

WORK EXPERIENCE POLICY

PTIRU Institution #4423 | DLI #O266418531812

Policy Title: WORK EXPERIENCE POLICY

Institution: Story Institute

Effective Date: September 25, 2026

Revision Date: September 25, 2026

Responsibility: Senior Educational Administrator, Educational Administrators and designated instructors

Applies To: All Story Institute students, instructors, staff, contractors, volunteers, guests and other persons participating in Story Institute activities.

1. PURPOSE AND SCOPE

Where an approved Story Institute program includes a required work experience component, the component is designed to provide practical skills relevant to the learning objectives of the program. This policy applies to any approved program that includes a work experience component.

2. WORK EXPERIENCE REQUIREMENTS

The work experience component must be structured so that students can participate in activities that are relevant to the approved program learning objectives. Story Institute will identify the required hours and participation requirements in the applicable program documentation.

3. PLACEMENT PROCESS

1. Eligibility and Preparation

Story Institute will identify the requirements a student must meet before participating in the work experience component.

2. Placement

Story Institute will place the student in an appropriate work experience setting or project consistent with the approved program and applicable requirements.

3. Written Agreement

Story Institute, the student, and the host organization will enter into a written agreement describing the parties' responsibilities, the activities the student will undertake, and other required work experience information. A copy will be provided to the student before the work experience begins.

4. Commencement

The student will receive information about expectations, supervision, safety, attendance, conduct, learning objectives, and evaluation before the work experience begins.

4. PARTICIPATION REQUIREMENTS

- Attend the required work experience hours.
- Participate in activities connected to the approved learning objectives.
- Follow reasonable host and Story Institute safety and conduct requirements.
- Maintain professional conduct and confidentiality.
- Report concerns, safety issues, harassment, or inability to complete required activities promptly.

- Comply with the Attendance, Tardiness and Participation Policy where attendance is part of the work experience requirement.

5. EVALUATION

Students will be evaluated using the applicable program performance evaluation rubric or other published assessment method. The evaluation will relate to the approved learning objectives and participation requirements.

Students will receive regular written evaluations, including at least the evaluations required by the applicable regulatory and program requirements. The final required evaluation will be provided before the end date of the program where required.

6. WORK EXPERIENCE MONITORING

Story Institute will undertake regular monitoring of the student during the work experience component, including reviewing whether the student is attending the work experience and whether the student is meeting the learning objectives of the approved program.

7. SAFETY AND INTERIM MEASURES

Story Institute may temporarily remove or restrict a student from a work experience placement where reasonably necessary to address safety, conduct, attendance, host requirements, or investigation concerns. An interim measure is not itself a finding of misconduct.

8. INVESTIGATION AND CONCERNS

Concerns involving a student's conduct or participation will be addressed fairly and proportionately under the applicable institutional policy. The student will be given a reasonable opportunity to respond before a final adverse determination, subject to urgent safety requirements.

9. COMPLETION AND DOCUMENTATION

Story Institute will maintain the work experience agreement, evidence of participation, evaluations, and monitoring records in the student's record as required by applicable regulatory requirements.

10. WORK EXPERIENCE AND REFUNDS

If the institution fails to provide a required work experience component within the statutory timeframe, Story Institute will apply the Tuition Refund Policy and the applicable Private Training Regulation.

11. RELATIONSHIP TO OTHER POLICIES

This policy should be read with the Attendance, Tardiness and Participation Policy, Health and Safety Policy, Student Dismissal and Code of Conduct Policy, Tuition Refund Policy, and Student Dispute Resolution Policy.