

HWDSB

Cooperative Education

The Community and School
Working Together



Handbook for Employers and Placement Supervisors

A Sincere **Thank You**

to our Employers/Placement Supervisors

On behalf of the secondary schools of Hamilton-Wentworth District School Board (HWDSB), we extend our sincere appreciation to you, the employers and placement supervisors of the **COOPERATIVE EDUCATION PROGRAM**.

Without your active support and endless time and training, this educational program would not be a success. Students are benefiting from your expertise in order to enter an ever-changing workplace. The extension of the classroom to the world of work will develop their life and job-readiness skills and assist them with future career decisions.

	<i>About this handbook...</i>
○	<i>This handbook provides specific information concerning goals, program design and benefits to the student, the employer and the school.</i>
○	<i>General responsibilities of the employer, the student and the teacher are also outlined.</i>

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Goals of the Cooperative Education Program

This program provides students with opportunities to:

- Enhance in-school curriculum and earn secondary school credits by relating classroom instruction to the training station experience
- Explore potential career options by assessing their abilities and interests in a specific field
- Develop employability skills and gain practical experience which is essential in today's competitive job market
- Acquire confidence and self-reliance in preparation for entry to the workplace

- ✓ enhance
- ✓ explore
- ✓ develop
- ✓ acquire



General Information

Insurance Coverage

All Cooperative Education students are covered by Workplace Safety Insurance and/or Student Accident Insurance. During the Co-op Program, students are deemed employees of the Ministry of Education for the purpose of Workplace Safety Insurance.

The Workplace Safety Insurance Act coverage, arranged through the Ministry of Education, will apply only to the hours stated on the Work Education Agreement form and does not apply when a student receives an hourly wage or salary. Students who, in special circumstances, receive an hourly wage or salary must be covered by the employer for Workplace Safety Insurance.

Students enrolled in Cooperative Education Programs are fully covered for personal liability and general accident insurance.

Driving

In general, Cooperative Education students should not drive a vehicle as part of the Cooperative Education experience.

In those special instances where a student may be driving the employer's vehicle, it is the responsibility of the employer to ensure that the student is covered under the employer's own insurance policy and that it is clearly stated as a training component on the student's Personalized Placement Learning Plan.

School Holidays

Students do not attend their work placement on any school and statutory holiday.

School Professional Development Days

In general, students are not required to attend the Co-op placement on Professional Development Days. If necessary, attending on Professional Development Days may be arranged.

Inclement Weather

If schools are closed due to inclement weather, students do not attend Co-op. Students must notify the employer that they will not be attending.

Examinations

Students will be granted time during the exam period to prepare for and write examinations. The student, teacher and supervisor should review the examination dates and establish a work schedule agreeable to all parties.

Withdrawal from the Training Station

If concerns or difficulties arise during a placement, the employer, Cooperative Education teacher and student will work co-operatively to resolve the conflict. As a last resort, the student may be withdrawn from the placement.

Strikes and Lockouts

Students do not attend the placement during a strike or lockout.

Employment Standards Act

Where Co-op students are deemed to be employees of the Ministry of Education, certain conditions under the Employment Standards Act may not be applicable to vacation pay, overtime, minimum wage, hours of work, and notice of termination.

Honorarium

Students are permitted to receive an expense allowance from their Cooperative Education employer in the form of an honorarium. Honorariums are completely at the discretion of the employer. Employers are encouraged to assist in reimbursing students for any expenses incurred while at their work placement.

Remuneration

Learning is the emphasis in all secondary school Cooperative Education Programs. These programs must be differentiated from part-time jobs. For this reason, it is not normally acceptable for Cooperative Education students to receive wages for hours spent at the placement.

In special circumstances, (e.g.. Ontario Youth Apprenticeship Program or other Specialized Programs) where students may receive a salary, the employer is obliged to provide Workplace Safety Insurance coverage. Payment for Cooperative Education experiences must be allowed only after careful consideration.

If students are hired and paid as employees beyond the hours of the Work Education Agreement form, this arrangement will not involve the school or the teacher. The Ministry of Education's coverage for Workplace Safety Insurance will apply only during the hours stated on the Work Education Agreement form.



Design of the Program

Duration - the program normally lasts one complete semester.

Semester 1	September - January
Semester 2	February - June
Summer Co-op	July - August

Students will participate in pre-placement training at the school for approximately two weeks before beginning the work placement.

Schedule - Students will normally spend half of each day in school and the other half at the training station, as indicated on the Work Education Agreement form. In some cases, students may do all day Co-op placements.

Credits - Students will usually be enrolled in senior level courses (Gr. 11 and 12). Adult students also participate in Co-op Programs. Students may earn credits through Cooperative Education in any course in the Ontario Curriculum.

