



BOARD POLICY	
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POLICY TITLE

Cooperative Education and Other Forms of Experiential Learning

1.0 PURPOSE

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to students' exploration of the world of work.

2.0 POLICY

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to provide opportunities for students in the area of cooperative education and other forms of experiential learning.

3.0 GUIDELINES

- 3.1 The health and safety of students when outside the school setting is the prime factor when considering a work placement. All staff shall follow the guidelines as established by the Ministry of Education and the Ministry of Labour.
- 3.2 All students in the system shall be made aware of the opportunities open to them through cooperative education and the other forms of experiential learning (Job Shadowing, Job Twinning, Work Experience, Virtual Work Experience, Ontario Youth Apprenticeship Program, School-Work Transition Programs).
- 3.3 All elements of school Cooperative Education programs shall align with the Peterborough Victoria Northumberland and Clarington Catholic District School Board's Cooperative Education Procedures Manual.

- 3.4 Participation by students in some placement may involve some costs to students or parents (e.g., cost of safety boots, transportation). Students should not be denied access to cooperative education or work experience because of their inability to meet these expenses. Every effort shall be made to provide assistance to students whose financial circumstances make it difficult for them to participate.

4.0 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.

5.0 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 Cooperative Education Manual.

6.0 RELATED POLICIES

Health and Safety 402: Workplace Harassment Prevention

Health and Safety 405: Emergency Management and Business Continuity Program

Health and Safety 413: Workplace Violence Prevention

7.0 RELATED FORMS

8.0 APPROVED BY BOARD

November 25, 2003

9.0 EFFECTIVE DATE

October 22, 2013

10.0 POLICY REVIEW DATE

October 2018

11.0 REVIEW BY

Student Success Services