



# C C E P

## What is CCEP?

- ✦ The **College Cooperative Education Program** is funded by the School/College/Work Initiative (SCWI), which is administered by the Ministry of Education and the Ministry of Training Colleges and Universities. This program will run both semester one and semester two, subject to sufficient enrollment.
- ✦ CCEP is a three or four credit Transition to College Program where Gr. 12 or 12+ secondary students attend Conestoga College ITAL, Doon Campus to take one or two tuition free college courses. Successful completion of a college course will provide an equivalent Grade 12 secondary school credit that will count as an elective credit on the student transcript. College courses are typically a foundational course and consists of 3 hours of class time per week, for 15 weeks. The college course can be applied to a variety of future college programs, such as: Business and Hospitality, Community Services, Health and Life Sciences, Liberal Studies, Media and Design, and Nursing. Students will also take two credits of Cooperative Education.
- ✦ The two-credit Co-op course follows the regular high school semester with the same start, end, and holiday times.
- ✦ Note: pass levels for college courses range from 50% to 65%. Students must successfully complete the college course to obtain the secondary credit.

### Students are Eligible to Receive:

- ✦ 3 or 4 credits toward their high school diploma (i.e., 1 or 2 Gr. 12 dual-credit courses and 2 Cooperative Education credits).
- ✦ 1 or 2 tuition free College foundational (Dual Credit) course(s) with textbooks provided free of charge.
- ✦ City transit bus tickets or parking privileges will be provided to students for the classes that occur at the college.

### Students Must:

- ✦ Be at least 16 years of age and enroll in the entire 3 or 4 credit package of courses.
- ✦ Semester one students: have at least 22 or 23 credits with all compulsory courses completed or scheduled prior to starting the program. Semester two students: have at least 26 or 27 credits with compulsory courses completed prior to starting the program.
- ✦ Demonstrate a mature attitude and commitment to completing their OSSD.
- ✦ Have an acceptable attendance record, and realize that Learning Skills (e.g., time management, organization, initiative, and self-regulation) are very important for student success in CCEP.
- ✦ Note: priority will be given to students interested in a college pathway and needing credits to graduate.

**Access to this Cooperative Education Program is based on student readiness and program availability.**

## **Requirements for All Cooperative Education Programs**

### **You Must:**

- ✓ Select CCEP in Career Cruising during the course selection process. Complete a Co-op Application package. These are available in the Co-op and Guidance offices.
- ✓ Supply three different placement choices and be willing to accept any one of your choices.
- ✓ Be responsible for Co-op placement expenses, including transportation to and from the placement. Note: schools will support co-op students who require assistance.
- ✓ Arrange for your own vulnerable police records check or health test (e.g., Tb) if required, during the semester prior to your College Co-op Program to ensure that you are ready for the placement when the course begins.
- ✓ Attend an interview with a Co-op teacher. Credit summary, attendance and available placement choices will be reviewed.
- ✓ Submit parent approval, if you are under 18 years of age.
- ✓ Complete a Work Education Agreement form prior to the first day of work.
- ✓ Make up missed hours, if applicable, at the worksite.
- ✓ Understand that the employer is a key partner in the Co-op program. Failure to follow rules and requirements of your workplace could result in dismissal from your placement, the Co-op program and loss of credits.
- ✓ Disclose any personal/medical information that an employer may find helpful to ensure your safety at the worksite.
- ✓ Your Co-op teacher will find your placement. Parents and students **MUST NOT** set up their own contacts with employers.

## **How Does CCEP Benefit Students?**

- ✦ Provides 3 or 4 credits toward an Ontario Secondary School Diploma.
- ✦ Offers a Reach Ahead Opportunity to take a tuition free college course (textbooks included) at Conestoga College.
- ✦ Offers the career exploration benefits of a Co-op placement in an area of interest.
- ✦ Provides direction for future employment or post-secondary education.
- ✦ The two co-op credits will meet the SHSM requirement.
- ✦ An opportunity to see what college is all about!



For more information visit <http://coop.wcdsb.ca>, refer to Career Cruising, or contact a Co-op teacher or Guidance Counsellor