

Interns and Co-op Students Policy



1. POLICY

- XYZ Co. may participate in co-operative education programs or internships with local school boards, colleges, universities or professional governing bodies. Interns and co-op students shall not be employees of XYZ Co. in such training placements and shall not receive any remuneration.
- Current employees and their job duties, shall not be replaced by intern and/or co-op students.
- In the event that work is performed outside of the internship co-op placement parameters by students, such hours shall be paid in accordance with the Employment STANDARDS ACT and the policies of XYZ Co.

2. PURPOSE

- The purpose of the policy is to provide guidance to management when offering training and development opportunities for students and interns.

3. SCOPE

- This policy applies to all the interns and co-operative education students and employees involved in the intern and co-op program at XYZ Co.

4. RESPONSIBILITY

- Interns and co-op students have the responsibility:
- prior to the commencement of the internship or co-op placement to ensure that the opportunities offered at XYZ Co. meet the requirements of their education or professional qualification program;
- to submit all materials and obtain all approvals of their education program while the XYZ Co. take no responsibility or blame if the experience and/or credentials completed and submitted do not meet the requirements of the education or professional qualification program;
- prior to the commencing internships or co-op placements to complete required training which includes health and safety and [WHMIS] training to the satisfaction of their supervisors; and
- to be familiar with the expectations of XYZ Co. in all matters including having

read XYZ Co. policies and procedures with an emphasis on conduct and behavior, confidentiality of information and health and safety.

- Supervisors have the responsibility:
 - to determine the scope of the responsibility or job description of the intern or co-op student in coordination with the **[HUMAN RESOURCES DEPARTMENT]**;
 - to ensure proper training, instruction and supervision of interns or co-op students; and
 - to participate in any evaluation or feedback required by the intern's or co-op student's education or professional qualification program.
- The **[HUMAN RESOURCES DEPARTMENT]** has the responsibility:
 - to liaise with educational governing bodies sponsoring programs in the administration of student placements and, generally, respond to inquiries about XYZ Co. role in internship and co-op placements;
 - in conjunction with a supervisor, to determine the job placement of interns and co-op students and ensure that they are not classified as employees;
 - to notify, in writing, interns and co-op students that placements in a work education program shall not have any remuneration; and
 - to ensure that the requirements of the Employment Standards Act is compiled with in the administration of interns and co-op students.

5. DEFINITIONS

- “**Co-operative education (co-op) student**” is a student placed in a position at **[XYZ Co.]** for the purposes of his or her education and gaining workplace experience, as part of an approved secondary or post-secondary education program.
- “**Intern**” is a post-secondary student, graduate student or recent graduate placed with **[XYZ Co.]** for the purposes of furthering or completing his or her professional.

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Employment Standards Act (British Columbia) and Regulations

Workers Compensation Act (British Columbia) SPP HR 2.07.BC – Employee Orientation

SPP HR 2.08.BC – Confidentiality and Inventions SPP HR 5.07.BC – Personal Information Protection

7. PROCEDURE

- The **[HUMAN RESOURCES DEPARTMENT]** shall assess the XYZ Co's suitability and ability to participate in the program when approached by a potential intern, co-op student or educational institution or professional governing body and make its recommendation to the **[GENERAL MANAGER]**.
- Students candidates must provide the following if XYZ Co. determines that it will participate in an internship or co-op program:
 - proof of graduation **[or enrollment in approved educational program.]**
 - all available materials regarding the internship or co-op program provided by the educational or professional qualification program.
- The **[HUMAN RESOURCES DEPARTMENT]** shall:
- Upon completion of the interview and recruitment process, offer to co-op or internship positions to successful candidates Internships / co-op student

agreements for review and signature.

- The Internship / co-op student agreement shall specify the basic terms and conditions of the internship or co-op placement which includes the following:
 - proposed education plan;
 - days and hours of placement;
 - status as a non-employee;
 - length of placement; and

If the student agrees to the terms and conditions, he or she must sign the agreement.

- Prior to starting the placement, co-op students and / or interns shall be provided with a basic orientation of XYZ Co's policies of procedures by the **[HUMAN RESOURCES DEPARTMENT]** and also ensure that all required forms have been completed and submitted by the student employees.
- Students shall be assigned to a supervisor / mentor who shall have the following responsibilities:
 - providing task – specific orientation training; and
 - health and safety instruction, including,
- Supervisors shall ensure if interns or co-op students are asked to perform work for XYZ Co. outside the parameters of the internships / co-op Student Agreement, then the following must occur:
 - adequate WCB coverage is secured prior to the commencement of the work;
 - interns and co-op receive adequate training for the work;
 - the work of the co-op students and interns has been appropriately reported to the **[Human Resources Department]**
 - the applicable provisions of the Employment Standards Act have been compiled with.
- The Supervisor / Mentor has the responsibility for introducing and monitoring the requirements in the use of personal protective equipment (PPE) such as:
- where PPE is required, the supervisor / Mentor shall either provide interns / co-op students with the required PPE or, ensure that the intern / co-op student is properly outfitted with their own PPE;
- supervisor / Mentor shall review with students the requirement to wear PPE, the proper use of such equipment and shall monitor student's compliance of PPE equipment.
- The supervisors / Mentors at the end of the placement shall:
 - provide students with feedback on their progress in the placement process; and
 - complete and return any reporting documents required by the educational or professional qualification program.