



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: WORK-INTEGRATED LEARNING

Policy No.	AC-114	Division	Academics and Applied Research
Supersedes	N/A	Board Policy Ref.	N/A
Related Procedure	AC-114-PR	Effective Date	January 6, 2026

1. PURPOSE AND SCOPE

The purpose of the Work-Integrated Learning (WIL) Policy (the Policy) is to define the different types of WIL, establish WIL criteria, and outline operational processes for WIL that is offered as part of programs at College of the North Atlantic (CNA).

This Policy applies to all programs at CNA with a WIL component.

2. POLICY

CNA is committed to ensuring meaningful, authentic, and program relevant experiences for all students in a CNA program with a WIL component.

The integration of a student's post-secondary studies with quality learning experiences within a workplace or practice setting will be delivered as per CNA's policies and accreditation standards, where applicable. This approach allows students to develop employment skills, explore career options, and network with potential employers.

WIL is embedded into CNA's curriculum. Students are required to meet program eligibility and complete prerequisite courses prior to participating in WIL experiences.

WIL experiences must be approved by the WIL Practitioner prior to the scheduled start date.

All WIL experiences must be formalized by an agreement signed by all relevant parties. In some cases, WIL experiences may require an affiliation agreement signed by the Vice President of Academics and Applied Research.

CNA and the employer will support the student in the successful completion of the WIL experience.

WIL experiences evaluation will result in a number grade, pass or fail, or complete or incomplete.

3. DEFINITIONS

Immediate Family	A person who is the father, mother (or alternatively step-father, step-mother, or foster parent), brother, sister, spouse (including common-law) resident with the student, child, (including child of the common-law spouse), step child, or ward of the student, father-in-law, mother-in-law, brother-in-law, sister-in-law, or other relatives permanently residing in the student's household or with whom the student currently resides.
Work-Integrated Learning	A form of curricular experiential education that formally integrates a student's academic studies with quality experiences within a workplace or practice setting. Work-integrated learning experiences include an engaged partnership of at least: an academic institution, a host organization, and a student.
Work-Integrated Learning Practitioner	A College of the North Atlantic representative assigned to assist a student's participation in work-integrated learning (e.g., Co-op Coordinator, Student Development Officer, faculty).
Workplace	A practice setting or workplace where students can gain meaningful experiences that are integrated with their academic studies.

4. WORK-INTERGRATED LEARNING TYPES

CNA offers the following WIL types, as adopted from Co-operative Education and Work-Integrated (CEWIL) Canada's descriptions¹:

¹ Peters, J., Pizarro Milian, R. (2024). *Mapping the terrain: A synthesis of recent research and future directions*. CEWIL Canada. <https://cewilcanada.ca/common/Uploaded%20files/Public%20Resources/Reports/Mapping%20the%20Terrain%20-%20A%20Synthesis%20of%20Recent%20Research%20and%20Future%20Directions.pdf>

- **Apprenticeship:** Students participate in a formal training system to upgrade their skills with employers that are willing to provide paid practical experience. Activity is supervised by a certified journey person and occurs in an environment that is conducive to developing the competencies required within a given occupation.
- **Community and Industry Research and Projects:** Students engage in applied research that occurs primarily in workplaces, including consulting projects, design projects, and community-based research projects.
- **Community Service Learning:** Students engage in community service at a community-based organization (e.g., non-profit) during their program.
- **Co-operative Education:** Students participate in paid work terms that are relevant to their program.
- **Field Placement:** Students participate in a part-time and/or short-term intensive hands-on practical experience in a workplace relevant to their program.
- **Professional Practicum/Clinical Placement:** Students participate in a mandatory practice-based work experience under the supervision of an experienced licensed/registered professional.
- **On-the-Job Training:** Students acquire knowledge and skills while working, performing tasks under the supervision of a person who has already acquired the knowledge or skill.
- **Work Experience:** Students participate in a full-time work experience completed in a workplace that is related to students' programs and career goals.

