

Self-Source Guidelines for Students

Definition of self-sourced:

A self-sourced opportunity is initiated by the student, who identifies a potential WIL opportunity that may fulfill their program requirements and they work with the WIL coordinator and employer to secure it. WIL Coordinators will be the final approver of self-sourced WIL opportunities based on program and college guidelines.

Eligibility - The self-source option can be considered for students who:

- Already employed within the industry
- Have previous industry network and industry experience.
- Are seeking opportunities in locations or with employers where existing RRC Polytech WIL partnerships do not exist or are limited.

What isn't a self-sourced option?

A potential WIL opportunity within a family business in which the supervision and evaluation of the student is by a family member is not permitted as it can be perceived as a conflict of interest.

Where do students find information about the self-sourced process?

WIL Coordinator communicates self-sourced options and processes through:

- Learn
- Workshop presentation
- Class discussion
- Student email
- 1-1 meetings

Developing new partnerships and ensuring quality WIL experiences for students takes significant time and all students and employers must work with program timelines.

If interested, students must go to LEARN WIL Prep for their program and complete the [self-sourcing form](#) with all the required information and submitted prior to the close date. The close date for your WIL program will be 6 weeks before the start of your field experience and will be shared by WIL Coordinators in workshops and in your LEARN WIL Prep section.

Submission after program close date will not be considered.

Reviewing WIL Opportunity

Your WIL Coordinator/Instructor will:

- Vet the employer online or through reference of one of the instructors.
- The student will be asked to inform the employer that the WIL Team will be reaching out regarding a shop safety check.
- Your instructor will do a Safety Check of the new shop and speak with the manager or the owner in person.
- The instructor will forward safety check report to WIL Coordinator
- If the employer is not deemed suitable, the WIL Coordinator will provide a short explanation to the student and recommend a different opportunity from Career Bridge.
- If the employer is deemed suitable, the instructor will have informed the employer that the WIL Coordinator will be reaching out to them to arrange an unpaid legal WIL agreement between the employer and RRC Polytech to be completed and processed.

Self-Sourced - Employer Engagement Process

This is aimed at employers who would like to support students for their field placement or for a new employer who would like to partner up with RRC Polytech for field placements.

If the employer is deemed suitable the WIL coordinator will:

- Verify employers legal name in the Province of Manitoba Registry List: Companies Online
- Call the employer to verify information for the Unpaid WIL Agreement and discuss the agreement.
- If the employer and RRC Polytech agree to form a partnership, the WIL Coordinator will fill out the legal agreement and submit it to the RRC Polytech legal department who will process the agreement and send out an electronic signature request to the employer.
- Once the Unpaid WIL Agreement is signed, the WIL Coordinator confirms with the student and creates a field experience opportunity in Career Bridge.