

## Post-secondary Institution (PSI) – Student Agreement for Work-Integrated Learning (WIL) Placement

### Purpose

This Agreement outlines the roles and responsibilities of the post-secondary institution (PSI) and the student in relation to the work-integrated learning (WIL) opportunity

<b>Post-Secondary Institution Information</b>			
The PSI Contact must be an individual who is responsible for overseeing the WIL placement and can be contacted for monitoring purposes, including verification of the student’s experience and compliance with this Agreement.			
PSI name:			
PSI Contact Name:		PSI Contact Phone:	
PSI Contact Email:			

<b>Student Information</b>			
Students must be: <ul style="list-style-type: none"> <li>registered as a student at a Canadian Post-Secondary Education (PSE) institution;</li> <li>enrolled and started in their academic program before commencing an Innovative Work-Integrated Learning (IWIL) placement;</li> <li>a Canadian citizen, permanent resident, or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,</li> <li>legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.</li> </ul>			
Student Name:		Student Phone:	
Student Email:			

<b>iHUB Funded Placement Information</b>			
iHUB Project #:			
Start Date:		End Date:	
Approximate Number of Hours per week:			
Type:	<input type="checkbox"/> In-Person <input type="checkbox"/> Virtual <input type="checkbox"/> Hybrid		
Student Supports:	<input type="checkbox"/> Stipend / Honourarium / Bursary	<input type="checkbox"/> Material and other benefits	

### Responsibilities of the Post-Secondary Institution (PSI)

1. Permit representatives of the Government of Canada to access the site where the WIL opportunity is taking place to monitor the opportunity.
2. **PSI responsibilities as it relates to Students opportunity compliance:**
  - 2.1. The PSI shall monitor the opportunity provided to the Student by an employer other than itself by conducting periodic visits to the site where the opportunity is taking place, where possible, and by other means such as telephone calls to the employer and questionnaires, or through a review of progress reports furnished by the employer, or a combination of thereof to ensure:

- (a) that the opportunity is being carried out in accordance with the terms of the opportunity agreement
- (b) that the opportunity is taking place in a safe environment;
- (c) that the Student placement restrictions in sections 3.0 and 4.0 are being respected;
- (d) that the opportunity is taking place in Canada or if the opportunity is virtual, the student is located in Canada;  
and,
- (e) that the student is being fully compensated throughout the I-WIL opportunity.

### **3. Collection and Protection of Information**

- 3.1. As this WIL opportunity is funded by the Government of Canada, the PSI is required to collect, use, and disclose information related to the Student and the placement to CEWIL Canada, the Government of Canada, and any third party designated by the Government of Canada for the purposes of program administration, reporting, evaluation, and accountability.
- 3.2. Collected information is treated as confidential and that reasonable security measures are taken to protect it against unauthorized access, use, or disclosure.
- 3.3. Information will not be disclosed to any other party except CEWIL Canada, the Government of Canada, or a designated third party, unless authorized by the Student or required by law.
- 3.4. All records containing personal information for a minimum period of six (6) years following the completion of the agreement, in accordance with applicable requirements.

### **4. Student Opportunity Restrictions**

- 4.1. The PSI shall ensure that a Student, when placed within the PSI's organization, or with an employer for an innovative work-integrated learning opportunity or skills enhancement, is provided with all relevant information concerning health and safety standards and regulations regarding their work environment and about any safety equipment required for their work.
- 4.2. The PSI shall ensure that no Student is recruited and placed to:
  - (a) fill a position left vacant due to an industrial dispute
  - (b) fill the position of a worker that has been laid-off and is awaiting recall, or
  - (c) displace another worker.
- 4.3. The PSI shall not require Students to complete program exit surveys as a condition for them to receive payment or any benefit related to their participation in the I-WIL opportunity.

## **Responsibilities of the Student**

### **5. Eligibility, Preparation, and Compliance**

- 5.1. Complete all required prerequisites, onboarding, and training prior to the start of the WIL opportunity.
- 5.2. Comply with all applicable policies and requirements of the PSI and host organization, including those related to confidentiality, conduct, and workplace health and safety.

### **6. Participation and Performance**

- 6.1. Participate in required check-ins, evaluations, and reporting activities.
- 6.2. Follow all applicable health and safety instructions and report any concerns to the PSI or host organization.
- 6.3. Promptly inform the PSI of any issues, concerns, or changes related to the WIL opportunity.

### **7. Documentation and Communication**

- 7.1. Submit all required documentation by established deadlines.
- 7.2. Provide and update the contact information of their host organization supervisor.

## 8. Information Collection, Use, and Disclosure

- 8.1. Acknowledge and consent to the collection, use, and disclosure of their information by the PSI for the purposes of program administration, reporting, evaluation, and accountability, including sharing with CEWIL Canada, the Government of Canada, and any designated third party.
- 8.2. Acknowledge that they may be contacted and may be subject to a longitudinal study administered by Statistics Canada.
- 8.3. Acknowledge that any information provided is administered in accordance with the **Privacy Act**, and that they have rights of access to their information under applicable legislation.

## Eligibility and Consent

By signing this Agreement, the Student acknowledges and consents to the collection, use, and disclosure of their information as described above. The Student understands that failure to sign this Agreement will result in ineligibility to receive funding associated with the WIL opportunity.

Post-Secondary Institution	Student
_____	_____
Date	Date
_____	_____
PSI Contact Name	Student Name
_____	
PSI Contact Title	
_____	_____
PSI Contact Signature	Student Signature