

COOPERATIVE EDUCATION

*The Community and School
Working Together*

HANDBOOK FOR EMPLOYERS AND
PLACEMENT SUPERVISORS

experiential learning



**HAMILTON-
WENTWORTH**
DISTRICT
SCHOOL
BOARD



A Sincere Thank You
to our **Employers/Placement Supervisors**

On behalf of the secondary schools of Hamilton-Wentworth District School Board, 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.

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About this handbook...

This handbook provides specific information concerning goals, program design and benefits to the student, the employer and the school.

General responsibilities of the employer, the student and the teacher/monitor are also outlined.

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



GOALS OF THE PROGRAM

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 Professional Development Days

In general, students are not required to attend the training station on Professional Development Days. If necessary, attending on Professional Development Days may be an opportunity to make up lost hours.

GENERAL INFORMATION

Inclement Weather

If schools are closed due to inclement weather, students do not attend the training station. 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. 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 Co-op Work Education Agreement form.

School Holidays

Students do not attend their work placement on any school and statutory holiday, for example, Good Friday, Easter Monday, Thanksgiving Day, including March Break and Christmas Holidays.

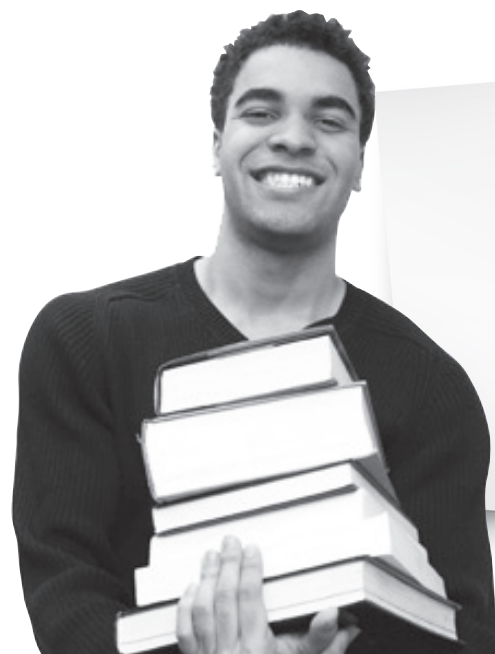


Design of the Program

- **Duration** --- the program normally lasts one complete semester.
 - *Semester 1 - September - January*
 - *Semester 2 - February - June*
 - *Summer Co-op - July - August*
- **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 Coop 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
 - a successful student/employer interview
 - a typed resume for the interview with names of references
 - an in-school subject course related to the Co-op placement

- **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
 - The role of labour unions
 - Confidentiality
 - Ethics
 - The 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

DESIGN OF THE PROGRAM



✓ duration
✓ schedule
✓ credits
✓ requirements
✓ seminars
✓ monitoring & evaluation

DESIGN OF THE PROGRAM



Ontario Youth Apprenticeship Program - OYAP

OYAP - EXPERIENTIAL LEARNING

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 school. It allows a student to complete his or her Ontario Secondary School Diploma (OSSD) and to gain apprenticeship training towards a Certificate of Apprenticeship which will 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 Training, Colleges and Universities (Apprenticeship Branch) regulates this agreement. There are over 150 occupations included in the Apprenticeship system. (Contact one of the numbers below, or the MTCU 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
- The opportunity to be involved with schools, and inform educators of their requirements with respect to future employees
- 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

OYAP - EXPERIENTIAL 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 contact (905) 527-5092 ext 2683 or visit www.hwdsb.on.ca/programs/oyap



Get involved!



Take on a Co-op student today!



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 our students the opportunity to explore, identify, and refine career goals and make a more informed career decision.

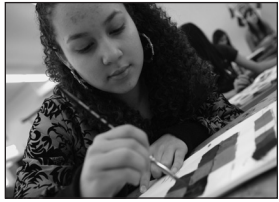
Students who graduate with the SHSM designation **must complete a minimum of two credits in cooperative education.**

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.

OYAP - EXPERIENTIAL LEARNING

SPECIALIST HIGH SKILLS MAJOR - SHSM

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



Arts & Culture



Aviation & Aerospace



Construction



Energy



Environment



Health and Wellness



Horticulture & Landscaping



Hospitality and Tourism



Information and
Communications
Technology



Justice, Community Safety
and Emergency Services



Manufacturing



Employer Responsibilities

- Employers interview the student and sign the Work Education Agreement form.
- 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 W.S.I.B. coverage if the student works beyond the hours designated on the Work Education Agreement. Students in specialized programs and being paid a wage are covered under employer's W.S.I.B. coverage.
- Employers must inform the Co-op teacher if the student has failed to call in absences or is missing from work frequently.
- Employers sign and make comments on the student's weekly logs.
- Employers should treat the student as a regular employee as much as possible.
- Employers must 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.

EMPLOYER RESPONSIBILITIES

Student Responsibilities

- Students will make a commitment 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 signed 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.

STUDENT RESPONSIBILITIES

Co-op Teacher Responsibilities

- The Co-op teacher selects a student to ensure a compatible match between the student's skills and career interest, and the employer's requirements.
- The Co-op teacher assists 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 personally monitors co-op placements according to the ministry requirements and discusses the student's performance with the student and employer on an ongoing basis.
- The Co-op teacher will deal promptly with questions or suggestions which will enhance student learning.
- The Co-op teacher will evaluate the student in consultation with the employer..
- The Co-op teacher discusses health and safety requirements and procedures with the employer and will assess the potential placement for suitability.
- The Co-op teacher will provide general safety awareness only in the pre-placement session.
- The Co-op teacher in consultation with the student and school administration will remove the student from the training station if it becomes evident that a hazardous situation has not been resolved.

SHSM - CO-OP TEACHER RESPONSIBILITIES

HWDSB Central Contact: (905) 527-5092 x2654

Fax: (289) 674-0409

thank-you!

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www.hwdsb.on.ca/programs/coop