

COMMUNITY LIVING TORONTO

STUDENT PLACEMENTS

Student Responsibilities:

- Provide clear expectations to the Co-ordinator of Volunteer Services to facilitate an appropriate placement
- Provide the name and contact information of the school's Placement Co-ordinator
- Attend a pre-placement visit/interview with the site supervisor. Ensure that any work accommodation requirements are identified.
- Provide a 'Police Reference Check (Vulnerable Sector)' completed not more than 6 months prior to the placement. This is a requirement for anyone having direct contact with children or vulnerable persons and placements are conditional upon the results. The appropriate form is available from your school.
- Provide a signed copy of the 'Confirmation of Medical Examination' form stating that you are free of communicable disease.
- Read and sign the 'Acknowledgement of Hepatitis B Information' form. If your placement is six months or longer OR you will be working alone OR you are placed at a location where there is a known Hepatitis B carrier, it is recommended that you be screened to determine your susceptibility to Hepatitis B. If susceptible, you are encouraged to take advantage of free vaccination program offered by CLT. If you refuse to be vaccinated, you must sign a Release of Liability form.
- Sign the 'Pledge of Confidentiality' form
- Provide two personal references
- Ensure that the supervisor or student placement liaison is aware of any significant dates during your placement (e.g., exams)
- Complete an orientation with your site supervisor or student placement liaison
- Complete a 'Learning Contract' with the site supervisor or student placement liaison (using a CLT template if one is not provided by the school)
- Complete the 'Student Hours Recording Sheet' at the end of each month; to be authorized by the site supervisor or student placement liaison
- Meet regularly with the supervisor or site student placement liaison to discuss progress and address any issues as they arise
- Adhere to all Association policies and procedures
- Complete Student Evaluation of CLT Placement form