

# WORK PLACEMENT INFORMATION SHEET

## Work Placement Defined

Work placement is one of several delivery mechanisms that may be used to achieve the teaching/learning goals, objectives, and/or outcomes stated in department, developed, registered, or approved curricula/courses.

Work placement is neither a program nor a course. Local curricula/courses that utilize work placement as one of several means for achieving teaching/learning goals, objectives, and/or outcomes are encouraged and are eligible for consideration for Departmental approval and registration.

Work placement should be used in conjunction with other delivery mechanisms such as direct instruction, computer-guided learning, or small group work to provide learning experiences that support students in progressing and achieving relative to curricula/course goals, objectives, and/or outcomes.

## Work Placement and Students

Work placement and career experiential learning are recommended for all students.

## Work Placement and Workers Compensation

Workers Compensation coverage is provided by Manitoba Education and Training when the following criteria are met:

- the person is registered as a student in a school division or district;
- the work placement is supervised by a teacher certified by Manitoba Education and Training;
- the work placement is used as a delivery mechanism to achieve the teaching/learning goals, objectives, and/or outcomes stated in department-developed, registered, or approved curricula and/or courses;
- the work placement is carried out within the Province of Manitoba regardless of the length of time spent at the workplace site;
- the appropriate departmental forms are completed and required procedures followed.

## IMPORTANT NOTICE

Work Placement Registration **MUST** be submitted **PRIOR** to commencement, in order to ensure that Workers Compensation **COVERAGE** is provided.

Forms and instructions are available at:  
[www.edu.gov.mb.ca/k12/policy/work\\_ed.html](http://www.edu.gov.mb.ca/k12/policy/work_ed.html).

**Please note: Effective July 2018, we will only be accepting electronic** Work Placement Registration Forms, Work Station Confirmation Forms, and WBC Employer Incident Forms.