

For further information, please contact the Cooperative Education department at your local secondary school:



**Holy Cross Catholic Secondary School**  
1355 Lansdowne Street West  
Peterborough, ON, K9J 7M3  
(705) 748-6664



**Holy Trinity Catholic Secondary School**  
2260 Courtice Road  
Courtice, ON, L1E 2M8  
(905) 404-9349



**St. Mary Catholic Secondary School**  
1050 Birchwood Trail  
Cobourg, ON, K9A 5S9  
(905) 372-4339



**St. Peter Catholic Secondary School**  
730 Medical Drive  
Peterborough, ON, K9J 8M4  
(705) 745-1358



**St. Stephen Catholic Secondary School**  
300 Scugog Street  
Bowmanville, ON, L1C 3K2  
(905) 623-3990



**St. Thomas Aquinas Catholic Secondary School**  
260 Angeline Street South  
Lindsay, ON, K9V 4R2  
(705) 878-4117

**PETERBOROUGH VICTORIA NORTHUMBERLAND  
AND CLARINGTON  
CATHOLIC DISTRICT SCHOOL BOARD**

1355 Lansdowne Street West  
Peterborough, Ontario  
K9J 7M3

Phone: (705) 748-4861 • Fax: (705) 748-9734

1-800-461-8009

Visit our web site: [www.pvnccdsb.on.ca](http://www.pvnccdsb.on.ca)



Peterborough Victoria  
Northumberland and Clarington  
Catholic District School Board

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**Placement Supervisors will:**

- ❖ Provide a safe working and learning environment
- ❖ Provide orientation and workplace health and placement-specific safety training
- ❖ Provide learning experiences that encourage personal growth and career development
- ❖ Supervise and guide student on-site learning
- ❖ Assess the student's performance based on the Personalized Placement Learning Plan (PPLP)
- ❖ Review and sign all weekly timesheets
- ❖ Contact Cooperative Education teacher when concerned about student attendance, punctuality or behaviour



**The Ministry of Education provides:**

- ❖ A Work Education Agreement (WEA) form which must be completed and signed by all parties prior to student placement to ensure Workplace Safety and Insurance Board Coverage (WSIB)
- ❖ An OYAP participant form which also must be completed if the student is in an apprenticeship trade.

**How to Apply:**

- ❖ Complete your Option Sheet using the Cooperative Education Course Codes.
- ❖ Complete the Student Application Form.
- ❖ You will be contacted for an interview with a Cooperative Education teacher. This interview will determine your career interest and possible choice of work placement.
- ❖ Students must prepare a resume for their placement interview.



**Cooperative Education**

**A GUIDE FOR PARENTS & STUDENTS**



**Cooperative Education - It's Working**



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## What is Cooperative Education?

Cooperative Education is a unique out-of-school program that offers senior students an opportunity to gain “hands-on” practical experience at a supervised workplace, while earning secondary school credits towards their graduation diploma. It is a partnership between the student, school and a community employer. It allows students to make informed decisions relating to further education and employment. Students are placed in business, industry or in the social service sector. This program relies on the cooperation and experience of the community to assist directly in the education of young people.

### Credit Earning (by semester):

- ❖ Cooperative Education (earn one, two, three or four credits)
- ❖ Ontario Youth Apprenticeship Program (OYAP) (earn four credits)
- ❖ High Skills Major Co-op (SHHM) (earn two credits towards a High Skills Major Certificate)



## Benefits of Cooperative Education

A Cooperative Education program provides an opportunity for students to:

- ❖ Gain an understanding of employer expectations and workplace ethics
- ❖ Increase student confidence and maturity
- ❖ Practice problem-solving and decision-making skills in the work environment
- ❖ Develop social skills and strengthen employability and networking skills
- ❖ Develop teamwork skills and work effectively with others
- ❖ Develop personal management and organizational skills
- ❖ Enhance communication skills
- ❖ Work with modern equipment, processes and systems
- ❖ Gain valuable work experience to build a resume and obtain references
- ❖ Develop a post-secondary plan

## Roles and Responsibilities

### Students will:

- ❖ Comply with all workplace rules such as dress and safety codes, work schedules, and policies including confidentiality requirements
- ❖ Conduct themselves in a courteous, responsible, business-like manner
- ❖ Demonstrate initiative
- ❖ Follow school attendance policies at both the job placement and classroom sessions
- ❖ Complete all assignments
- ❖ Submit all weekly timesheets with supervisor signature
- ❖ Participate in their performance assessment by supervisors and teachers
- ❖ Work with teachers and supervisors to ensure any concerns are addressed immediately
- ❖ Be responsible for transportation and transportation costs
- ❖ Be responsible for any placement-required medical tests, vaccinations or police checks



### Parent/Guardians(s) will:

- ❖ Sign authorization form covering information on travel, photos, risk and the Work Education Agreement
- ❖ Reinforce positive workplace habits and work ethics
- ❖ Ensure the student has transportation to and from the workplace
- ❖ Contact the Cooperative Education teacher with any questions and concerns

### Cooperative Education teachers will:

- ❖ Interview and select students for appropriate co-op placements, based on the student's career pathway plan
- ❖ Inform employers of each partner's roles and responsibilities
- ❖ Organize and conduct pre-placement, orientation, and integration sessions for students
- ❖ Consult regularly with students, employers, supervisors, and employees
- ❖ Monitor student performances at the placement regularly
- ❖ Keep detailed records for each student
- ❖ Assess and evaluate student performance
- ❖ Follow Workplace Safety and Insurance Board (WSIB) procedures in case of accident
- ❖ Liaise with guidance counsellors, school administrators, special education staff and parents as needed
- ❖ Respond to the unique needs of each student