

EARLY LEARNING AND CHILD CARE PRACTICUM PLACEMENT GUIDELINES

PRACTICUM REQUEST FORM & PRACTICUM PLACEMENT TYPES

All ELCC practicum students must complete a **Practicum Request Form** to participate in practicum. Students who are registered or waitlisted in a practicum course will be sent the **Practicum Request Form** by email to their RDP account *after the registration deadline has passed* for the term (approx. two months prior to the start of term). Please consult your [Academic Planning Guide](#) or the [Early Learning and Child Care FAQ](#) for registration deadlines. The deadline to complete the Practicum Request Form will be provided within the email. It is crucial that students abide by this deadline in order for their placement to be properly arranged.

Based on your current circumstances, you will be able to request one of three different placement types:

- a. If you are currently **NOT WORKING** in the ELCC field and you will be **LIVING WITHIN THE RED DEER AREA** (i.e., Red Deer, Penhold, Blackfalds, Lacombe, Sylvan Lake, Olds, Ponoka) during the practicum term, the Career Education & Experience Development Centre (CEED) will assign a local placement to you. Your 200 practicum hours will be volunteer (unpaid) hours, out of ratio. Students will be placed in different locations for each practicum. Multiple practicums may not be completed with the same organization/program.
- b. If you are currently **NOT WORKING** in the ELCC field and you **LIVE OUTSIDE OF THE GREATER RED DEER AREA**, you will have to investigate within your community, a potential placement location that matches the placement criteria listed below and speak with the supervisor/director about completing your practicum at their program. The Career Education & Experience Development Centre (CEED) will verify your placement with the program, based on the information that you provide in the Practicum Request Form. If your prospective placement has questions about practicum or the placement process, please have them contact edpracticum@rdpolytech.ca. As a non-working student, your 200 practicum hours will be volunteer (unpaid) hours, out of ratio. **Students can complete a maximum of three out of four practicums in the same program.** This rule ensures that students are exposed to a variety of program types and age groups of children. One of the four placements must be completed in a different care setting (i.e., Day Care, Preschool, Kindergarten, Approved Family Day Home, Before and After School Program). For example, a student who has completed three practicums in an approved family day home will be required to take the remaining practicum in a daycare or preschool setting or other approved program models.
- c. If you are *currently* **WORKING (PAID EMPLOYEE)** in the ELCC field and your position fits the placement criteria listed below, you may be able to use your workplace to complete your practicum. The Career Education & Experience Development Centre (CEED) will verify your placement with the program, based on the information that you provide in the Practicum

Request Form. If your program has questions about practicum or the placement process, please have them contact edpracticum@rdpolytech.ca. As a working student, your 200 practicum hours will be paid hours, in-ratio. Please note, if your employment arrangement changes at all during the term, this may require you to drop practicum. **Students can complete a maximum of three out of four practicums in their place of employment.**

This rule ensures that students are exposed to a variety of program types and age groups of children. One of the four placements must be completed in a different care setting (i.e., Day Care, Preschool, Kindergarten, Approved Family Day Home, Before and After School Program). For example, a student who has completed three practicums in an approved family day home will be required to take the remaining practicum in a daycare or preschool setting or other approved program models.

****If you are completing a **WORKING** or **NON-WORKING DISTANCE** practicum, you must ensure that your program meets RDP's Placement Criteria for ELCC Practicums (see below).** Students in NON-WORKING RED DEER AREA placements do not need to worry about meeting the following criteria as you will be placed with one of our local program partners. **

PLACEMENT CRITERIA FOR ELCC PRACTICUMS

If you will be requesting a **Non-Working Red Deer Area** placement, you do not need to worry about these criteria. The CEED Centre will place you with an eligible program partner. If you will be requesting a **Working or Non-Working Distance** placement, you must ensure that your program meets these following criteria for placement:

- ☐ Must be currently **LICENSED** through the Alberta Government (*this does not apply to placements in schools*).
- ☐ Can accommodate full-time hours on **designated practicum days**:
 - ☐ **Tuesdays and Thursdays** for ELCC Certificate Students (ELCC 1210 and ELCC 1220)
 - ☐ **Mondays, Wednesdays, and Fridays*** for ELCC Diploma Students (ELCC 2310 and ELCC 2320). **Fridays are half days only*
 - ☐ *For the Spring/Summer terms, the days of practicum are flexible because the term is condensed. Students and programs are able to arrange hours as they see fit.*
- ☐ Shifts on designated practicum days must remain **consistent** for the **whole term** (i.e., on-call, substitute, or casual shift work is not acceptable on designated days).
- ☐ Must run the **full length of the term** so the student can accumulate all of their hours in the term.
 - ☐ **Fall term (four months): September to December** (the exact start date will be communicated by the CEED Centre during the placement process, but placements typically start 1 to 1.5 weeks into September)

- ☐ **Winter term (four months): January to April** (the exact start date will be communicated by the CEED Centre during the placement process, but placements typically start 1 to 1.5 weeks into January)
- ☐ **Spring term (two months): May to June** (placements start at the beginning of May)
- ☐ Start and end times may vary among placements, but an **8 hour day** should be logged in each practicum day.
- ☐ Students must be able to remain with mostly the **same group of children** all term to for consistency in relationship-building as well as practicum documentation (observations and planning).
- ☐ Allows for students to complete 180-200 hours in practicum with a minimum of **80% of those hours in meaningful engagement with children** (e.g., up to 20% of hours can be spent in administration duties or other duties that are not working directly with children in a meaningful way).
- ☐ Has the potential for a suitable **MENTOR** to be paired with the student who can oversee the daily happenings, interact regularly with the student, and complete a Midterm and Final Evaluation.
 - ☐ **ELCC Certificate** students **MUST** have a mentor with a certification of at least **Level 2**.
 - ☐ **ELCC Diploma** students **MUST** have a mentor with a certification of at least **Level 3**.

POSSIBLE ELIGIBLE PLACEMENTS

- ☐ Daycare
- ☐ Preschool/Playschool
- ☐ Before/After School Care
- ☐ Pre-Kindergarten or Kindergarten in schools (*any grade level beyond Kindergarten in a school setting is not eligible*)
- ☐ Family Services
- ☐ Accredited Family Day Home (*at least 3 children should be in care on designated practicum days*)
- ☐ Group Family Care
- ☐ Innovative Child Care

****Other alternative placements may be available and are subject to approval from the Practicum Facilitator. If your program type is not listed above, email edpracticum@rdpolytech.ca for discussion.****

FURTHER RESOURCES

- [Early Learning and Child Care FAQ](#)
- [Education Programs Practicum Website](#)
- If you have any further questions or concerns, please email the Career Education & Experience Development Centre (CEED) at edpracticum@rdpolytech.ca.