

Job-Out Operating Procedure

Approved By: Vice President, Academic

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Purpose

Work-Integrated learning (WIL) integrates a student's academic studies with quality experiences within a workplace or practice setting. Examples of WIL courses are Field Placements, Practicums, Internships or other student experience-based learning.

The purpose of this procedure is to give structure to situations where students in programs with WIL components are employed in organizations or agencies relevant to their field of study, where they could acquire the learning outcomes and competencies required in their WIL course. This is referred to as a "Job-Out" opportunity.

Many employers will offer employment to students following their first year of the program because they value the knowledge, diversity, and competencies that these students provide. Providing students with the ability to obtain employment prior to graduating can give the student a significant competitive advantage over graduates from other institutions.

Scope

All Cambrian College ("the College") students enrolled in a post-secondary program that includes a WIL Course.

Eligibility

To be considered for a Job-Out, a student must:

- be registered in a Cambrian post-secondary program and a WIL Course, where Job-Out is permitted;

- be employed in a role relevant to the field of study where there is significant overlap with the WIL Course Learning Outcomes and competencies;
- be able to complete the number of required experiential learning hours, as specified in the WIL Course Outline;
- complete the Job-Out procedure a minimum of 6-weeks before the start of the WIL block.

Note: students in some programs of study are not eligible for Job-Out due to restrictions set by program accreditation, requirements for registration in provincial/national organization or other field-specific regulations. Check with your Program Coordinator.

In cases where a student has already completed all WIL Course Learning Outcomes and competencies prior to the start of the WIL Course block, they may be considered for Prior Learning Assessment and Recognition (PLAR) (see PLAR eligibility for more information).

Operating Procedure

1. Job-Out Application

- 1.1. To be considered for a Job-Out Placement, the student must complete and submit a Job-Out Application Form for Program Coordinator approval a minimum of 6-weeks prior to the WIL Course block.
- 1.2. The student must obtain a letter from the employer confirming their position title, roles, responsibilities, expected average weekly hours, and terms of the employment.

2. Job-Out Application Review

- 2.1. The Program Coordinator will review the Job-Out Application Form and relevant documentation to confirm that the employment meets the WIL Course Learning Outcomes.
- 2.2. The Program Coordinator communicates the decision of approval or denial of the Job-Out Application to the student.
 - a. If approved, the Program Coordinator initiates the Job-Out Agreement.
 - b. If the Job-Out request is denied, the Program Coordinator must provide a rationale for the decision.

3. Job-Out Approval and Agreement

- 3.1. The Program Coordinator facilitates the completion of a Job-Out Agreement, review and signed endorsement by both the employer and the College with consultation with the Chair.
- 3.2. Both the student and the employer must agree to the terms of the Job-Out Agreement.
- 3.3. The Program Coordinator notifies the appropriate WIL Coordinator/Placement Coordinator of the decision.
- 3.4. A copy of the signed agreement must be provided to the Chair for record keeping in the Office of the Dean and uploaded by the student to the myCareer portal for secure storage.

4. Job-Out Completion

- 4.1. To complete the Job-Out, students must:
 - a. Meet all role expectations, duties and attendance of their employment
 - b. Complete all assignments within the WIL Course to demonstrate that they have met the Course Learning Objectives
 - c. Communicate with, and meet with, supervising faculty as required
 - d. Communicate with the supervising faculty any change of duties, hours or any other element that may affect their Course Learning Outcomes.
- 4.2. If the Job-Out is terminated by either the employer, the College or the student, or if the student is unable to complete the set duties or hours as detailed in the Job-Out Agreement, they will not be able to successfully complete the Job-Out. If the Job-Out is incomplete, the student may need to register in the WIL Course in a future term, subject to the Advanced Semester Re-Entry Application.
- 4.3. At the completion of the Job-Out, the faculty supervisor codes the grade as per the regular WIL Course process.

Responsibilities and Accountability

Vice President, Academic is responsible for:

- Ensuring implementation and compliance with the Job-Out Operating Procedure in addition to ensuring regular review for continual improvement.

Deans are responsible for:

- Ensuring communication of the operating procedure to Program Coordinators and faculty to ensure compliance.

Chair is responsible for:

- Determining with the Program Coordinator if the WIL Course is eligible for a Job-Out based on accreditation or registration in provincial/national organization or other field-specific regulations; review operating procedure and responsibilities with Program Coordinators, review completed Job-Out Agreements, ensure safe storage of completed agreements in the School Office or via myCareer Portal.

Program Coordinator is responsible for:

- Reviewing and approving Job-Out Application, ensuring that all Learning Outcomes can be met in the established timelines, initiate the Job-Out Agreement and ensure all sections are completed, including a confirmation that WSIB coverage will be responsibility of the employer; consult with Chair before approvals.

Student is responsible for:

- Reviewing and meeting the Job-Out eligibility criteria; complete the Job-Out Application and supporting material; agree to the Job-Out Agreement, if eligible; upload completed Application and Agreement documents to myCareer, as required; updating the WIL/Placement Supervisor of any changes to the conditions of the agreement.

Supporting Documents

- [Job-Out Application Form](#)
- [Job-Out Agreement](#)

Related Policies

- [Code of Conduct Policy](#)
- [Internal Privacy Policy](#)
- [Records Retention Policy](#)
- [Student Rights and Responsibilities Policy](#)
- [Prior Learning and Assessment Recognition \(PLAR\) Policy](#)