Work Experience Policy

VICTORIA CAREER COLLEGE OF HEALTH AND BUSINESS LTD.

PTIB Institution No.	ID-03879
Effective Date	1st September, 2026
Position Responsible	Senior Education Administrator

Policy:

1) Victoria Career College provides work experience non-paid practicum placements for students who have completed the on-site portion of a program of study.
2) Victoria Career College ensures that work experience practicum placements provide an opportunity for its students to enhance the skills learned throughout completion of a program of study.
3) Victoria Career College seeks work experience practicum placements for its students with employers who are committed to introducing students to work in the field of study.
    a) In the event a student is unsuccessful at an interview, the college will set up another interview with a suitable work experience site.
4) Victoria Career College works with work experience placement hosts to evaluate the student's performance during a work experience placement.
5) The work experience is a required part of the Victoria Career College Diploma in Accounting and Payroll administrator in which the student obtains practical skills relevant to the learning objectives of the program
6) The requirements for participation in the work experience are as follows:

    a) Admission to the program and successful completion of theory component as per program outline
    b) Permission of the instructor

Procedure:

1. Work experience practicum placements are sought through networking and direct contact by school staff. A host sites list is maintained for specific program by SEA
2. Work experience training site is identified by SEA or any designated person from Victoria Career College; the Senior Educational Administrator contacts the proposed site to assess the commitment of the training place host to enhancing student learning. The Senior Educational Administrator 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 Senior Educational Administrator 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 Senior Educational Administrator prepares the Work Experience Agreement and Training Plan, the student will be notified and 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 Senior Educational Administrator advises the student's instructor of the placement dates.
6. The Victoria Career College SEA will ensure that the host organization and students are familiar with the contents of the Workplace Experience Agreement and the responsibilities of all parties

7. Victoria Career College will monitor the student during the work experience by reviewing:
   a) each scheduled practicum day whether the student is attending the work experience; and
   b) each day following a scheduled practicum day whether the student is meeting the learning objectives of the Victoria Career College of the Program
8. Student will not be provided with any compensation for this work placement and no transportation will be provided. Student must use its own transportation.
9. The student will be provided with at least one written evaluation in relation to the work experience component

10. If student decided not join host organization without any reason, he/she will be responsible for not completing work placement and hence program will remain incomplete.
11. 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.