Non-Academic Requirements for Placement
Social Service Worker 2025-2026

Non-academic requirements are medical and non-medical requirements needed for students to be cleared to attend placement. To obtain 'clearance' for placement, you will be required to submit your non-academic requirements to your Placement Coordinator via your iLearn course shell. **Students will be advised by Faculty and/or the Placement Coordinator of the appropriate iLearn course shell to which requirements can be uploaded. Contact your Placement Coordinator if you have any questions or concerns.**

DEADLINES

Winter Intake – July 31, 2026
Fall Intake – November 14, 2024
Intensive Stream (Fall Intake) – March 13, 2026

After your deadline has passed, the Placement Office will review statuses. **If you fail to achieve clearance by the posted deadline, you will receive an email from the Placement Office advising that you have failed to meet your non-academic requirements. As such, you will not be able to proceed with placement and you will have to wait for the next offering to register again. This is likely to cause delays in your progression in the program and is likely to result in additional fees.**

*If there are extenuating circumstances surrounding your inability to achieve clearance by the posted deadline, contact the Placement Office by responding to the Placement Office email that you received indicating your non-compliance to discuss.

INSTRUCTIONS

Make sure you have reviewed the list of non-academic requirements in the table below and have planned out when and how you will be completing them. Refer to the *Non-Academic Requirements Checklist* below for a complete list of your requirements. Visit Canadore's Placement webpage for information on how to obtain your requirements. It is important to remember that some requirements may take an extended time to complete.

Please ensure your medical requirements are valid throughout your placement period. Non-medical requirements must be valid on your first day of placement.

Students are responsible for meeting minimum non-academic requirements to proceed onto placement. All costs and service fees associated with obtaining non-academic requirements for placement are the sole responsibility of the student.

Upload all required documentation (listed in the table below) to the iLearn course shell per instructions from your Faculty and/or Placement Coordinator. Ensure that all requirements have been met.

After the deadline has passed, you will receive an email indicating that either: (a) you have met all non-academic requirements and are approved to proceed with your upcoming placement experience, or (b) you have failed to meet the non-academic requirements and thus may not proceed to placement. If you fail to meet the requirements, details will be provided as to which requirement(s) was not met.

MANDATORY CO-OP WORK PERMIT FOR INTERNATIONAL STUDENTS

International students who are studying in a program that has a placement component (i.e., field placement, clinical placement, practicum, etc.) must hold a valid Co-op Work Permit. For more information, go to the [IRCC website](#) or contact a [Canadore International Student Advisor](#). If you do not hold a valid Co-op Work Permit, you must advise your Placement Coordinator and/or your course Instructor as soon as possible and you must not attend your placement unless advised otherwise.

CONTACT US

For matters pertaining to your non-academic requirements, contact your Placement Coordinator.

For program-related questions, contact your Program Coordinator.

Placement Coordinator: Caitlin.Dobratz@canadorecollege.ca

SSW Program Coordinator: [Contact - Social Service Worker - Canadore College](#)

NON-ACADEMIC REQUIREMENTS CHECKLIST – SSW

For information on <u>how to obtain your non-academic requirements</u>, visit the <u>Placement website</u>.

MEDICAL REQUIREMENTS	COMPLETED WITH DOCUMENTATION?
Requirements expiring during the placement period must be renewed (before expiry) and provided to your Placement Coordinator. Failure to update expiring documentation will result in you being removed from placement.	
Upload to applicable iLearn Dropbox:	
Canadore Student Health Form completed by your Health Care professional uploaded to iLearn. Obtain your Health Form from the Placement website by selecting your program of study. ***Recommendation: Begin your Medical Requirements 3-4 months in advance.**	

NON-MEDICAL REQUIREMENTS	COMPLETED WITH DOCUMENTATION?
These requirements must be valid on the first day of any placement you commence. Renewal is not required if expiring during the placement while with the same agency with which you started, unless otherwise advised by your Placement Coordinator.	
Upload to applicable iLearn Dropbox:	
Negative (clear) Police Vulnerable Sector Check (VSC) Your local police department can provide a VSC. Valid for 6 months. Some Police services require a letter from the College or an "agency code." If this pertains to you, go to the Placement webpage and review information on how to obtain non-academic requirements. ***Recommendation: Request your VSC ~3 months in advance.**	
Upload to applicable iLearn Dropbox:	
Worker Health & Safety Awareness Training in Four Steps Certificate Valid for duration of program.	
Upload to applicable iLearn Dropbox:	
Workplace Insurance for Unpaid Student Placement Declaration of Understanding Ministry of Training, Colleges & Universities workplace insurance coverage explanation; student signature required. Valid for duration of program.	
Upload to applicable iLearn Dropbox:	
Student Consent Form Student Contact Information Sheet, Consent for Release of Information for Placement Coordination; student signature required. Valid for duration of program.	

