



Cooperative Education

What is Cooperative Education?

- ◆ Cooperative Education is a program that allows students to earn secondary school credits while completing a work placement in the community - approximately 180 hours for a typical 2-credit co-op term.
- ◆ A student's Co-op program consists of the Cooperative Education course, which is monitored by a Cooperative Education teacher and the related curriculum course—a course in any subject discipline, (e.g., Business Studies, Science, English, Tech Ed). Every student in Co-op must have a Personalized Placement Learning Plan (PPLP), which shows how the student's related curriculum course is being applied to their placement learning.
- ◆ The Cooperative Education course consists of a classroom component and a placement component. The classroom component includes approx. 30 hours of *pre-placement instruction* for a first-time co-op student, which prepares students for the workplace and includes instruction in areas of key importance such as health and safety, confidentiality, and the Employment Standards Act. *Classroom sessions held at various times during and after the placement* provide opportunities for students to reflect on and reinforce learning in the workplace.
- ◆ Placements are arranged for students by their Co-op Teacher and follow Ministry of Education Policy.

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

Requirements for All Cooperative Education Programs

You Must:

- ✓ Select Co-op in Career Cruising during the course selection process. Complete a Co-op Application Package, available in the Guidance and Co-op offices.
- ✓ Supply three different placement choices and be willing to accept any one of your choices.
- ✓ Be responsible for placement expenses, including transportation to and from the placement. Please note that schools will support students who require assistance.
- ✓ Arrange for your own vulnerable police records check or health test (e.g., Tb) if required, during the summer or semester prior to your Co-op to ensure that you are ready for placement when the course begins.
- ✓ Attend an interview with a Co-op teacher. Credit summary, attendance and available placement choices will be reviewed.
- ✓ Submit a signed "Parent and Student Information Form" to participate in a Co-op program.
- ✓ 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 the rules and requirements of your workplace could result in dismissal from your placement, the Co-op program and loss of credits.
- ✓ Understand that it is up to the employer to offer apprenticeship registration (if applicable) that is based on student performance. Acceptance into co-op is not a guarantee of apprenticeship registration.
- ✓ 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 employer contacts.

How Does Cooperative Education Benefit Students?

Cooperative Education gives students the opportunity to:

- ◆ "Try out" a career of interest.
- ◆ See the relevance of their classroom learning in a work setting.
- ◆ Develop the Essential Skills and work habits required in the workplace.
- ◆ Acquire a direct understanding of employer and workplace expectations.
- ◆ Gain valuable work experience to help build a resume.

Success in Co-op requires a good attitude, good attendance and a willingness to learn!

How Does Cooperative Education Help Students Meet Diploma Requirements?

- ◆ Cooperative Education credits may be used to meet up to **two** of the 18 compulsory credit requirements for the Ontario Secondary School Diploma (OSSD)
- ◆ Students must also earn 12 optional credits for the OSSD. There is no limit on the number of optional credits that may be earned through Cooperative Education courses.



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