

Work Experience / Practicum Policy

POLICY NO.	GC-POL-27
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	September 8, 2026 (new policy)
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	Programs with a work experience component (e.g., Health Unit Clerk — with Practicum)
RESPONSIBLE OFFICE	Senior Educational Administrator
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual s.3.2.4
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

This policy governs any work experience component offered as part of a Guildford College program — for example, the practicum in the Health Unit Clerk / Coordinator — with Practicum program — consistent with the PTIRU Policy Manual. It is provided to every affected student before the start date of their program.

2. Permitted Types of Work Experience

Type	Limits
Clinical placement	Leads to employment in a health-related career; no more than 12 students per supervising instructor; no more than 50% of total instruction hours
Cooperative placement	No more than 50% of total instruction hours; includes payment to the student
Preceptorship	One student supervised by one qualified preceptor; no more than 10% of total instruction hours
Practicum	No more than 20% of total instruction hours; does not include payment to the student

These limits may be exceeded only where required by a third-party regulator of the relevant career occupation. Where a program includes two or more work experience components, they must not together consist of more than 50% of the program's total hours of instruction.

Work experience components are delivered within Canada, except in extenuating circumstances, and are documented and administered in accordance with PTIRU's compliance standards and any applicable regulator's standards. Before placing a student in another province, the College confirms whether that

placement requires licensing, certification, or registration in that province, and retains evidence of that confirmation.

3. Written Work Experience Policy Requirements

For every program with a work experience component, the College maintains and provides to students, before the program start date, a written policy that includes:

- the process by which a student is placed in the work experience;
- the process by which the student is evaluated;
- the intervals at which the placement is monitored;
- the requirements for a student to participate (for example, minimum academic standing, a criminal record check, or medical testing);
- the number of hours of instruction included in the work experience; and
- identification of the placement type — clinical placement, cooperative placement, practicum, or preceptorship.

4. Host Organization Agreement

Before a placement begins, the College signs a written agreement with the host organization and the student describing the respective responsibilities of the host organization, the College, and the student, and the work experience activities the student will undertake. A copy is provided to the student before the placement starts.

5. College Responsibilities During Placement

- Ensure the placement is supervised by a person qualified in a relevant career occupation and employed or retained by the host organization.
- Ensure placement activities are directly related to the program's learning objectives, or meet a regulatory body's requirements for the occupation.
- Provide regular written evaluations of the student's performance, at a frequency appropriate to the length of the placement, so the student understands whether they are meeting the program's learning objectives; a final evaluation is provided before the work experience ends.
- Monitor the student's attendance and progress toward the program's learning objectives throughout the placement.

6. Securing Placements and Refunds

The College is responsible for finding and securing work experience placements where a placement is a required program element; while a student may be encouraged to find their own placement, the College remains ultimately responsible for ensuring adequate placement availability. The College is not expected to accommodate a student who refuses, without valid reason, a placement that meets these standards. If

the College fails to provide the work experience within 30 days of the contract end date, it will refund tuition and related fees, other than the application fee, unless the registrar determines the College was prevented from providing the placement by circumstances beyond its control (see the Refund Policy).

7. Disclosure in the Student Enrolment Contract

Every enrolment contract for a program with a work experience component discloses the participation requirements, an estimate of any costs to the student, the geographic area or region where the placement will occur, the planned date(s) of the placement, and the number of instruction hours it comprises. Any fee relating to a work experience component is treated and disclosed as tuition.

Approved by: Firas Haddad
President & Senior Educational Administrator, Guildford College