

INSTRUCTIONS FOR WORK PLACEMENT REGISTRATION FORMS

Course/Learner Registration:

- All information must be provided on the registration form in order for learners to be covered by Workers Compensation (incomplete registration forms will be returned for clarification, and coverage will be delayed).
- List all learners who will be participating in a workplace learning experience during the school year, ending June 30th, 2009.
- Workers Compensation coverage is provided for work placement carried out only within the Province of Manitoba.
- It is not necessary to provide information on changes related to a workplace site. This information is requested on the Work Station confirmation form when an accident is reported.
- ONLY “2008-2009” registration forms will be accepted. All other forms will be returned to adult learning centres.
- ALC Code # (the four-digit number used by adult learning centres to record information with the Department)—contact Adult Learning and Literacy.
- ALL registration # -- five-digit code provided to adult learning centres each school year after they have completed annual registration requirements for SICs/SIPs. (Contact Heather Kilbrai at 945-4784 or 1-800-282-8069, ext. 4784 for further information in this regard.)
- Course name (subject description) – for example: Automotive Electronics. →
- Course Level # - three-digit code **eg:** Automotive Electronics – 40S level. →
- Code # - four-digit code **eg:** Automotive Electronics – the code is 8307. →
- Supervising Instructor – **person directly responsible** for learners placed at workplace site.
- Remainder of form is self-explanatory.

This information is contained in the **Subject Table Handbook**

NOTE: All info on every form must be filled out
(in the event that pages get separated)

Work Station Confirmation:

- In the event of an accident, the form (along with the Employer’s Report of injury) must be fully and accurately completed by the supervising instructor in charge of an injured learner and sent **immediately** to Adult Learning and Literacy, 350-800 Portage Avenue, Winnipeg MB R3G 0N4, **FAX (204) 948-1008**
- The Workers Compensation Board of Manitoba may be levy a stiff penalty if an Employer’s Accident Report form is not submitted to Adult Learning and Literacy within **five (5) days of the accident.**

Letter of Explanation to Work Placement Sites

- This letter can be forwarded to placement sites when responsibility and coverage is questioned by the workplace site.
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NOTE: For the purpose of Workers Compensation coverage, Manitoba Advanced Education and Literacy is the employer. **Therefore, no contact is necessary with the Workers Compensation Board.**

The Workers Compensation Board’s firm number for Manitoba Advanced Education and Literacy is: 0050153AE, as printed on the Workers Compensation Board – Employer’s Accident Report form.