



Speech-Language Pathology UNIVERSITY OF TORONTO

Declaration to Workplace Employers

The Government of Ontario, through the Ministry of Training, Colleges and Universities (MTCU), pays WSIB for the coverage of Student Trainees enrolled in an “approved program” at the Training Agency (University of Toronto) during Unpaid Work Placements with employers that have WSIB coverage for their employees. MTCU also covers the cost of private insurance with ACE-INA for Student Trainees whose placement is with employers that are not required to have WSIB coverage for their employees. Coverage is in effect from the start date of the Unpaid Work Placement to its end.

MTCU Guidelines, Questions and Answers and Claim Form

<http://www.tcu.gov.on.ca/pepg/publications/placement.html>

Student Trainees are eligible:

- If the work placement is a program requirement; and
- If the Unpaid Work Placement is arranged or authorized by the University of Toronto as a requirement of the Student Trainee’s Approved Program to gain required work skills and experience.

Student Trainees are not eligible:

- If the program is not funded through MTCU operating grants; or
- If the placement is not a required part of their program and they have arranged or organized it themselves; or
- If they are paid a salary by the Placement Employer; or
- If as part of their program they do unpaid research.

Students do not have coverage for the in-class portion of their training programs. University of Toronto cannot act as both the Training Agency and Placement Employer. Students are not eligible for MTCU coverage if they are on a paid co-op placement or internship.

Pre-Placement Responsibilities

The MTCU guidelines direct the Training Agency to ensure Student Trainees receive training in safe working practices as part of the approved program. Should a Student Trainee be injured or contract a disease while on an Unpaid Work Placement, the University of Toronto is required to disclose personal information relating to the claim to the MTCU, WSIB or ACE-INA Insurance. Student Trainees are required to report all accidents/incidents both to their Placement Employer (immediate supervisor) and to the Training Agency within 24 hours.



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Accident Reporting – WSIB Covered Placement Employers (Report to Training Agency within 24 hours)

1. Student Trainee and Placement Employer must complete and sign the MTCU [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim](#) form
2. Placement Employer must complete the [University of Toronto Placement Student Incident Report](#). Information must include who, when, where and how the work-related injury/disease occurred
3. Placement Employer must complete the [Letter of Authorization to Represent the Placement Employer](#)

Accident Reporting – ACE INA Claims (Report to Training Agency within 24 hours)

1. Student Trainee and Placement Employer must complete and sign the MTCU [Postsecondary Student Unpaid Work Placement Workplace Insurance Claim](#) form
2. Placement Employer must complete the [ACE INA Accident Report](#). Information must include who, when, where and how the work-related injury/disease occurred

These documents are also available as appendices to the clinical education guide on our website at <http://www.slp.utoronto.ca/clined/guide/>

Declaration:

The Placement Employer is responsible for protecting students on placement from health and safety hazards by providing suitable and safe equipment, health and safety orientation, training and appropriate supervision. By signing below, the Placement Employer’s representative is confirming that they have read this document and understand their obligation to ensure the safety of the student on placement while in their workplace.

Name of authorized representative (please print): _____

Signature: _____

Title: _____

Organization: _____ Date: _____

Documentation

Submit all documentation to the attention of Clinical Education at speech.clinic@utoronto.ca or via fax 416 978-1596