



# Process Document for Student Unpaid Placements

## Definitions

**Training Agency:** a postsecondary educational institution. Brock University is an approved Training Agency. For the purpose of Student Unpaid Placements and this process document, the Practicum Coordinator is the representative of the Training Agency.

**Placement Employer:** the employer with whom the Student Trainee is placed by a Training Agency to receive training as part of the requirements of his or her Approved Program.

**Student Trainee:** a student engaged in an Unpaid Work Placement with a Placement Employer.

**Unpaid Work Placement:** an unpaid work placement that is required as part of an Approved Program offered by a Training Agency - students receiving social assistance benefits, training allowance, honorarium, reimbursement of expenses and stipend paid to the Trainee are still considered on an Unpaid placement.

**Chubb Insurance of Canada:** Chubb Insurance is a private insurance company retained by the Government of Ontario, previously this coverage was provided by ACE-INA.

**CURIE/Mercer:** the private insurance company retained by the University for students that do not meet Ministry criteria

## Eligibility for Ministry of Training, Colleges and Universities (MTCU) Coverage

Student trainees, are eligible to receive MTCU paid WSIA covered Benefits (WSIB) or Chubb (previously ACE-INA) coverage if the Placement meets the following criteria:

- The Placement is unpaid. Students are still eligible for coverage if they receive one or more of the following types of payment:
  - Social assistance benefits
  - Training Allowances
  - Honoraria
  - Reimbursement of expenses
  - Stipends of any money paid to the Student Trainee by the Training Agency
- **NEW - The Placement, which may be required or optional/elective, is part of an Approved Program, includes a formal assessment component, and successful completion of the placement is recognized by the Training Agency for the purpose of the completion of the Approved Program.**
- The Placement is authorized by the Training Agency.
- The Placement is a non-classroom activity. Any in-class portion of a training program that occurs at the Training Agency is not an Unpaid Work Placement.
- **NEW - Student Trainees that attend an unpaid placement outside of Ontario, even if the employer is based in Ontario (will have limited coverage available through Chubb as this is outside the WSIA legislation) The Student Trainee is advised to obtain additional insurance.**



### **Ineligibility for MTCU Coverage**

- Student Trainees who are paid a salary
- Student Trainees whose work placement is with Brock University, including unpaid research
- Student Trainees who are in the classroom portion of training program
- International Student Trainees that are attending an unpaid placement in the country of their primary residence

**MTCU coverage applies to all students in an unpaid placement that meet the eligibility criteria outlined in this document. If the Placement Employer has WSIB coverage for their own employees, the Student Trainees will have WSIB coverage through MTCU. If the Placement Employer does not have WSIB coverage for their own employees, the Student Trainees will have coverage under Chubb private insurance, still under MTCU. The confirmation of whether or not the Placement Employer has WSIB coverage will be available to you once the Placement Employer completes and returns the *Letter to Placement Employers*. It will be most relevant in the event of an Incident and when MTCU requests Chubb data reporting for each of the 3 academic terms.**

**If the student placement meets the eligibility criteria for MTCU coverage, please proceed to next page, which will outline the responsibilities of the Training Agency and the Placement Employer and will outline the steps to follow for students on unpaid work placements that are covered by MTCU.**

**If the student placement does not meet the eligibility criteria for MTCU coverage, please proceed to page 5 which will outline the private insurance policy for additional student unpaid placements. Please do not use the MTCU forms for these placements as they clearly state that the student has coverage under MTCU.**

## MTCU Process for Practicum Coordinators at Brock University

Practicum Coordinators are required to ensure that the Placement Employer with which they are placing Student Trainees is aware of whether there is WSIB coverage for such students and is aware of relevant WSIB reporting procedures in the event of an injury/illness. This will be achieved by having the Placement Employer review, complete and return the **Letter to Placement Employers** prior to placement.

Ensure Student Trainees receive training in safe work practices. There are 2 checklists available to ensure that training in safe work practices is achieved. The **Pre Placement Field Trip Due Diligence Checklist** needs to be completed by the Placement Employer and returned to the department prior to student placement. The **Pre Placement Safety Orientation Checklist** needs to be completed and signed by the Placement Employer and the Student prior to student placement and returned to the department.

Inform Student Trainees that if they are injured or contract an illness, the University will disclose personal information relating to the Unpaid Work Placement and any WSIB Claim to MTCU. Advise Student Trainees that they are eligible to make a claim for WSIB Benefits in the event of injury/illness incurred while in an eligible Unpaid Work Placement. This can be achieved by having the Student Trainee review and sign the **Student Declaration of Understanding** prior to the start of the student placement.

