

Cooperative Education

Cooperative Education is a program for students that integrates practical experience in business and industry with academic study. This learning experience allows students to test drive potential career choices and gain valuable work experience. Students develop the work habits, attitudes and skills necessary for a successful transition from high school to the workplace or post-secondary education.

Cooperative Education placement opportunities are available in almost every type of business, industry and agency.

Benefits

Cooperative Education (Co-op) is a program that offers senior students the opportunity to extend their classroom learning in supervised placements throughout the community.

Ways in which students benefit:

- gain experience in a career
- explore a career choice
- increase understanding of employer expectations and workplace ethics
- ease the transfer from school to work
- earn credits through practical experience
- increase confidence and leadership skills
- develop employability and networking skills
- enhance oral and verbal communication skills
- improve interpersonal skills, work habits and attitudes
- earn up to two compulsory credits towards the Ontario Secondary School Diploma (OSSD).

Please see your Student Services Guidance Counsellor for clarification.



OYAP Ontario Youth Apprenticeship Program

The Ontario Youth Apprenticeship Program is a specialized program that enables students who are 16 years of age or older to meet high school diploma requirements while participating in an occupation that requires apprenticeship. Students who have completed 16 credits towards their OSSD and are enrolled full time are eligible for OYAP.



All Lakehead Public High Schools offer Cooperative Education and Ontario Youth Apprenticeship Program opportunities for students.

Hammarskjold HS **767-1631**
ext 6374

Superior CVI **768-7284**
625-4005

Westgate CVI **577-4251**
ext 3397

www.lakeheadschoools.ca

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The Cooperative Education program combines a work placement (full semester, half days) with a classroom component.

The classroom component includes pre-placement and reflective sessions with topics such as health and safety, labour market trends, confidentiality, work ethics, unions, job search, etc.

Safety instruction is a joint responsibility of the school, the placement and the student. The placement is expected to provide safety training and a safe working environment free of discrimination and harassment.

School Schedule | Placement Experience

- students spend the first 2-3 weeks in school preparing for the placement
- each student attends an interview with the employer prior to the placement
- students are at their co-op placement for approximately 3 hours/day
- students return to class at scheduled times to reflect about the workplace experience and to learn about workplace issues and employability skills

Placement Expectations

- two (2) cooperative education credits reflect approximately 220 hours of classroom time
- the provision of a safe and appropriate learning environment will be discussed between the employer and the co-op teacher
- students are expected to conduct themselves as employees of the company
- students are required to notify the employer and co-op teacher of an absence from placement (time lost from placement to be made up upon return)

Assessment and Evaluation

- ongoing assessment visits and feedback are completed by the co-op teacher
- co-op teacher and the placement supervisor will jointly evaluate student performance at the placement
- co-op teacher is responsible for determining the final grade

Benefits for Employers

Employers have the opportunity to work with cooperative education teachers to assist with student learning and support the young people in our community by providing a practical, hands-on work experience.

Cooperation Education placements can develop into employment opportunities and current staff can become more effective leaders in a supervisory capacity.

Employers can play an important part in the employment education of students by helping to keep school relevant to changes in the work world.

Employer | Supervisor Responsibilities

- interview potential cooperative education students
- supervise, instruct and assess student progress
- provide the student with a workplace orientation that includes safety rules and procedures, and guidelines for acceptable behaviour
- ensure that the student is given clear instructions and clarification of assigned tasks
- assist the co-op teacher in developing a *Student Cooperative Education Learning Plan (SCELP)*
- assist the student in developing employability skills meet with the co-op teacher to discuss the student's performance and complete two performance assessments
- notify the co-op teacher regarding any accidents or issues that relate to the student's involvement in the workplace
- verify student attendance and placement tasks with ongoing communication with the co-op teacher
- if issues such as lateness, absence or other work-related problems arise and or persist, employers have the option to terminate the placement and students may lose the cooperative education credits

WSIB coverage is provided by the Ministry of Education for cooperative education hours.

- if placement hours vary, a *Work Amendment* form must be completed and signed by the student, co-op teacher and supervisor, and parent/guardian for students under the age of 18.

Workplace Safety | Insurance Coverage

Insurance Coverage

- employer signature is required on all forms
- Lakehead District School Board carries liability insurance

Students are covered for negligent acts causing third party bodily injury and property damage. The student and company are protected against damage arising from the student's negligence. The student is protected for damage caused accidentally to the property of the placement while such property is in his/her care, custody or control.

Driving

Students are responsible for their transportation to and from the placement. Lakehead District School Board recommends that students use public transportation if possible. If students choose to drive a vehicle to placement, they must be covered by their own insurance. The Board recommends that students do not drive employers' or clients' vehicles as part of the placement activities. Lakehead District School Board has no liability insurance to protect the supervisor or student for damages arising from the operation of any motorized vehicle and discourages the operation of vehicles by students.

If a placement supervisor chooses to request that a student operate a company motor vehicle:

- it must be specified in the *Student Cooperative Education Learning Plan (SCELP)*;
- the work placement assumes the associated risk;
- the placement's insurance coverage is primary.

The company should ensure that:

- full instructions and supervision are provided for vehicle operation;
- the student has the appropriate classification of driver's licence;
- the student is added as an additional driver on the company's automobile insurance policy for their protection.

The co-op teacher must ensure that:

- the employer is aware of the risks involved;
- the *Confirmation of Coverage* form is completed and signed by all parties.