

OPS (Ontario Public Service) Learn and Work Program

Presented By: The Hamilton-Wentworth District School Board, Ministry of Education and Treasury and Secretariat Board



The **OPS Learn and Work Program** is intended for students who may be considering returning to school after a period of leaving, struggling to complete schooling and graduation goals as well as in need of an opportunity to complete their elective credits to obtain become a graduate. The program design enables students to gain the necessary knowledge, skills and behaviours they will need to maintain a professional career as well as completing a portfolio and make meaningful community connections that will allow the students greater opportunities for employment upon graduation.

Students are required to complete a 7 week classroom (9 a.m. – 1 p.m.) component before entering the workplace. They must be successful in the classroom in order to be offered a work placement. Students will be paid minimum wage for 29 hours per week during the 11 week work term.

Students will have assistance with bus tickets or bus passes dependent on their distance of travel to Delta where the schooling portion is located. Work placements may not be close to the students address but all considerations will be made when matching the student to the placement. The student does not choose their workplace, however opportunities are available for students to voice their interests.

To be eligible for this unique program, students must:

- a. be eligible to work in Ontario
- b. submit all required application information by the due date
- c. attend two (2) interview session one (1) for entry into the classroom portion and one (1) with the ministry to obtain a work placement
- d. be prepared, committed and eager to participate and develop workplace skills including improving attendance, work ethic and soft skills employers are looking for

Please be advised of the following policies:

1. Selection of students will be based the suitability of candidates.
2. Students are not guaranteed acceptance to the program by submitting an application.
3. This will be a four (4)-credit, all day program consisting of one (1) credit in (GLN401, GWL 301, GLS 401 OR GLD201) and three (3) credits through cooperative education. Students can complete two semesters if they are successful in the first.
4. Students accepted into the program may be required to have a medical assessment e.g. two-step TB skin test, etc. and a police check (Students with a police record can still participate).
5. Students will be required to purchase suitable attire for the cooperative education placement.
6. In accordance with the Municipal Freedom of Information Act, 1989, students/parents will be asked to provide Social Insurance and Health Card information and consent to have images/photographs kept on file and used in future promotional/information materials and/or publications by the Hamilton-Wentworth District School Board and Hamilton Health Sciences.
7. Students will work a regular 8 hour shift during their work term that would reflect the hours of the workplace. This could be outside of regular school hours e.g. 7 a.m. – 4 p.m. or 3 p.m. – 11 p.m.
8. Students will enroll in their home school and be cross enrolled to Delta.

OPS Learn and Work Program

STUDENT INFORMATION:

Surname: _____ First Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Telephone Number: _____ HWDSB E-mail _____

OEN Number: _____ Birth Date: _____

Total Credits (to date): _____ Social Insurance Number: _____

Does the student have an IEP: Yes ☐ No ☐ SIP: Yes ☐ No ☐

I am applying for: Semester One ☐ Semester Two ☐ Either semester ☐

Home School: _____

Guidance Counselors' Signature

CONSENT

In accordance with section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act, please be advised that the personal information obtained in this form is collected under the authority of the Education Act as amended. Questions regarding the collection of this information may be directed to the Director of Education: 20 Education Court, Hamilton, Ont. L8N 3L1 at 905-527-5092. All information will be kept confidential.

"I have read and understand all of the above conditions and hereby agree to provide the requested information. In addition, I consent to have my image/photograph kept on file, and used for promotional and/or informational brochures, posters, newsletters, newspaper articles, web pages, videos and advertisements for the HWDSB."

Student Signature

Parent/Guardian Signature

Date

Date

APPLICATION PACKAGE **MUST** INCLUDE:

- Student Information Page
- Student Status Sheet
- Current Resume
- Cover letter explaining why they would be a good fit for OPS
- Teacher Reference (references will be contacted)

APPLICATION DEADLINE: Semester 1 May 1st Semester 2 Dec 2nd

Late applications may be considered if space permits
Guidance Counselors please send the completed
application package to:

Mrs. Nancy Godwaldt

20 Education Court, Hamilton, ON L9A 0B9

Fax: (289) 674-0409 Email: ngodwald@hwdsb.on.ca

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TEACHER REFERENCE

Name of Student: _____ School: _____

Name of teacher recommending this student: _____

Course/s I have taught this student: _____

The students accepted into this program will be representing your school, the HWDSB, and themselves in a setting outside of a regular school. Students accepted into the program must have exhibited the maturity and work habits that will enable them to be successful in this program.

Please check off and/or comment on the following items:

N = Needs Improvement **S** = Satisfactory **G** = Good **E** = Excellent

	N	S	G	E	COMMENTS (or more detailed information)
Attendance					
Punctuality					
Works Independently					
Teamwork					
Organization					
Work Habits					
Initiative					

Why do you believe that the student would benefit from the OPS program? What do you believe will be the student's biggest challenge?

Additional Comments:

Teacher Signature: _____ Date: _____