

## Cooperative Education...

an educational program that integrates classroom course expectations with practical experience in the workplace. The program is based on an agreement between the school and a business or community organization. It involves the participation of the student, teacher, and placement supervisor. This is a *credit-earning* program.

Cooperative Education may be the culmination of a series of experiential learning opportunities that include *job shadowing*, *job twinning* and *work experience*. It is an integral part of **School-Work Transition Programs**, including the **Ontario Youth Apprenticeship Program (OYAP)** and **Specialized Programs** such as the *International Co-op Education Program (ICE)*, *High Performance Athlete Program*, *Alternate Education Programs* and *SALEP Programs*. Cooperative Education is also recognized as an excellent program for students to gain a “step up” into entry for post-secondary institutions.

## Cooperative Education means earning credits while learning about...



## Students...

normally undertake either a semester or full-year program for either half or full days. The Cooperative Education course and the related course(s) together constitute a student's Cooperative Education Program. Students may earn up to two credits for each related course they take. There is no limit to the number of credits a student earns through Co-op as long as they have the related link subject. Placement selection is based on the related subject area that the student is interested in.

## Teachers...

are responsible for selecting students for the program. They work with placement supervisors and subject related teachers to develop a Personalized Placement Learning Plan that is designed to suit the students' strengths, interests, and needs to enhance the students' preparation for the future.

## Placement Supervisors...

guide the student's learning through appropriate training and supervision. The supervisor meets with the teacher to assist with the development of the Personalized Placement Learning Plan and to provide formative evaluation of the student's work performance.

## Benefits for Business and Community Organizations...

- ✓ Participate in the education of today's youth;
- ✓ Identify potential future employees;
- ✓ Develop supervisory skills in employees;
- ✓ Utilize motivated students who are willing to learn and take on new tasks;
- ✓ Develop greater understanding between the community and today's youth.

## Safety

Safety instruction for Cooperative Education Programs is the joint responsibility of the school, work placement and student. Students in specialized placements such as medical institutions and OYAP placements will have specific safety guidelines they will have to adhere to in order to be eligible to participate.

## Insurance

### Workplace Safety & Insurance Board (WSIB):

Most students participating in a Cooperative Education Program are covered by WSIB. This coverage, however, applies only to the hours stated on the Work Education Agreement and does not apply when a student receives an hourly wage or salary. Students who, in special circumstances (such as Specialized Programs), receive an hourly wage or salary must be covered by the employer for Workplace Safety & Insurance coverage.

**Liability Insurance:** Students and training organizations are insured against lawsuits arising out of the negligence of students while performing duties at the Co-op placement.

**Student Accident Insurance** is available and all cooperative education students are encouraged to purchase a policy.

## Remuneration

Students do not normally receive a salary or wage for the hours stated on their Work Education Agreement, as this is an education program in which students earn credits. If students stay at their placement beyond the hours specified on their Work Education Agreement, they may be hired as employees and paid. It is the student's responsibility to ensure that the employer assumes the WSIB coverage for these additional hours.

## Cost

Participation in some placements may involve some costs to students or parents. Please see the Community Based Education Head in your school to see what options are available to provide assistance to students whose financial circumstances make it difficult for them to participate.

## Benefits for the Students

- ✓ develop knowledge, skills, and attitudes through hands-on experience
- ✓ explore a career in order to make informed educational and career decisions
- ✓ develop maturity and self-confidence
- ✓ strengthen employability skills
- ✓ gain valuable work experience
- ✓ networking opportunities
- ✓ earn credits

## A Co-op Student's View...

*“There is so much more to learn beyond the school walls, and Co-op is a great way to get hands-on experience before entering the work force. There is no comparison to this real life experience. Co-op gave me direction and helped me learn a lot about myself and my future. I would not hesitate to suggest to anyone to take at least one Co-op course during high school.”*

For more information about the Cooperative Education Programs in your school, see the

**Community Based Education Head or Guidance/Career Education Head.**

[www.yrdsb.edu.on.ca](http://www.yrdsb.edu.on.ca)

(select Schools, Community Based Education)

## Board Wide Experiential Learning Programming:

- Cooperative Education Programs
- Ontario Youth Apprenticeship Programs (OYAP)
- School-Work Transition Programs
- International Cooperative Education Programs (ICE)
- High Performance Athlete Programs (HPA)
- Alternate Education Programs
- SALEP Programs
- Summer School Co-op Programs

**York Region District School Board  
Centre for Leadership and Learning**  
300 Harry Walker Parkway South  
Newmarket, Ontario  
L3Y 8E2

Phone: (905) 727-0022, (416) 969-7170  
Ext.: 3429, 3433, 3438  
Fax: (905) 727-6282

[www.yrdsb.edu.on.ca](http://www.yrdsb.edu.on.ca)

Published June, 2005



# COOPERATIVE EDUCATION



## Community Based Education

Curriculum  
and Instructional  
**S E R V I C E S**