

Co-op...

Employer Information
Cooperative Education
High School Credit Program

School Schedule

- students spend approximately 2 weeks in school before placement begins
- work a minimum of 12 ½ hours per week in placement
- return to school at least once a month for reflective learning

Insurance Coverage

- Lakehead District School Board carries liability insurance
- employer signature is required on all forms
- students should not drive vehicles for placement business
- if employers require that students operate motorized vehicles, the employer is responsible for training and insurance
- if students choose to use their personal vehicles for transportation to and from placements, insurance is the responsibility of the vehicle owner

Workplace Safety Insurance Board (WSIB)

- coverage is provided by the Ministry of Education for co-op hours
- if placement hours vary, a **Work Amendment** form must be completed and signed by the student, teacher, supervisor and parent for students under 18 years

General Information

- travel and other placement costs are the responsibility of the student



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 diploma requirements while participating in an occupation that requires apprenticeship.

More information is available from your Guidance Counsellor, Technological Education teacher, Special Assignment teacher or the OYAP Coordinator.

Cooperative Education and Ontario Youth Apprenticeship Program opportunities are available at all Lakehead Public High Schools

Hammarskjold High School 767-1631

Sir Winston Churchill CVI 473-8100

Superior CVI 768-7284

Westgate CVI 577-4251

COOPERATIVE EDUCATION



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Co-op...

Are you interested in providing young people the opportunity to:

- gain experience in a career of their choice
- explore a career path
- increase their understanding of employer expectations and workplace ethics
- ease the transfer from school to work
- earn credits through a practical experience in the community
- increase their confidence and leadership
- develop employability and networking skills
- enhance oral and verbal communication
- improve interpersonal skills, work attitudes and habits

What is Co-op?

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

The Program

- combines a placement component (full semester ½ days, totalling approximately 200 placement hours) with a classroom component
- co-op credits are linked to a related school Subject
- the classroom component consists of pre-placement and reflective learning sessions that include topics such as effective job search techniques, health and safety, labour market trends, confidentiality, work ethics, unions, etc.
- The Personalized Placement Learning Plan (PPLP) outlines how the placement component enhances knowledge and skills learned in the classroom component of the related subject.



Benefits for Employers

Employers have the opportunity to:

- **work with education to assist with student learning**
- **support youth by providing a practical, hands-on work experience**
- **develop a source of potential employees**
- **develop supervisory skills in current employees**
- **have a direct involvement in employment education 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 worksite 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 Personalized Placement Learning Plan (PPLP) for the student
- 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 problems that relate to the student's involvement in the workplace
- verify student attendance and tasks by signing the students weekly log sheet
- if problems such as lateness, absence or theft arise and/or persist, employers have the option to fire/terminate students and students may lose their co-op credits

2006 changes in the graduation requirements for high school diplomas have allowed students to utilize credits earned in cooperative education experiences as compulsory and/or optional credits.