

Almost every type of business, industry and agency is able to provide a cooperative education experience.

Students select an area for which they have educational background and interest for their future career.



Application Procedure

- Complete the **Cooperative Education Application**
- Complete the **Teacher Reference**
- Undergo an **interview with a co-op teacher.**

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.



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...

Is it part of your career plan?

- gain experience in a career of your choice
- explore a career path
- increase your understanding of employer expectations and workplace ethics
- ease the transfer from school to work
- earn credits through a practical experience in the community
- increase your 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) with a classroom component
- co-op credits are linked to a related school subject
- the classroom component includes pre-placement and reflective sessions with topics: job search, 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 and the related subject.

About the Co-op Program

School Schedule/Placement Experience

- students spend the first 2-3 weeks in school learning employability skills
- attend interview with employer prior to placement
- are at their placement for approximately 3 hours/day
- return to class as scheduled to reflect on the workplace experience and to learn about workplace issues and employability skills

Placement Expectations

- punctuality and regular attendance at school and placement
- notification of absence to employer and co-op teacher
- time lost from placement needs to be made up upon return
- students are expected to conduct themselves as employees of the company
- students are expected to have 220 hours of classroom and placement time to obtain a 2-credit co-op
- 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

Assessment & Evaluation

- ongoing placement assessment visits and feedback are completed by the co-op teacher
- the co-op teacher and the placement supervisor will jointly evaluate the student's performance at the placement, the co-op teacher alone is responsible for determining the student's final grade
- credits are received upon successful performance and completion of hours, curriculum component, and culminating activities

Workplace Safety & Insurance Coverage

- students are required to have a signed **Work Education Agreement, Work Education Contract, Confidentiality Statement and Confirmation of Insurance Coverage**
- students are covered by the Workplace Safety and Insurance Board (WSIB) for the co-op hours at the placement
- if placement hours vary, a **Work Amendment** form must be completed and signed by the student, placement supervisor, teacher and parent for students under 18 years of age.

Motorized Vehicles

- 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



More Information

- the provision of a safe and appropriate learning environment will be discussed between the employer and the co-op teacher
- travel arrangements to and from the worksite are the responsibility of the student