

Key Dates

Semester 1: The Tuesday immediately following Labour Day, with a **co-op placement from** mid-November to mid-January.

Semester 2: February–March with a co-op placement from the last week in March to mid-June.

How do I Apply?

For program application details, please contact the hub school located in your community. Spaces are limited.

THUNDER BAY: St. Patrick High School and St. Ignatius High School

459 Victoria Ave. West, Thunder Bay, Ontario, P7C 0A4
Contact: Dave Bragnalo, 807-625-1585

HAMILTON: Delta Secondary School

1284 Main St. East, Hamilton, ON, L8K 1B2
Contact: Bob Pratt, 905-549-3031

WINDSOR: J.L. Forster Secondary School

749 Felix Avenue, Windsor, ON, N9C 3K9
Contact: Dave Garlick, 519-253-1166

TORONTO: Monsignor Fraser College School

45 Norfinch Drive, Toronto, ON, M3N 1W8
Contact: Greg Wilkinson, 416-393-5558 (Norfinch campus)

TORONTO: Bendale Business and Technical Institute (Semester 1 only)

1555 Midland Avenue, Toronto, ON, M1P 3C1
Contact: Cynthia Zwicker-Reston, 416-396-6695

"This program is possibly the best thing that ever happened to me. It allowed me an opportunity to show the skills I possess that otherwise nobody would have ever known. I have benefited from it in so many ways."

OPS Learn and Work Student

"I enjoyed gaining experience in a whole new field of work, it gave me a new outlook on life."

OPS Learn and Work Student

ontario.ca/careers

OPS learn and WORK Program

Earn credits towards your high school diploma.
Gain valuable work experience.



Gain valuable **work experience** to jump start your career!

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select **Youth and New Professionals**

Visit our website to find out about the vast range of career opportunities available across dozens of ministries and agencies in the Ontario Public Service.



OPS learn and WORK Program

Earn credits towards your high school diploma.
Gain valuable work experience.

Discover the Ontario Public Service

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OPS Learn and Work Program

Are you interested in returning to school to obtain your high school diploma? Do you want a chance to gain valuable paid work experience? Are you ready to invest in your education and realize your potential?

The 2009/2010 OPS Learn and Work Program re-engages youth ages 16 -20 from priority communities to complete their high school diploma.

You will have the opportunity to earn secondary school credits while completing a specialized co-op placement in the Ontario Public Service (OPS) and its related agencies. The program provides you with an opportunity to apply what you have learned in the classroom to the workplace.

Specialized co-op work experiences pay minimum wage and are available in many areas including:

- Administrative and Support Services, Arts, Culture and Heritage, Customer and Client Services
- Communications and Marketing, Education and Training, Finance, Health and Social Services
- Human Resources, Information Technology, Justice and Law Enforcement, Legal Services, Travel and Tourism
- Maintenance, Science and Engineering

Reasons to Apply

Obtain your high school diploma

This specialized co-op program allows students to earn secondary school credits towards their Ontario Secondary School Diploma

Opportunity to work

Develop transferable, career-related skills in short-term specialized paid co-op placements in the Ontario government and its related agencies.

Achieve a brighter future

Investing in your education and training today will help shape a better and brighter future.

Eligibility Requirements

- Youth ages 16-20 who live in priority communities in Thunder Bay, Hamilton, Windsor, and Greater Toronto Area
(Greater Toronto Area includes - Crescent Town, Dorset Park, Eglinton East-Kennedy Park, Flemingdon Park-Victoria Village, Jamestown, Jane-Finch, Kingston-Galloway, Lawrence-Heights, Malvern, Scarborough Village, Steeles-L'Amoureux, Westminster-Branson, Weston-Mt. Dennis)
- Ontario resident
- Eligible to work in Canada

Skills and Qualifications

Students must be able to demonstrate the following skills and qualifications:

- Writing skills to help generate e-mails, letters and reports
- Verbal skills to support internal and external communications
- Problem-solving skills
- Ability to work in a team environment
- Ability to plan and organize multiple tasks
- Ability to manage time and scheduling
- Basic mathematical skills to process straightforward calculations
- Knowledge of computer software, specifically MS Office (i.e. Outlook, Word, Excel, PowerPoint)
- Some co-op positions require manual labour and the ability to lift up to 18 kilograms/40 pounds
- Some positions require bilingual skills (English and French)
- Ability to work 7.25 hours/day, Monday to Thursday (in-class on Fridays)

