



Work Learn

Student Frequently Asked Questions

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Postings/Applications

- **I cannot access CareersOnline to view Work Learn opportunities. What can I do?**

Please email us at work.learn@ubc.ca with your student number so that we can investigate it further.

- **Do Work Learn positions usually run for the entire Winter Session (8 months) or only for Winter Term 1 or 2 (4 months)?**

The majority of Work Learn positions for Winter will last throughout the session across the two terms. However, there are definitely quite some opportunities that are specifically looking to fill in only term 1, or 2. If you are only available to work one Winter term (4 months), you can still apply and clarify your availability with the hiring supervisor. For both sessions, sometimes a posting will be available when an existing student resigns in the middle of the session, so we recommend you check out the platform occasionally. The summer session will run from May to August.

- **I want to sign up for the Work Learn program. What can I do?**

There is no registration or sign-up required to join the Work Learn program. You can apply directly to Work Learn positions on [CareersOnline](#). You become a Work Learn student when you are formally offered a Work Learn position and are appointed as a Work Learn student employee on Workday.



- **How can I apply for a Work Learn position?**

Work Learn opportunities are available on [CareersOnline](#). Please login with your CWL, and navigate yourself to Jobs > Position Type “UBC Vancouver Work Learn Program” to view all the Work Learn postings that are available. You can use filters such as “remote”, “hybrid” to further narrow your search. For the Winter session (September - April), the majority of the Work Learn positions will be open in August and the positions for the summer session (May - August) opens in March. Supervisors might occasionally repost their unfilled Work Learn posting(s) throughout the year so we recommend you check out the platform occasionally.

We also recommend reviewing the “Tips for applying” section, which offers detailed tips on how to get support with how to write [resume and cover letter](#). You can also check out the [UBC Career Centre](#) website which includes details on booking an advising appointment and attending drop-in advising hours on Mondays to Fridays from 11:00 am to 1:00 pm. These resources can help you craft a resume and cover letter in preparation to applying for Work Learn jobs.

- **Can I create my own Work Learn position?**

You can create your own Work Learn position by connecting with eligible UBC faculty or staff members and asking them if they might be willing to hire you. Make sure you have a good idea of what you are looking for in a position and match it up to the needs of a potential supervisor or team. It can help to understand the program details from a [Work Learn supervisor’s perspective](#), to prepare the necessary information for your potential supervisor. You and the supervisor would need to meet all program requirements and the same deadlines as other program participants. The supervisor would also have to submit a proposal for funding within the program. The proposal timelines for supervisors are different from job application timelines for students.

- **I currently hold a Work Learn position until the end of the session. Can I extend it?**

Work Learn funds are not guaranteed session to session. Work Learn positions are session-based, which means your supervisor needs to submit a proposal and apply for funding for the next session to hire you again. For this reason, Work Learn appointments cannot be extended beyond each session (Winter: September - April, Summer: May - August). If your supervisor receives funding again and they wish to continue your employment, they might offer you to continue next session. You should connect with your supervisor to discuss potential future opportunities beyond the session you were hired for.



- **I made a mistake in my application for a Work Learn position. What can I do?**

If the posting is not closed, you can withdraw your application and reapply again with correct information. You can do so by logging to [CareersOnline](#), and clicking Opportunities > Positions I applied for > Select the position you applied for > Withdraw. If the posting has already closed, the supervisors on the job posting you applied for will be typically the one reviewing the applications so you can email them to let them know that you would like to update your documents. The supervisor's name should be listed on each posting itself – you can look up the supervisor's email on the [UBC Faculty & Administrative Directory](#).

- **I have not heard back from a Work Learn employer for weeks after I submitted my application. How can I learn about the status of my application?**

Our office is not involved in the selection process, and the timeline for the recruitment/interview really depends on each employer. Some employers might still be reviewing applications, while some have gone ahead and confirmed candidates. If you are concerned, you could directly reach out to and follow up with the supervisor(s) of the positions you've applied for.

Eligibility

- **Can I hold multiple Work Learn students in one term?**

For each session, you can **only hold one** Work Learn position at a time. Winter session runs from September to April, and the summer sessions runs from May to August. This policy is in place to ensure the broadest possible access to experiential learning opportunities for all current UBC students.

- **Can I hold a Co-op position while I hold a Work Learn position?**

You cannot hold a Co-op position for the term you plan on holding a Work Learn position.

- **Can I hold a Work Learn position based on my own thesis work?**

Your research for the Work Learn position cannot not be based on your own thesis work.

- **How can I know if I am eligible for the program?**

Please review the eligibility criteria outlined on the [Work Learn Students Website](#). If you have any specific questions and require more guidance, please email us at work.learn@ubc.ca



- **Am I eligible for health benefits as a Work Learn student?**

You may find this [UBC HR Employee Handbook for Students \(pdf\)](#) useful to look up any benefit-related resources (page 21) where they outline what a student employee is eligible for. If you have additional questions, you may reach out to the HR advisor of the department you work at, as they are best equipped to answer this kind of questions.

