



339 Portage Avenue  
Winnipeg, Manitoba  
R3B 2C3

**Toll-Free** 1-888-278-8862

**Email** [info@aptn.ca](mailto:info@aptn.ca)

## **WORK EXPERIENCE PROCEDURES**

APTN is committed to the development of Indigenous broadcaster professionals by offering temporary placement opportunities for students. These are supervised placements of work and study, which involve students working in one or various parts of the organization.

APTN is committed to making the student placement/work experience a quality experience that involves the performance of meaningful activities under the direct supervision of a manager or supervisor. Students will not be involved in menial tasks, nor will the students be placed in positions that exceed their capacities or involve responsibilities that they are incapable of assuming.

Work experience participants should not be regarded as substitutes for paid employees, nor should they be used to replace staff that is absent. Under no circumstances should work experience participants be used for overtime or out of hour's activities.

The People & Culture Department has delegated authority to deal with, on behalf of APTN, all work experience placements.

### **CRITERIA USED IN APPROVING WORK EXPERIENCES:**

1. Upon request of the placement from the educational or training institute, a representative from the People & Culture Department shall seek the approval of the relevant Manager/Supervisor to ensure there is room for a student to be placed and that the placement will not disrupt the smooth operation of the department.
2. The relevant Manager/Supervisor and a representative from the People & Culture Department will have an informal interview with the student.
3. The representative from the People & Culture Department shall notify the educational or training institute of the outcome of their request.
4. Placement shall be made in writing, at least one (1) month in advance, stating the student's name, the area in which work experience is required, student resume, the learning objectives and the preferred dates for the placement.



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5. **The respective educational or training institution must provide evidence of the necessary insurance coverage for the student.**
6. Work experiences involving potential conflict of interests are not appropriate and will not be allowed. (i.e., use of APTN facilities, property, or equipment, or information gained as a result of their association with APTN, in any business or activity outside APTN for any purpose except to perform their duties and responsibilities to APTN).

#### **WHAT'S EXPECTED OF SUPERVISOR/MANAGER:**

1. In conjunction with the student, to complete all necessary forms provided by the educational or training institute.

#### **WHAT'S EXPECTED OF THE STUDENT:**

1. To complete and sign a Confidentiality and Intellectual Property Agreement.
2. To complete and sign a Voluntary Self-Identification form.
3. To complete and sign emergency contacts.