5. WORK-INTEGRATED LEARNING CRITERIA

CNA will be subject to standards, adapted from CEWIL Canada criteria²:

- Apprenticeship
 - Regulated by the Apprenticeship and Trades Certification Division of the Government of Newfoundland and Labrador.
- Community and Industry Research and Projects
 - Engaged in research;
 - Workplace;

² CEWIL Canada. (n.d.). *What is Work-Integrated Learning (WIL)?* <https://cewilcanada.ca/CEWIL/CEWIL/About-Us/Work-Integrated-Learning.aspx>

- Paid or unpaid;
- Full-time or part-time;
- For credit; and
- May have a competitive recruitment process.

- Community Service Learning
 - Volunteerism at a community-based organization;
 - Unpaid;
 - Part-time;
 - For credit;
 - Mandatory; and
 - No competitive recruitment process.

- Co-operative Education
 - Full-time;
 - Paid work term;
 - Workplace related to the program;
 - Minimum of 12 weeks in length (420 hours); and
 - Subject to [CEWIL Canada's Accreditation Standards and Rationale.](#)

- Field Placement
 - Part-time and/or short-term;
 - Workplace relevant to the program;
 - Student may be supervised by a registered/licensed professional;
 - Work hours not required for professional certification;
 - Unpaid;
 - For credit; and
 - No competitive recruitment process.

- On-the-Job Training
 - Part-time and/or short-term;
 - Workplace relevant to the program;
 - Work hours not required for professional certification;
 - Unpaid;
 - Non-credit; and
 - No competitive recruitment process.

- Professional Practicum/Clinical Placement
 - Supervision by an experienced licensed professional;
 - Practice-based for licensure or certification;
 - Unpaid;
 - No individual caseload;
 - For credit;

- Mandatory; and
- No competitive recruitment process.
- Work Experience
 - Workplace related to the program;
 - Full-time;
 - For credit;
 - Paid or unpaid; and
 - Competitive recruitment process.

6. ACADEMIC QUALITY OF WORK-INTEGRATED LEARNING

Ongoing evaluation of the academic quality of WIL are the responsibility of the respective academic programs. The program review process evaluates the overall quality of WIL and includes student experience, curriculum design, institutional requirements, and stakeholder engagements.

7. INTERNATIONAL STUDENTS

International students are required to obtain a co-op work permit. It is the student's responsibility to ensure the co-op work permit is secured as per Immigration, Refugees, and Citizenship Canada and submitted to CNA's International Admissions prior to the start of the WIL experience. Failure to obtain a co-op work permit will impact participation in WIL.

8. INSURANCE COVERAGE

Students participating in paid WIL experiences are covered through their employer in the event of a work-related injury.

Students participating in unpaid WIL experiences within the Province of Newfoundland and Labrador are covered by the Province of Newfoundland and Labrador in the event of personal injuries experienced during the unpaid WIL.

Students participating in unpaid WIL experiences outside of the Province of Newfoundland and Labrador will be required to consult their WIL Practitioner on having proper insurance coverage.

9. ACCOMMODATIONS

The employer, in collaboration with CNA, will provide reasonable accommodations for students as it relates to WIL.

10. STUDENTS EMPLOYED BY CNA FOR WORK-INTEGRATED LEARNING

Students completing paid WIL experiences at CNA are considered CNA employees and therefore subject to the Employee Code of Conduct Policy (HR-403) as well as all applicable CNA policies and procedures.

Students completing unpaid WIL experiences at CNA are not considered to be CNA employees and therefore subject to the Student Code of Conduct Policy (SS-201) as well all applicable CNA policies and procedures.

IT access for students completing paid or unpaid WIL experiences at CNA will be as per the Granting IT System Access for Students Completing WIL Experiences at CNA document (see Documents).

11. CONFLICT OF INTEREST

A student may not be placed in a position where the senior employees with hiring right authority are members of a student's immediate family without approval from the WIL Practitioner. Approval for this WIL experience will be reviewed on a case-by-case basis.

12. PROCEDURE

The Vice President of Academics and Applied Research shall ensure that procedures are developed and implemented in accordance with the Policy.

Approval History	
Approved by President	January 6, 2026