

## INSTRUCTIONS FOR COMPLETION OF WORK PLACEMENT REGISTRATION FORMS

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

### Step 1 - Important Information

1. Students must be registered for Workers Compensation **prior** to starting their Work Placement.
2. To avoid the delay of coverage by Workers Compensation please ensure that all required information is complete. Incomplete forms will be returned prior to confirmation.
3. Separate forms are to be used for separate courses.
4. When using multiple forms please note all of the information on each form must be filled out in the event that pages get separated.
5. List all students who will be participating in a workplace learning experience during a semester or the school year, ending June 30, 2018.
6. **ONLY 2017-2018** registration forms will be accepted.
7. Workers Compensation coverage is provided for work placement carried out only within the Province of Manitoba.
8. Work Placement forms should not be completed for paid work experiences or Community Service Student-Initiated Project (CSSIP).

### Step 2 - Information to Assist in Completing the Registration form:

- a) **Course name** (subject description) i.e.: **Automotive Electronics**.
- b) **Course level** – three-digit code i.e.: Automotive Electronics **40S** level.
- c) **Code #** – four-digit code i.e.: Automotive Electronics course code is 8307.
- d) **For SICs/SIPs** – please provide the five-digit code # provided to schools after the completed annual registration requirements for SICs/SIPs. (For clarification contact Ina Lynn at 204-945-0254).
- e) **School Code #** - is the four-digit number used by schools to record information with Manitoba Education and Training (check with your school office or the SCHOOLS IN MANITOBA directory for assistance).
- f) **Supervising Instructor** – *person directly responsible* for students placed at workplace site.

This information is found in the **Subject Table Handbook**  
[www.edu.gov.mb.ca/k12/docs/policy/sth/index.html](http://www.edu.gov.mb.ca/k12/docs/policy/sth/index.html) or  
[www.edu.gov.mb.ca/k12/docs/policy/sthte/index.html](http://www.edu.gov.mb.ca/k12/docs/policy/sthte/index.html) .

**Letter of Explanation to Work Placement Sites** can be found at [www.edu.gov.mb.ca/k12/policy/work\\_ed.html](http://www.edu.gov.mb.ca/k12/policy/work_ed.html) and can be forwarded to placement sites when responsibility and coverage is questioned by the workplace site.

### In the Event of an Incident:

- the **Work Station Confirmation Report** and the **Employer's Incident Report** must be fully and accurately completed by the supervising instructor in charge of an injured student and emailed or faxed **immediately** to:

Manitoba Education and Training, Work Placement,  
1567 Dublin Avenue, Winnipeg, MB R3E 3J5  
**Email: [tve@gov.mb.ca](mailto:tve@gov.mb.ca)**  
Fax: 204-948-2344

**NOTE:** For the purpose of Workers Compensation coverage, Manitoba Education and Training is the employer. Therefore, **no** contact is necessary with the Workers Compensation Board.

The Workers Compensation Board's firm number for Manitoba Education and Training is: **0050153ED**, (printed on the **Workers Compensation Board – Employer's Incident Report** form).