WORK EXPERIENCE / PRACTICUM POLICY (GC-POL-27)

Item	Detail
Policy No.	GC-POL-27
Effective Date (this revision)	September 29, 2026
Previous Version	September 8, 2026
Next Scheduled Review	September 29, 2027
Applies To	Health Unit Clerk - with Practicum (the College's only program with a work experience component)
Responsible Office	Senior Educational Administrator
Regulatory Basis	Private Training Regulation ss.15, 15.1, 24(4)(i), 40(4)(c), 41; PTIRU Policy Manual s.3.2.4 and Appendix 9
Related Policies	GC-POL-09 Tuition and Fees; GC-POL-10 Refund; GC-POL-30 Academic Progression
Institution	Guildford College Inc. | PTIRU Institution No. 04470

Item	Detail
Program	Health Unit Clerk - with Practicum
Type of work experience	Practicum (unpaid)
Hours of instruction	96 hours (HUCP02), about 19% of the 504 program hours — within the 20% practicum limit
Schedule	3–4 weeks at 24–32 hours per week (per the approved HUCP02 course outline)
Timing	After successful completion of HUC101–HUC108 and HUCP01, and before the program end date

Requirements for participation (academic requirement before the practicum starts; all others at least 4 weeks before)

- Successful completion of all courses required before the practicum: HUC101–HUC108 with a minimum of 70% in each, and HUCP01 with a Pass.
- Valid Standard First Aid certification with CPR and AED Level C.
- Criminal Record Check with Vulnerable Sector Check.

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- Keyboard speed test demonstrating a minimum of 30 words per minute.
- Signed Work Experience Agreement (College, host organization and student); receipt and acknowledgment of this policy; digital photograph for the practicum photo ID; the HSPnet Consent for Use and Disclosure of Student Information (PHSA form), signed, or, if the student chooses not to sign it, the placement is processed manually (Appendix B of the Student Enrolment Contract).
- Any placement prerequisites the host organization requires of all students (for example immunization records or TB screening), which the College will identify in writing when the placement is offered.
- Scrubs (purple preferred, if available).

Placement process

- The College is responsible for finding and securing a placement for every student who meets the participation requirements; students may suggest a site but are never required to find their own.
- The College assigns students to a host organization from the list below, considering travel time, the student's preferences and any accommodation needs.
- If a student declines a placement for a valid reason (for example a medical or accessibility reason, a safety concern, or travel that is unreasonable in the student's circumstances), the College arranges an alternative placement. If a student declines a placement that meets PTIRU standards without a valid reason, the College offers the next available placement, which may delay completion. No fee is charged for a placement, a re-placement or a repeated practicum.

Supervision, monitoring and evaluation

- Each student is supervised by a person employed or retained by the host organization who is qualified in a relevant health-care occupation.
- Practicum activities are directly related to the program's learning objectives: processing physician, medication, laboratory, diagnostic and surgical orders; unit communication and reception; scheduling; admissions, transfers and discharges; chart maintenance; and confidentiality.
- The College's practicum coordinator monitors each student at least three times: at the start, near the midpoint and near the end of the placement, reviewing attendance and progress toward the learning objectives.
- The student receives regular written evaluations against the Student Placement Handbook competencies (Demonstrates competency / Does not demonstrate competency / Not applicable), including a final evaluation before the placement ends. The practicum is graded Pass/Fail.
- A student who does not pass is given the opportunity to repeat competency demonstrations. A student who fails the practicum may be required to repeat up to two

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(2) relevant courses at the course-repeat rate ($750 per course) before repeating the practicum. There is no fee to repeat the practicum.

- Attendance at the practicum is recorded separately, each day, and updated weekly.

Written agreement

- Before the placement starts, the College, the host organization and the student sign a written agreement describing each party's responsibilities and the activities the student will undertake. The student receives a copy before the start date of the placement.

Competency evaluation

Students are evaluated using the Student Placement Handbook competencies based on the following rating scale: Demonstrates competency appropriately; Does not demonstrate competency; Competency Not Applicable (N/A). Each competency is rated by the supervisor in accordance with the agency's philosophy and expectations within the healthcare setting. All required documentation must be completed, including hours logs, journal entries, planned activity sheets, spontaneous activity sheets, and college-assigned coursework. PASS is awarded if the student meets the evaluation skills and the host supervisor's recommendations; FAIL is assigned if minimum skill demonstrations are not met. Passing the practicum is mandatory for program completion.

First Aid Certification

Students may complete Standard First Aid with CPR Level C and AED through any recognized provider. Examples include St. John Ambulance, the Canadian Red Cross (for example Valley First Aid) and Life Preservers First Aid.

Host organizations and region

Placements are assigned from the host organizations below and may be in the Lower Mainland (Metro Vancouver), Interior, Northern or Vancouver Island regions of British Columbia.

Host organization	Type of site
Providence Health Care	Acute care / hospital
Vancouver Coastal Health (VCHA)	Acute care / hospital
Provincial Health Services Authority (PHSA)	Acute care / hospital
Interior Health	Acute care / hospital
Northern Health	Acute care / hospital
Island Health (VIHA)	Acute care / hospital
Prince George Hospice Palliative Care Society (PGHPCS)	Hospice / palliative care

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Host organization	Type of site
St. Michael's Care Centre	Long-term care
George Derby Care Centre	Long-term care
The Salvation Army Buchanan Lodge (LTC)	Long-term care
Sienna Senior Living Inc.	Long-term care / seniors living

Estimated costs paid by the student to meet the practicum requirements: Standard First Aid with CPR Level C and AED course, approximately $152 including GST (the cost varies between first-aid agencies); Criminal Record Check with Vulnerable Sector Check, $28 (BC Criminal Records Review Program fee); scrubs, approximately $50; host-required immunizations or TB screening, $0–$60 depending on the provider. Estimated total: approximately $230–$290. Where the student accepts a placement requiring travel and temporary accommodation, estimated travel and accommodation costs are an additional CAD $1,500–$2,000 per month (per the approved HUCP02 course outline); there is no travel or accommodation cost when the placement is within commuting distance of the student's home. The College does not charge any practicum fee.

Practicum hours and timing

- All 96 practicum hours must be completed; missed practicum hours are rescheduled with the host organization. Practicum attendance is recorded separately, each day, and updated weekly.
- If the practicum cannot be completed before the contract end date (for example after a declined placement), the College and the student sign an amendment to the contract dates.
- If the College does not provide all of the practicum hours within 30 days after the contract end date, the student receives a full refund of tuition and all related fees other than application fees under the Refund Policy (GC-POL-10), unless the Registrar determines the College was prevented by circumstances beyond its control.

Approved by: Firas Haddad, President & Senior Educational Administrator, Guildford College Inc. · Approved and effective September 29, 2026.

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