

## 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](http://www.lakeheadschoools.ca)

Information for  
**Students and**  
**Parents/Guardians**

# Cooperative Education



## Cooperative Education

### Program

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.

Cooperative Education credits are linked to a related school subject. The *Student Cooperative Education Learning Plan (SCELP)* outlines how the placement component enhances knowledge and skills learned in the classroom component to the related subject.

Summer Cooperative Education is available for Specialist High Skills Major students.

**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 Work Career Connection

## 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 cooperative education placement 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
- punctuality and regular attendance at school and at placement are required
- 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)
- 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 credit(s).

## 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
- **credits are received upon successful performance and completion of curriculum components and culminating activities**

## Workplace Safety | Insurance Coverage

Students are required to have a **Work Education Agreement, Work Education Contract, Confidentiality Statement and Confirmation of Insurance Coverage** before placement can begin.

### Insurance Coverage

Students are provided with coverage from the Workplace Safety and Insurance Board (WSIB) through a policy taken out by the Ministry of Education. To validate it, the **Work Education Agreement** form must be signed by all parties before the student begins placement. However, students working under the supervision of an elementary or secondary school teacher are not covered by WSIB. Students who are paid by the employer must also have their WSIB coverage provided by the employer. Lakehead District School Board maintains liability insurance for cooperative education students participating in program authorized by the Board. 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.