

**STUDENT EMPLOYMENT ASSISTANCE**

Section:	Academic/Student (AC)
Subject:	Student Employment Assistance
Legislation:	<i>Freedom of Information and Protection of Privacy Act (RSA 2000 cF-25); Post-Secondary Learning Act (SA 2003 cP-19.5).</i>
Effective:	February 24, 2009
Revision:	September 1, 2016 (reformatted); April 25, 2018; November 26, 2019

**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to encourage SAIT and its employees to use reasonable efforts to assist students in preparing for and finding employment.

**PROCEDURE****DEFINITIONS**

**Work-integrated learning (WIL)** Activities that integrate academic learning in a SAIT program or course with practical applications in a real-world setting.

**GOVERNING PRINCIPLES**

1. As part of SAIT’s mission to help its students compete successfully in the workplace, SAIT and its employees are encouraged to use reasonable efforts to assist students in preparing for and finding employment.
2. SAIT cannot guarantee employment to its students. Students are responsible to prepare themselves for and to find employment.

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3. SAIT recognizes that students may request references for many purposes, such as obtaining paid or volunteer employment positions, applying for scholarships and/or awards, seeking work-integrated learning positions and applying for admission to other post-secondary institutions. SAIT further recognizes that providing references where appropriate supports student success.

## PROCEDURE

### A. Assistance by SAIT Employees

1. SAIT employees are encouraged, but are not required or obligated, to provide references for students when appropriate and as requested by the student.
2. A student who wishes to obtain a reference from a SAIT employee must:
  - a) Contact the employee and seek that individual's consent to provide that individual's name to third parties as a reference.
  - b) Provide the employee with written permission in the form of a signed Release of Information and Consent, set out in Schedule A, an Associated Document to this procedure.
3. A SAIT employee cannot give a reference for a student unless the student has asked that employee for the reference and the student has completed, signed and delivered to SAIT the Release of Information and Consent described in paragraph A.2 of this procedure.
4. The school/department must keep the Release of Information and Consent Form on file for a period of one year following the last date on which the student officially attended the student's program at SAIT. If a student requests a reference subsequent to leaving SAIT, the school/department must keep the Release of Information and Consent Form on file for a period of one year from the date on which the student signed the form.
5. A SAIT's employee's reference must relate solely to the employee's own observations of and experiences dealing with a particular student in a SAIT school/department. The employee may not disclose information about a student's ranking as compared to other students or about a student's overall academic record or academic standing, subject to paragraph A.9 of this procedure.

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6. A written reference must be on SAIT letterhead. An online reference must be sent from the employee's SAIT e-mail.
7. A SAIT employee giving a verbal phone reference must make a reasonable effort to ensure that the individual to whom the employee is providing the reference is the same individual that the student has indicated will be requesting the reference.
8. A SAIT employee may not disclose information about a student where that information is protected by Alberta's protection of privacy legislation. For more information on this legislation, contact SAIT's FOIP coordinator, in the Employee Services department. Also see procedure [AD.1.1.2 Confidentiality of Student Information](#).
9. A SAIT employee must refer a third party's request for a formal transcript, certification, overall academic record or other similar information to the Office of the Registrar. The Office of the Registrar will only release information about a student with the student's prior written consent and fees may be charged to the student to fulfill this request for information.

#### **B. Assistance by Programs of Study**

1. The program may help students to prepare for and to find employment by:
  - a) Including projects and/or work-integrated learning opportunities in the program of studies.
  - b) Working directly with work-integrated learning hosts in the student placement process, such as by confirming student eligibility for placements, assisting with arranging interviews for students, etc. Programs and instructors, however, cannot rank or screen students for work-integrated learning hosts.
  - c) Organizing job fairs, career expos or similar events where prospective employers are encouraged to meet with students in that program.
  - d) Working with student clubs that are hosting events such as industry mixers and industry nights.
2. Program Advisory Committees may help students prepare for and find employment by having their members act as mentors for students, serve as work-integrated learning hosts for students, attend employment panel sessions for students, etc.

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where appropriate to do so and as governed by procedure [AC.2.4.1 Program Advisory Committees](#).

### C. Assistance by SAIT

1. SAIT will assist its students to prepare for and to find employment. For instance, SAIT may:
  - a) Hold SAIT-wide career fairs on a regular basis.
  - b) Provide a variety of employment-related services to students, such as employment workshops and employment preparation services.
  - c) Provide an online job posting service for students and employers.
  - d) Offer career advising services to students.
  - e) Help students achieve recognition of their co-curricular activities, as set out in procedure [AC.6.3.1 Co-Curricular Recognition](#).
  - f) Provide other assistance that a school/program determines to be appropriate.
2. The Student Employment and Career Centre (SECC) assists students and alumni with finding employment related to their chosen field of study through employment workshops, one-on-one consultations and hosting employers on campus for information sessions and career fairs. The SECC also administer SAIT's co-curricular record and volunteer program, helping students gain valuable experience and the skills they need to be career ready.

### ASSOCIATED DOCUMENTS

Schedule A Release of Information and Consent

### POLICY/PROCEDURE REFERENCE

AC.6.1 Student Employment Assistance policy

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