FREQUENTLY ASKED QUESTIONS

Your choice of career path requires you to meet specific health and safety standards. The organizations offering you professional placements have mandated specific medical and non-medical requirements that you must meet before you can begin any professional placements. These requirements come from legislation, public health, and/or agency policies. These measures are there to protect you, your colleagues, and those that you will serve in your placement. Canadore College is committed to meeting standards of practice by ensuring that students attain and maintain required certifications and meet recommended immunization standards.

1. ***What's the rush?***
   This can be a time-consuming task. You should start the process of completing your requirements 3 to 4 months prior to your due date.

2. ***How does this affect me?***
   If you do not complete your non-academic requirements, you will not be permitted to attend placement. Failure to adhere to the requirements deadline will result in a hold on your academic progress and may result in additional charges and fees.

3. ***How do I find out what non-academic requirements I need to complete?***
   Please refer to your Non-Academic Requirements Checklist above to see what is required. You can also find valuable information on Canadore's Placement webpage:
   https://www.canadorecollege.ca/programs/placement

4. ***What are my responsibilities?***
   You must complete the following:
   a. Thoroughly review your requirements.
   b. Plan ahead! Complete all non-academic requirements in advance of your deadline.
   c. Upload all documentation to the iLearn shell as directed by your Faculty/Placement Coordinator.
   d. Keep all your original documents and your electronic copies in a safe place as the School or Agency may request to see them in the future.
   e. Ensure your non-academic requirements are valid per the guidelines in the table above.

5. ***Who do I submit my non-academic requirements to?***
   Students are to upload all their non-academic requirements to the iLearn course shell as directed by your Faculty/Placement Coordinator. The Placement Coordinator will review your non-academic requirements and determine if you are 'cleared' for placement.

6. ***By what date do I need to have achieved non-academic requirements clearance?***
   Please refer to the first page of this document to see when your requirements are due. **Failure to achieve clearance for placement by the posted deadline will mean that you will not be able to proceed with placement and you will have to wait for the next offering to register again. This is likely to cause delays in your progression in the program and is likely to result in additional fees.**

7. *Do I have to renew my Vulnerable Sector Check (VSC) if it is only valid for 6 months?*
   Your VSC must be valid within 6 months on the first day of any new placement you start.

8. *What if my Vulnerable Sector Check (VSC) is positive (indicating I have a criminal record)?*
   It will be difficult to place a student who has a positive VSC. Contact the Placement Coordinator as soon as you know that you will not be able to produce a negative (i.e., clear) VSC to discuss your situation. Note that if a community agency is unwilling to accept your positive VSC for placement, you may not be able to fulfil the placement component of your program and therefore may not be able to complete your program. Canadore is not able to require our agency partners to support students that have a positive VSC – this is done at the sole discretion of agencies.

9. *What if I am out of the country or working full-time all summer?*
   Non-academic requirements and submission deadlines are communicated to students in advance of the deadline to give students adequate time to prepare and plan ahead. **Completion and submission of non-academic requirements is mandatory, and the deadline is not negotiable.**

10. *What if I don't have all non-academic requirements completed before the deadline?*
    Students are responsible for meeting minimum non-academic requirements in order to proceed onto placement. All costs and service fees associated with obtaining non-academic requirements for placement are the sole responsibility of the student. Failure to achieve placement clearance by the posted deadline will mean that you will not be able to proceed with placement and you will have to wait for the next offering to register again. This is likely to cause you delays in your progression in the program and is likely to result in additional fees.

11. *Who pays for the costs associated with obtaining my non-academic requirements?*
    Students are responsible for all costs related to non-academic requirements. Costs are dependent upon each student's needs. Doctor's notes, laboratory blood work reports, x-rays, and immunizations may or may not come at a cost depending on what is needed and who is providing service.

12. *How long will it take me to gather all my non-academic requirements*?
    It may take several weeks (or months) to obtain all your non-academic requirements. Plan ahead! Refer to the *Non-Academic Requirements: Checklist* document found on the Placement website (https://www.canadorecollege.ca/programs/placement) for recommended timelines for obtaining your requirements.

13. *I'm not quite sure I have everything I need to achieve clearance. Who can help me?*
    Please consult your program-specific Non-Academic Requirements table above for your checklist or contact your Placement Coordinator if you still have questions.

For More Information or Support:
Canadore Placement Webpage: https://www.canadorecollege.ca/programs/placement
Placement Coordinator: Caitlin.Dobratz@canadorecollege.ca or visit C222 for in-person support.