Pre-Placement Requirements - A Co-op student is required to have:

- a structured interview with a Co-op teacher to assess suitability for a particular placement
- parental approval if under 18
- a successful student/employer interview
- a typed resume for the interview with names of references

In-school Seminars - Pre-placement seminars and integration sessions must be attended by all students. Topics covered include:

- Application and resume writing
- Interview skills
- Health and safety awareness
- Careers / job research
- Confidentiality
- Ethics
- School and workplace expectations

Monitoring and Evaluation - A Co-op teacher will have regularly scheduled meetings with the placement supervisor to discuss the student's progress.

- the employer will assist the Co-op teacher in establishing the student's individual learning plan
- the Co-op teacher will discuss evaluation of student performance at the workplace



Ontario Youth Apprenticeship Program (OYAP)



Students at every HWDSB secondary school have the opportunity to be involved in OYAP.

Through specialized Cooperative Education, and appropriate in-school subjects, students can get experience in an apprenticeship trade, and if they show the ability and drive, can actually start an apprenticeship while still in high school!

What is the Ontario Youth Apprenticeship Program?

The Ontario Youth Apprenticeship Program (OYAP) offers Ontario Secondary School students the opportunity to get experience in any apprenticeable occupation through our Co-op Programs. Successful students can begin to train as a registered apprentice while enrolled in high school. OYAP allows a student to complete his or her Ontario Secondary School Diploma (OSSD) and to gain apprenticeship training towards a Certificate of Apprenticeship which may lead to journeyman status. Students must be at least 16 years of age, and have 16 credits to begin OYAP.

What is an apprenticeship?

An apprenticeship is an agreement between a person who wants to learn a skill and an employer who needs a skilled worker. It involves a combination of on-the-job training under the supervision of a journeyman, and in-school training. The Ministry of Advanced Education and Skills Development (MAESD) regulates this agreement. There are over 150 occupations included in the Apprenticeship system. (Contact the HWDSB OYAP consultant or MAESD for a complete listing of apprenticeship occupations).

Benefits to Employers:

- Directs motivated, young people to the skilled trades at an early age
- Allows the employer to take a student on a trial basis before making a commitment
- On-going involvement provides your business with a

- continuous source of potential apprenticeship candidates
- Provides the opportunity to be involved with schools, and inform educators of their requirements with respect to future employees
- Allows access to possible wage subsidy programs for employers who are willing to register a student as an apprentice.

Benefits to Youth:

- Provides experience to make better career choices and a possible start in a chosen career
- Eases the transition from school to work
- Increases opportunities for post-secondary training and employment
- Develops both specialized and general employability skills including: problem-solving, decision-making, teamwork, good work habits, confidence, and self-reliance
- Develops an understanding of employer expectations in the work world and the need for lifelong learning

How can an employer participate?

- Agree to take on a Co-op student
- Consider signing that student as an apprentice during the Co-op placement (even if you can't commit to keeping the student on after the end of the Co-op)
- Consider keeping that student on after the Co-op term or placement is finished
- Contact the Co-op teacher or one of the numbers below for more information

For more information about the Ontario Youth Apprenticeship Program (OYAP) contact (905) 527-5092 x2683 or visit www.hwdsb.on.ca/oyap

Specialist High Skills Major (SHSM)



The Specialist High Skills Major (SHSM) is a ministry approved specialized program that allows students to focus on knowledge and skills that are of particular importance in a specific economic sector and obtain certifications recognized in those sectors. This specialist diploma will allow a student to experience a range of customized, career-focused learning opportunities which will give them the opportunity to explore, identify, and refine career goals and make a more informed career decision.

Students who graduate with the SHSM designation must complete a minimum of two credits in cooperative education in their sector of study. All students in the SHSM are prepared for success in the postsecondary destination of their choice, whether it be apprenticeship training, a college or university program, or the workplace.

Hamilton-Wentworth District School Board has been approved to run SHSM in several sectors, including:

- Arts & Culture
- Aviation & Aerospace
- Business
- Construction
- Environment
- Health and Wellness
- Horticulture & Landscaping
- Hospitality and Tourism
- Information and Communications Technology
- Justice, Community Safety and Emergency Services
- Manufacturing
- Non-Profit
- Transportation

