

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
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Holy Trinity Catholic Secondary School
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St. Mary Catholic Secondary School
1050 Birchwood Trail
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St. Peter Catholic Secondary School
730 Medical Drive
Peterborough, ON, K9J 8M4
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St. Stephen Catholic Secondary School
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**PETERBOROUGH VICTORIA NORTHUMBERLAND
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Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

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Students will:

- ❖ Comply with all workplace rules such as dress and safety codes, work schedules, and policies
- ❖ Conduct themselves in a courteous, responsible, business-like manner
- ❖ Demonstrate initiative
- ❖ Observe and comply with rules and regulations of the job placement and the school, including confidentiality
- ❖ Follow school attendance policies at both the job placement and classroom sessions
- ❖ Inform the workplace supervisor and cooperative education teacher in advance of any absences
- ❖ Complete all assignments
- ❖ Submit all weekly timesheets with employer signature
- ❖ Participate in their performance assessment by supervisors and teachers
- ❖ Work with teachers and supervisors to ensure any concerns are addressed immediately



Cooperative Education teachers will:

- ❖ 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
- ❖ Assess and evaluate student performance
- ❖ Follow Workplace Safety and Insurance Board (WSIB) procedures in case of accident
- ❖ Respond to the unique needs of each student



Cooperative Education

A GUIDE FOR COMMUNITY PARTNERS



Cooperative Education - It's Working



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

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 high 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)



Employer Benefits of Cooperative Education

The experience a Cooperative Education student receives can start him or her in a life-time career. Cooperative Education allows employers to:

- ❖ Share directly in the education process by becoming a partner in instructing and preparing young workers in skills required for employment
- ❖ Gain greater knowledge of school programs
- ❖ Introduce students to local employment opportunities
- ❖ Provide specialized occupational training
- ❖ Provide students with an opportunity to gain a positive attitude towards productivity in the workplace
- ❖ Assist educators in providing information on new technology and current business practices
- ❖ Possibly gain a valued worker who might go on to be a future part or full-time employee in your business, already trained
- ❖ Encourage responsible citizenship
- ❖ Promote closer co-operation and understanding between the community and the school
- ❖ Develop supervisory skills in existing employees

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.

Student 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 resume and obtain references
- ❖ Develop a post-secondary plan

Roles and Responsibilities

Placement Supervisors will:

- ❖ Interview the student and provide feedback
- ❖ Sign the Work Education Agreement (WEA) form
- ❖ Provide a meaningful learning experience
- ❖ Establish specific expectations concerning conduct, dress, hours of work
- ❖ 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
- ❖ Assist in the development of the student's Personalized Placement Learning Plan (PPLP)
- ❖ Assess the student's performance based on the PPLP
- ❖ Inform the student and Cooperative Education teacher of any concerns
- ❖ Review and sign all weekly timesheets
- ❖ Contact Cooperative Education teacher when concerned about student attendance, punctuality or behaviour
- ❖ Be familiar with and follow student accident reporting procedures
- ❖ Share their expertise with students