



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

ADMINISTRATIVE PROCEDURES	
<i>Administrative Procedure Section</i> STUDENTS	<i>Policy Number</i> 809
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ADMINISTRATIVE PROCEDURE TITLE

Cooperative Education and Other Forms
of Experiential Learning

1.0 ADMINISTRATIVE PROCEDURE

- 1.1 The Board will maintain and update a Cooperative Education Procedures Manual to guide the provision of Cooperative Education in these circumstances:
 - a. Day School Cooperative Education
 - b. Summer School Cooperative Education
 - c. Continuous In-Take Cooperative Education
 - d. Safe Schools Program
 - e. Supervised Alternative Learning
- 1.2 The Board will provide professional development about the procedures and legislated requirements to support student success in their cooperative education learning and experiences.
- 1.3 Experiential learning programs will be advertised and offered to students through Guidance and Cooperative Education and Student Success departments.
- 1.4 Principals will ensure that staff are familiar with procedures and legislated requirements related to Cooperative Education and Experiential Learning programs.
- 1.5 Staff supervising Cooperative Education placements will hold the additional qualification and/or the required technical qualifications specified by the Ministry of Education.
- 1.6 Staff supervising Cooperative Education will follow Ministry of Education Cooperative Education program requirements and all applicable legislation.

2.0 TERMS AND DEFINITIONS

JOB SHADOWING

Job Shadowing involves the pairing of a student with a specific occupation at a place of employment for one-on-one observation by the student. It may be integrated into any credit course or be a component of a student's school-work transition program.

JOB TWINNING

Job Twinning involves the pairing of a student with a cooperative education student for one-on-one observation of the cooperative education student at the placement. It may be integrated into any credit course or be a component of a student's school-work transition program.

WORK EXPERIENCE

Work Experience is a planned learning opportunity, within any credit course, that provides students with relatively short-term work experiences, usually of one or two weeks' duration and not exceeding four weeks. Credits cannot be granted for Work Experience alone.

VIRTUAL WORK EXPERIENCE

Virtual Work Experience is a simulated work experience within any credit course that involves a short-term subject related virtual work placement facilitated through the use of computer software and the computer.

COOPERATIVE EDUCATION

Cooperative Education is a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at a workplace to enable students to apply and refine the knowledge and skills acquired in a related curriculum course or a locally developed course.

SCHOOL-WORK TRANSITION PROGRAMS

School-Work Transition Programs are a combination of school-and work- based education and training involving a variety of learning opportunities.

ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)

Ontario Youth Apprenticeship Program (OYAP) offers secondary school students the opportunity to train as registered apprentices while enrolled in school. It allows students to complete the Ontario Secondary School Diploma (OSSD) and

to gain apprenticeship training towards a Certificate of Qualifications with journey person status in a skilled trade.

2.0 REFERENCES/RELATED DOCUMENTS

Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools (2000)

Policy/Program Memorandum No.76A, "Workplace Safety and Insurance Coverage for Students in Work Education Programs, September

2000 Policy/Program Memorandum 124A

Ontario Schools, Kindergarten to Grade 12: Policy and Program Requirements (2011)

Peterborough Victoria Northumberland and Clarington Catholic District School Board Co-Operative Education Manual

3.0 RELATED ADMINISTRATIVE PROCEDURES

Health and Safety Administrative Procedures 402: Workplace Harassment Prevention

Health and Safety Administrative Procedures 405: Emergency Management and Business Continuity Program

Health and Safety Administrative Procedures 413: Workplace Violence Prevention

4.0 RELATED FORMS

5.0 ADMINISTRATIVE PROCEDURE REVIEW DATE

October 2018

6.0 APPROVED BY BOARD

October 22, 2013

7.0 EFFECTIVE DATE

October 22, 2013

8.0 REVIEW BY

Student Success Services

9.0 LAST REVISION DATE

October 22, 2013