For more information about the Specialist High Skills Major (SHSM) Program contact (905) 527-5092 x2683

or visit www.hwdsb.on.ca/shsm

Responsibilities of a Co-op Employer

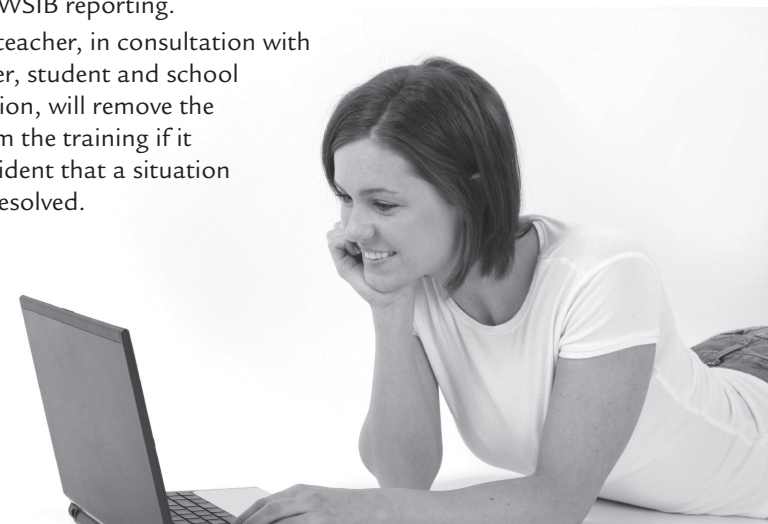
- Employers interview the student and advise Co-op teacher of result.
- Employers sign the Work Education Agreement and Participation Contract.
- Employers provide job orientation at the training station dealing with workplace values and ethics, human relations, safety, confidentiality, and work expectations.
- Employers give the student instruction in safety requirements and practices particular to the placement, and ensure that workplace safety rules are adhered to at all times.
- Employers must report accidents immediately to the Co-op teacher, no matter how minor.
- Employers assist the Co-op teacher in developing a personalized placement learning plan which provides learning experiences and tasks that are challenging but attainable by the student.
- Employers assign a supervisor for the student during the Co-op placement.
- Employers consult with the Co-op teacher to discuss the student's progress during regular monitoring meetings.
- Employers provide WSIB coverage if the student works beyond the hours designated on the Work Education Agreement. Students in specialized programs who are being paid a wage must be covered under employer's WSIB coverage.
- Employers will inform the Co-op teacher if the student has failed to call in absences or is missing from work frequently.
- Employers verify hours and may make comments on the student's weekly logs.
- Employers should treat the student as a regular employee as much as possible.
- Employers complete program assessment forms and should discuss the assessment with the student.
- Employers attempt to resolve problems with the student as with a regular employee, and involve the Co-op teacher where necessary.

What to Expect from your Co-op Student

- Students will make a commitment to the placement for the duration of the program and must complete the full school semester.
- Students must contact the workplace supervisor and school in advance if they are unable to report to work. Unexcused absenteeism from school or the workplace could result in dismissal.
- Students are expected to report to work punctually and to notify the employer in case of lateness.
- Students are expected to co-operate and accept duties as designated by their supervisors and co-workers.
- Students are expected to maintain a level of cleanliness and grooming acceptable to the standard of the placement as established by the supervisor. Students are expected to wear appropriate attire at the Co-op placement.
- Students are expected to follow specific company safety regulations and those contained in the Occupational Health and Safety Act. Students must check with the supervisor when they are unsure of the safety practices.
- Students must report any accidents/injuries immediately to the supervisor, Co-op teacher and their parent/guardian.
- Students must notify their supervisors well in advance if they are participating in any school function which would prevent them from attending the Co-op Placement. These requests are to be kept to a minimum.
- Students must attend all in-school pre-placement and integration sessions and seminars, and submit required assignments.
- Students must respect the confidentiality of the employer's work and clients.
- Students must submit weekly activity logs verified by their supervisor indicating hours worked, tasks completed and learning achieved.
- Students must inform the Co-op teacher of any problems or concerns which may affect workplace performance.

How the Co-op Teacher Will Support You

- The Co-op teacher will strive to ensure a compatible match between the student's skills and career interest, and the employer's requirements.
- The Co-op teacher will provide general safety awareness to the student in the pre-placement session.
- The Co-op teacher will discuss health and safety requirements and procedures with the employer and will assess the potential placement for suitability.
- The Co-op teacher will provide a contact number and email and will be available to discuss any student concerns that may arise.
- The Co-op teacher will deal promptly with questions or suggestions which will enhance student learning.
- The Co-op teacher will personally monitor Co-op placements according to the ministry requirements and discuss the student's performance with the student and employer on an ongoing basis.
- The Co-op teacher will assist the employer and the student in developing a personalized placement learning plan that will ensure a worthwhile and varied work experience.
- The Co-op teacher will evaluate the student in consultation with the employer.
- For unpaid Co-op students, the Co-op teacher will promptly contact the school board regarding any student injuries for the purpose of WSIB reporting.
- The Co-op teacher, in consultation with the employer, student and school administration, will remove the student from the training if it becomes evident that a situation cannot be resolved.



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