Commitment and Pay

- **How many hours do I need to work per week?**

There are 2 sessions of the Work Learn program:

- **Winter Session (September 1 to April 30)**
During Winter Term 1 and 2, you can work a maximum of 10 hours per week, a total of 300 hours.
- **Summer Session (May 1 to August 31)**
Over Summer Term 1 and 2, you can work a maximum of 20 hours per week, a total of 300 hours. All Office/Library Worker positions are limited to 10 hours per week, a total of 180 hours for the session.

Not all positions will offer the maximum number of hours listed above. Employers request how many hours they anticipate they'll need for each position when submitting a proposal to the program. This number varies between units. Check the job listing and confirm with your employer when you are interviewing for a position.

- **How much do I get paid?**

Work Learn positions are part-time and compensation ranges from \$17.93 to \$32.66 hourly, depending on the role's responsibilities and which session it takes place in.

Review the different job categories and rates for each session:

- [Winter Session \(September to April\) Position Classification Guide \(pdf\)](#)
- [Summer Session \(May to August\) Position Classification Guide \(pdf\)](#)

When employers submit their proposal for the program, the level and type of work must match the rates and duties as outlined in the Position Classification Guide.



Workplace Support

- **How to find T4 and T4A forms for tax purposes?**

You can download your tax forms following the instructions outlined by [UBC Finance](#).

- **I am a current Work Learn student. Where can I find all the resources to help me succeed in my role?**

You can self-enroll in the [Work Learn Fundamentals Canvas Module](#). The Canvas covers diverse topics such as an overview of the Work Learn program, learning more about how to navigate difficult situations at workplaces, and understanding resources available to you to be successful at your Work Learn position. Start by reviewing the *What is Work Learn* section for program supports, and then check out the *Starting your Work Learn* section to help you reflect on your strengths, skills, and goals.

- **Where can I get more information on my rights as a student employee?**

You can start by reviewing the following documents for more information on understanding your rights as a student employee.

- [UBC HR Employee Handbook for Students \(pdf\)](#)
- [BC Employment Standards Act \(ESA\)](#)
- [UBC Respectful Environment Statement](#)
- [Work Learn Student Guide \(pdf\)](#)
- [Hardworking Student: A Research Study](#)
- [Workday Essentials for Student Workers](#).

If you need support at any time during your Work Learn experience, you can reach out to request a meeting via email at work.learn@ubc.ca. In your email, please include your full name, reason for the meeting (you can include as much or as little information as you are comfortable disclosing), your availability (include at least two possible dates and times), and your preferred way to meet (in person/zoom/phone). We try our best to reply to student requests within 1 business day, and will do our best to accommodate your availability.

- **How can I get a letter as a proof of employment?**

You should be able to get a letter with your complete employment history, through submitting a [Workday support request](#) to UBC Central Payroll through the [UBC Self Service Portal](#). They will help generate the employment verification letter for you.



- **Where can I find hybrid and remote Work Learn jobs?**

If you are looking for hybrid or remote Work Learn jobs, you will need to be residing in BC as per the [UBC Hybrid work guidelines](#): *Remote and on-campus work are subject to the same regulatory and statutory obligations. Work that would normally be performed on campus within British Columbia (BC) must continue to be performed at a location within the province. Work that would normally be performed outside of BC as a job requirement (such as research, field work, instruction, or study or administrative leave) is not subject to this restriction.*

Given the vast variety of opportunities in the Work Learn program, we cannot guarantee that a specific number of postings would be virtual/ hybrid, however, there are some positions that allows students to work virtually as well. This depends on the tasks and the operational needs of the role. If you are looking for particular postings, we recommend you can navigate to More Filters > Positions Nature > Select Virtual (Online) on CareersOnline for specific results to narrow your job search.

- **How do I share a positive experience I had during my Work Learn term?**

We always want to hear more stories from students about their experiences to help promote Work Learn to as many students as possible. If you would like to share more about what you have learned in your job, please contact Work Learn (work.learn@ubc.ca)

Important links and resources

- Legislative Sick Leave: <https://hr.ubc.ca/working-ubc/legislative-sick-leave>
- International Student Advising: <https://students.ubc.ca/about-student-services/international-student-advising>
- UBC Definitions for Immigration Purposes: <https://students.ubc.ca/international-student-guide/immigration/ubc-definitions-immigration-purposes#scheduled-break>

Contact Work Learn

Work Learn | UBC Career Centre

The University of British Columbia | Vancouver Campus | Musqueam Traditional Territory
1036-1874 East Mall | Vancouver, BC Canada V6T 1Z1

Phone 604-822-8278 | work.learn@ubc.ca

Office hours: Monday through Friday, 9AM – 5PM