



POLICE CHECKS

As a Placement Agency you have the right to request CPIC's from students for vulnerable sector agencies, educational and other institutions if you are requesting the same documentation from your existing staff.

Here are some guidelines you should following regarding CPIC:

1. Police record checks should only be requested when it is reasonable because of the type of placement
2. Placement Agencies are responsible for checking all CPIC information
3. Alternatively, Placement Agencies can request that the College pre check the CPIC, however the College is not responsible for declining placements if unclear
4. The Placement Agency is responsible for ensuring the protection of ALL student information and NOT using the information to discriminate against the student
5. CPIC's should not be used as a substitute for proper hiring practices including references

IMMUNIZATIONS

Placement Agencies will be responsible for indicating any special or required immunizations to the College in order to ensure the health and safety of the student while on placement.

Students are responsible for completing all immunizations as a requested prior to starting their placements. You can request printed copies of a student's immunization report from the student.

All student information must be protected as per PERSONAL HEALTH INFORMATION PROTECTION ACT (PHIPA) requirements.