Practicum Coordinators must provide the following information to the Placement Employer prior to the Student Trainee's placement:

- ✓ Student Trainee Full Name
- ✓ Local Address and Telephone Number of Student Trainee
- ✓ Specific days when the Student Trainee will be at the Placement Employer's worksite
- ✓ Student Trainee acceptance of the conditions of the Unpaid Work Placement

For the purpose of determining insurance premiums, each year Training Agencies are required to file with MTCU total hours of Unpaid Work Placement by Approved Program with Placement Employers not covered under WSIA and the total number of Student Trainees involved. It is necessary to report the applicable industry where the Unpaid Work Placement occurs. MTCU requires this information by semester and contacts the Training Agencies shortly after the end of each semester (January, May and September). Health Management will request this information from the Practicum Coordinators accordingly.

## If a Student Trainee incurs an injury/illness while working in an Unpaid Placement with a Placement Employer

The Student Trainee and Placement Employer must complete and sign the **MTCU Postsecondary Student Unpaid Work Placement Workplace Claim Form** and return it to the Training Agency's Practicum Coordinator in order to initiate a WSIB claim.

This form must include:

- The Student Trainee's signature indicating consent to the indirect collection of personal information by MTCU; or the signature of a parent or guardian is required to indicate consent if the Student Trainee is under 18 years of age.



The Practicum Coordinator must obtain the **Incident Report**, the completed **MTCU Postsecondary Student Unpaid Work Placement Workplace Claim Form** and the completed **Letter of Authorization to Represent Employer** from the Placement Employer and provide to the Brock University Health Management Office within 3 days of incident.

\*All parties need to comply with Freedom of Information and Protection of Privacy Act (FIPPA) and the Ontario Human Rights Code (OHRC).

### Responsibilities of Placement Employer

- Required to report any injury/illness in compliance with WSIB Operating Policy Manual, 15-01-02.
- Any injury/illness, however minor, that a Student Trainee suffers in relation to an Unpaid Work Placement should be reported by the Student Trainee to the Placement Employer (Supervisor) and the Practicum Coordinator at the Training Agency.
- Information must include when, where, and how the work-related injury/illness occurred.
- First Aid only does not need to be reported to WSIB but must be recorded and kept by the Training Agency in the event a report is required in the future.
- Within 3 days of learning of an injury, the Placement Employer must complete an Incident Report and send it to the Practicum Coordinator at the Training Agency.
- The Placement Employer must authorize the Training Agency to act as the representative with WSIB for the claim being submitted, a **Letter of Authorization to Represent the Placement Employer** must be completed and must accompany the Incident Report.

Contact Information for Claim Reporting: Kathryn Walker, R. Kin, M.Ed.  
Manager, Health Management & Wellness, HR  
Email: [kwalker6@brocku.ca](mailto:kwalker6@brocku.ca)  
Phone: 905 688 5550 ext. 6086



## Eligibility for Private Insurance with Brock University for Students not covered under MTCU

- All active, student training participants and Co-op students, under age 70
- While an Insured Person is taking part in a work placement program on the premises of the university at which the Insured Person is a training participant during the time the Insured Person is required to be therein or thereon by reason of attendance at such work placement
- While in attendance at or participating in any work placement activity and is approved and supervised by the University but is not funded through any Ontario government ministry operating grant

## Limitations of Private Insurance with Brock University for Students not covered under MTCU

- Coverage is not provided for International students who are on work placement outside of Canada and such work placement occurs in the student's Home Country.
- Coverage is provided for International students who are on work placement outside of Canada and such work placement occurs in another country other than the student's Home Country. In the event of a claim the international student must return to Canada to receive any benefits. Home Country means the country where the International student permanently resides.

## **Process for Practicum Coordinators at Brock University for Students Not Covered Under MTCU**

Practicum Coordinators are required to ensure that Health Management is notified of all students that require private insurance coverage through Brock University by April 10 of each calendar year. This includes all students that meet the criteria listed above under "**Eligibility for Private Insurance with Brock University for Students not covered under MTCU**".



The information required by April 10 includes the *Academic Department, Course Name and Code, Number of Students* in each course that will require coverage. If the *Placement Employer* is known, this information should be included as well. Please note that this policy is renewed annually. All students involved in unpaid placements from May 1 - April 30, that meet the criteria for private coverage under Brock, need to be reported to Health Management by April 10. A request will be made on April 1 each year from Health Management to prompt this data collection.



## If a Student incurs an injury/illness while working in an Unpaid Placement with a Placement Employer

The Practicum Coordinator must obtain the *Incident Report* from the Placement Employer and provide to the Brock University Health Management Office within 3 days of incident.

Contact Information: Kathryn Walker, R. Kin, M.Ed.  
Manager, Health Management & Wellness, HR  
Email: [kwalker6@brocku.ca](mailto:kwalker6@brocku.ca)  
Phone: 905 688 5550 ext. 6086