



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: WORK-INTEGRATED LEARNING

<b>Procedure No.</b>	AC-114-PR	<b>Division</b>	Academics and Applied Research
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policies</b>	AC-114	<b>Effective Date:</b>	January 6, 2026

## PROCEDURE

### 1.0 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.

## **2.0 Responsibilities**

### **2.1 Students**

Students are responsible for:

- 2.1.1 Engaging in the work-integrated learning (WIL) process to enhance academic, professional, and personal skills.
- 2.1.2 Conducting their own job search, where applicable, with assistance from their WIL Practitioner.
- 2.1.3 Participating in WIL preparation seminars and submitting WIL experience documentation (e.g., agreement, pre-placement requirements).
- 2.1.4 Adhering to the professional and safety standards of the employer and the workplace.
- 2.1.5 Notifying the WIL Practitioner in a timely manner when issues or concerns arise related to the WIL experience or workplace.
- 2.1.6 Completing and submitting all WIL experience evaluations, reports, and/or assignments for assessment and grading by predetermined deadlines.

### **2.2 Employers**

Employers are responsible for:

- 2.2.1 Providing authentic and program relevant opportunities for students within the workplace.
- 2.2.2 Completing a WIL agreement prior to the start of the WIL experience.
- 2.2.3 Ensuring students have a safe and equitable workplace that is free from harassment.
- 2.2.4 Providing ongoing supervision and feedback to students.
- 2.2.5 Supporting students in completing their WIL experience evaluations, reports, and/or assignments.

2.2.6 Notifying the WIL Practitioner in a timely manner when issues or concerns arise related to the WIL experience and/or student performance.

2.2.7 Evaluating, when required, student performance and ensuring it is fairly based on students' skill and experience level in accordance with WIL requirements.

### 2.3 Work-Integrated Learning Practitioner

The WIL Practitioner is responsible for:

2.3.1 Working with students and employers on a signed WIL agreement.

2.3.2 Providing support to students and employers during the WIL experience.

2.3.3 Responding to questions and/or concerns from students or employers during the WIL experience and consulting with appropriate CNA departments, as needed.

2.3.4 Monitoring ongoing WIL experiences and when required, completing site visits.

2.3.5 Providing employer and student feedback to respective academic schools on the content and direction of academic programs and employer needs.

### 2.4 College of the North Atlantic

College of the North Atlantic (CNA) is responsible for:

2.4.1 Providing high standards of technical learning in an inclusive, accessible, safe, and welcoming environment.

2.4.2 Facilitating employability skills development through WIL objectives.

2.4.3 CNA will collaborate with employers in ensuring a safe and equitable workplace that is free from harassment.

2.4.4 Developing industry partnerships for WIL opportunities.

### **3.0 Work-Integrated Learning Agreement**

The WIL Practitioner will work with the student and employer on a WIL agreement that contains, but is not limited to, the following information:

- Contact information for all participants (student(s) and employer);
- Scope of WIL experience;
- Location and work arrangements;
- Date of WIL experience;
- Compensation details, if applicable;
- Expectations of student and employer; and
- Signatures of student, employer, and WIL Practitioner.

### **4.0 International Students**

- 4.1 All international students who are enrolled in a program with a WIL component will require a co-op work permit as per Immigration, Refugees, and Citizenship Canada (IRCC). Notification of needing a co-op work permit will be indicated on their letter of acceptance.
- 4.2 International students who fail to produce a valid co-op work permit will not be permitted to begin their WIL experience as per IRCC.
- 4.3 It is the responsibility of the international student to ensure they have the correct documentation in place prior to beginning their WIL experience.

### **5.0 Insurance**

- 5.1 Employers may request confirmation of CNA's workers compensation coverage for unpaid WIL experiences. This can be provided in the form of a letter from Facilities Management by emailing the Facilities Division.
- 5.2 For employers seeking negligence or general liability coverage for a student, CNA can provide proof of insurance coverage under both its general liability and blanket liability insurance to a maximum of \$10,000,000. To issue a certificate of insurance, CNA's insurer requires the following information:
  - 5.2.1 Complete name and address of the organization that requires the certificate; and
  - 5.2.2 Name and email of the person at the organization to whom the certificate is to be sent.

## 6.0 Accommodations

- 6.1 Students should make inquiries/requests for accommodations related to the WIL experience to Accessibility Services or Disability Management Services as early as possible.
- 6.2 Reasonable accommodations for the workplace will be developed collaboratively with the student, the employer, Accessibility Services, and WIL Practitioner, where appropriate.
- 6.3 If employed by CNA for their WIL experience, students must contact CNA's Disability Management Services via email (dmteam@cna.nl.ca) for reasonable accommodations requests or to update any existing accommodations in place.
  - 6.3.1 Medical documentation may be required by Disability Management Services to support reasonable accommodations.

## 7.0 Removal/Withdrawal from Work-Integrated Learning

- 7.1 The WIL experience may be terminated by CNA, the employer, or the student where there are issues of safety, work performance, non-compliance, etc., with reference to CNA's and/or the employer's policies and procedures and practices outlined within a given program.
- 7.2 Any student and/or employer complaints that arise during the WIL experience are to be directed immediately to the WIL Practitioner who will be responsible for notifying Campus Administration.
- 7.3 If a student is removed or required to withdraw from their WIL experience, the WIL Practitioner, in consultation with Campus Administration, will work with the student, employer, and academic school to determine a suitable outcome.
- 7.4 Students should not remove themselves from their WIL experience without consulting with their WIL Practitioner. Employers will not terminate students without first consulting with the WIL Practitioner.

Approval History	
Approved by President	January 6, 2026