employer's name/HRE (ZYX Employment Services).
 - For question 13, indicate "0" for wages in work experience positions where no wage is paid. Also note whether the worker is receiving Employment Insurance benefits or Income Support.
 - Fill in the appropriate boxes if the worker has other paid employment that the injury may affect.
- If the incident was a motor vehicle accident, fill out the WCB's **Automobile Accident Report (form L054)** and submit it to the supervisor.

Work Site Supervisor

- Report any injury to any HRE client (worker) that has occurred on the work site.
- Investigate the incident to ensure all information on the worker's report (Form C060) is accurate and complete. Ensure worker is provided with the WCB's Worker Handbook.
- Prepare the WCB's **Employer's Report of Injury (form C040)**.
 - Indicate the name of the employer where the incident occurred followed by a slash (/) and then "HRE". If applicable, after "HRE" write the name of the service provider in brackets. E.g. Employer's name/HRE (ZYX Employment Services).
 - For question 12, indicate "0" for wages in work experience positions where no wage is paid. Also note whether the worker is receiving Employment Insurance benefits or Income Support.
- Fax all WCB reports to the service provider who has placed the client (worker) with the employer.

Motive-Action

- Receive the completed WCB reports from the employer and client (worker).
- Verify the claimant is an eligible client in the training/work experience program.
- Immediately fax the WCB reports to the HRE Contract Services Coordinator or other HRE contact.
- Phone and advise HRE the WCB reports are being faxed.

WCB Reports

Employer's Report of Injury (form C040) www.wcb.ab.ca/pdfs/c040.pdf

Worker's Report of Injury (form C060) www.wcb.ab.ca/pdfs/c060.pdf

Automobile Accident Report (form L054) www.wcb.ab.ca/pdfs/c040.pdf

For further information

Please visit the Workers' Compensation Board website: www.wcb.ab.ca or contact HRE.



Placement Health and Safety Checklist

Name: _____
Company: _____
Address: _____
Telephone: _____ Fax: _____

1. Do you have a written health and safety policy? Y/N
2. Will you provide all necessary health and safety training related to your operations for the placement learners? Y/N
3. Is the organization registered with:
 - a) Alberta Motor Vehicle Industry Council (AMVIC) Y/N
 - b) WCB? Y/N
4. Insurance:
 - a) Is Employer and Public Liability Insurance held? Y/N
 - b) Will your insurances cover any liability incurred by a placement student as a result of his/her duties as an *employee*? Y/N
5. Risk assessment:
 - a) Have you carried out risk assessment of your work practices to identify possible risks, whether to your own employees or to others within your organization? Y/N
 - b) Are risk assessments kept under regular review? Y/N
 - c) Are the results of risk assessment implemented? Y/N
6. Accidents and incidents
 - a) Is there a formal procedure for reporting and recording accidents and incidents in accordance with WCB? Y/N
 - b) Have you procedures to be followed in the event of serious and imminent danger to people at work in your organization? Y/N
 - c) Will you report to the Motive-Action all recorded accidents involving placement learners? Y/N
 - d) Will you report to the Motive-Action any sickness involving placement learners which may be attributable to the work they are doing? Y/N

Contact Personnel: The above statements are true to the best of my knowledge and belief:

Signed: _____ Date: _____

Thank you for completing the questionnaire. Please return it to Motive-Action Training Foundation Unit A, 1201 42nd Ave SE, Calgary T2G 1Z5 or Fax 243-6058



LEARNER ORIENTATION CHECKLIST

Name of Learner: _____ Start Date: _____

Employer: _____

TASK

DETAILS

___ Introduced to key staff members and roles _____

___ Location of toilet facilities _____

___ Location of washroom _____

___ Lunch and coffee break arrangements _____

___ Place of Work _____

___ Dress Code _____

___ Car Parking _____

HEALTH AND SAFETY ISSUES

___ Emergency procedures _____

___ Safety policy received or location known _____

___ Location of First Aid box _____

___ First Aid arrangements (including names of first aiders) _____

___ Fire procedures and location of fire extinguishers _____

___ Accident reporting and location of accident book requirements _____

___ Manual lifting procedures _____

___ Protective clothing arrangements _____

___ Instruction will be provided on the use of the following equipment _____

___ Other issues _____

Signed: _____ Date: _____



Placement Officer Checklist for Health and Safety

Facility Name: _____

1	Health and Safety Information	YES	NO	N/A
	Has the learner received a health and safety briefing session before commencing work?			
	Does the learner receive appropriate training for the work being undertaken?			
2	Workplace			
	Is the workplace clean / tidy / well lit?			
	Are washroom facilities clean / maintained /adequate?			
	Are gangways / stairways / doorways clear of obstruction?			
3	Fire Precautions			
	Does the learner understand the organizations emergency procedures? (e.g. Fire warnings)			
	Are fire exits clearly marked and unobstructed?			
	Are there appropriately sited Fire Extinguishers?			
4	First Aid / Accident Reporting			
	Is the learner aware of the accident reporting procedures?			
	Does the learner understand the procedures for summoning First Aiders?			
	To date, has the learner had any accidents or near miss incidents? If YES obtain details.			
5	Risk Assessments			
	Has the student been appraised of the risks associated with the work being undertaken?			
	Is the learner issued with the appropriate Personal Protective Equipment (PPE)?			
	Does the learner receive adequate supervision?			

Comments:

Placement Officer _____ Date _____