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Community-Based Education Program

How to Fill out the Work/Education Placement Agreement



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Completing the Work Education Placement Agreement form ensures a student has Workplace Safety and Insurance coverage while undertaking their community-based education projects. "...The Work Education Agreement form *must be completed* by the parties concerned *before* the student starts at the training station." (Ministry of Education, Policy/Program Memorandum No. 76A) The following information will help you "translate" CBE Program speak into Ministry of Education speak.

The form is downloadable: www.edu.gov.on.ca/eng/document/forms/631352.pdf

- Section A
 - Fill in all of your personal information as requested
 - Under "Program" write in the Course name and number in which you are undertaking your project.
 - Under "Work Placement Employer", fill in all information for your Host Organization.
 - Under "Training Supervisor", write the name of your Host Supervisor.
 - Under "Post Secondary Institution" write in: Trent University.
 - Under "Name of contact person", write the name of your Faculty Supervisor

 - Section B
 - The *Period of Agreement* is from the date of you first speak with your host supervisor and ends three weeks after you expect to finish the project
 - For *Job Title* write researcher.
 - For *Hours of Training* write the earliest and latest possible time of day you could be working on this project. For example, 7am-11pm.
 - For *Schedule of Training*, write Sunday to Saturday.

 - Sections C and D
 - If host is currently covered by WSIB tick the box in Section C. If host has private insurance or no workplace safety insurance coverage tick box in Section D.
- Note: The Ministry of Education covers the cost of workers' compensation and private insurance coverage for students, relieving the university or host organization of the financial burden of paying premiums. Section C and D are for counting purposes ONLY. The Ministry of Education purchases coverage in either case.
- Sections E
 - Training participant – student signs
 - Work placement employer – host supervisor signs
 - Post-secondary institution – faculty supervisor signs

Upon completing the form students make 2 copies and distribute to the host supervisor and the CBE Program (who retain a copy on file on faculty supervisor's behalf).

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