

[Date]

[business]

[address]

[address]

Attention: [name and/or position]

Dear Sir/Madam:

**RE: Collaboration with Mount Royal University (“MRU”)
Work Integrated Learning Opportunities for Students Enrolled in the Transitional
Vocational Program (“TVP”)**

As part of MRU’s Faculty of Continuing Education and Extension, the TVP prepares students with developmental disabilities for competitive employment and community living. The TVP combines on-campus instruction with community-based work integrated learning opportunities for students to develop the skills required to be competitive in the employment market and the habits necessary for successful future employment. The participation of businesses like yours plays a key role in preparing our TVP students to enter the workforce.

Work Experience

As part of this collaboration, your business will provide practical work experience and training to our TVP students at your facilities. You will provide direct guidance and supervision to the students, for example, by pairing qualified and responsible employee(s) to work with our students throughout their placements. Please note that an MRU Employment Specialist will also attend placement with the student intermittently to monitor the student’s performance and assist with training, until such time that the student gains more independence.

This collaboration will be from [date] to [date]. Should you wish to terminate the placement of a particular student, for any reason, MRU will make alternative arrangements for that student. You may also terminate this collaboration with MRU at any time.

Safety of Our Students

Throughout the students’ placements, you will take reasonable steps to provide our students with a safe learning environment including, but not limited to, providing an orientation of your applicable policies and standard operating procedures prior to the students commencing work. You will not require any students to operate any machinery unless the student has received proper training and certification in the use of the machinery and you are satisfied that the student is capable of operating the machinery in a safe manner. Students will not operate any motor vehicles as part of their work without the prior written consent of MRU.

MRU will be responsible for workers’ compensation coverage for the students while they are engaged in the work. You will maintain at your own expense commercial general liability insurance covering personal injury, death and property damage to a limit of at least [\$2,000,000/\$5,000,000]. MRU maintains similar insurance and will provide proof of insurance

upon request.

Other Matters

Our students may be unpaid during their placement. If they are unpaid, they will actively participate in work activities that contribute to their vocational development, however, the students' activities are not intended to replace those of a regular paid employee. Students' hours must also comply with applicable laws. Our goal is to prepare our students for the workforce and we hope that the training they receive during the program will allow them to be hired back in the roles in which they were trained.

We understand that you may ask the students to provide certain information such as their employment history, health history and other personal information as defined by the Freedom of Information and Protection of Privacy Act (Alberta). You will protect the students' personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

At the end of a student's placement, and during their placement, we will provide you with an evaluation form to assess the student's performance. Please complete and return these forms to assist us in evaluating our students and their progress.

We trust this is satisfactory, but if you have any questions, please contact [name, position] at [email]. We look forward to working with you to advance the education of our students.

Sincerely,

The Board of Governors of Mount Royal University

Evan Cortens
Dean, Faculty of Continuing Education and Extension

Acknowledged and agreed to by:

[business]

Name:

Title: