

## **MANAGEMENT GUIDELINES FOR STUDENT WORK PLACEMENT**

**MG-OP-18**

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COMMITTEE:	Strategic Leadership Team	PASSED:	August 2000
TOPIC:	Operating Policies	AMENDED:	25 February 2016
		REVIEW PERIOD:	As required.

### **MANAGEMENT GUIDELINES**

#### **General Criteria for Evaluating the Suitability of Work Experience or Practicum Placement**

Managers shall consider the suitability of a student work placement according to these criteria:

- Qualifications, suitability and interests of the student
- Length and date of the proposed placement
- Staff available at the Library for supervising and guiding the work
- Previous placement commitments
- Suitable projects
- Availability of workspace

#### **Placement Requests for Youth**

The Library targets its youth volunteer opportunities at students in Grades 10, 11 and 12 who need to accumulate volunteer hours to complete their graduation requirements.

All requests for youth placement shall be evaluated and approved by the Manager responsible for children's and youth services. If the request is approved, the student shall be referred to a Children's Librarian to arrange assignments, supervision and schedules.

Work hours shall only be scheduled when a Children's Librarian is available to supervise.

The number of approved placements may be limited by the Manager due to availability of staff and previous commitments for other placements.

#### **Criminal Record Checks for Students of Work Experience Programs**

If the student's time at the library is part of their educational program, the required criminal record check will be paid for by the Library. The process of administering criminal record checks is the responsibility of the Human Resources Assistant.