



**PLACEMENT
SUPERVISOR'S
GUIDE**

**COOPERATIVE
EDUCATION
PROGRAM**

Operating Company Vehicles

If driving a company vehicle is an integral component of the student's Co-op experience, the employer is responsible for any claims resulting from an accident. It is the responsibility of the placement supervisor to ensure that students are covered under the company's own insurance policy. Employers should make sure that their insurance covers drivers under the age of twenty-one years.

In Case of Accident

Should injury occur, however minor, it **must be reported immediately** to the teacher-monitor by the student or placement supervisor with full details including when, where and how the injury occurred. If the teacher-monitor is not available, please contact Employee Services of the York Region District School Board at 416-969-8131, Ext. 2258.

If a student requires medical treatment, a WSIB Treatment Memorandum (Form 0156C) must be presented to the medical practitioner, who will complete this form and then submit it to the Workplace Safety & Insurance Board. Use of this form will prevent the training organization from being charged for compensation by mistake. These forms will be made available to you by the Co-op teacher.

Remuneration

Students participating in the Cooperative Education Program have been told not to expect financial remuneration as learning is the focus of the program. However, a company may wish to pay a nominal honorarium to Cooperative Education students. Transportation assistance would be appreciated for the student wherever costs are being incurred by the student.

Evaluation

The teacher-monitor is responsible for the overall evaluation of the Co-op student and the assignment of marks. The placement supervisor assists in the on-going assessment of the student by following these recommendations:

- being sure that the student clearly understands your daily expectations;
- giving as much verbal feedback to the student as possible to help the student achieve his/her potential;
- completing assessment forms promptly and realistically;
- regularly discussing the student's progress with the teacher-monitor;
- informing the teacher-monitor immediately of any concerns;
- encouraging the student to assess his or her own performance; and
- assisting the teacher-monitor in the modification of the Personalized Placement Learning Plan (PPLP) when appropriate.

Concluding the Placement

Final evaluations measure the progress and growth of the Co-op student as well as the effectiveness of the Cooperative Education Program.

During the final weeks of placement, the placement supervisor:

- assists in a summative assessment of the student;
- assists the student in assessing career opportunities;
- completes a Co-op program assessment; and
- discusses future Co-op involvement and/or needs for future placements.

Overview

Cooperative Education is a program that integrates classroom theory with practical experience in the workplace. The program is based on a partnership between the school and business/industry and involves the participation of students, teachers and placement supervisors. Students are provided with the opportunity to experience the practical aspects of the job, the demands of employment and the expectations of employers in a changing work world. The learning at school and at the Co-op placement complement each other and provide students with credits towards their graduation diploma.

Cooperative Education students are selected to the school's Co-op program through an interviewing process. Admission is generally restricted to students 16 years of age or older. The students are placed in organizations which best match both the educational needs of the students and the interests of the training organization. Before being placed, each student attends structured pre-placement orientation sessions within their school. These sessions include the following topics: application forms, résumé writing, letter of application, interview skills, health and safety, labour unions, confidentiality, ethics, log entries, journal writing, and the Personalized Placement Learning Plan (PPLP).



Prior to Placement

As a prospective Co-op supervisor you should be prepared to:

- establish mutual expectations and responsibilities of the Cooperative Education partnership;
- interview the student:
 - review the student's résumé;
 - discuss the student's interests, strengths and goals;
 - outline your expectations; and
 - indicate the experience available at your workplace.
- agree to accept the student if you believe the student will benefit from and contribute to your work environment;
- discuss health and safety procedures, equipment and clothing requirements;
- establish Co-op schedule of hours;
- consider who will instruct and assess the student and, if it is not you personally, prepare the employee for such responsibilities;
- establish orientation procedures for the Co-op student; and
- complete the necessary forms prior to commencement of student placement.

Personalized Placement Learning Plan (PPLP)

The teacher-monitor, Co-op student and placement supervisor develop the Personalized Placement Learning Plan (PPLP). This plan outlines the expectations of the program and identifies the tasks to be performed. Revisions to the Personalized Placement Learning Plan (PPLP) may occur at any time during the placement. The PPLP consists of expectations from the

- classroom component;
- related course; and
- placement.

Safety

Safety instruction is the combined responsibility of the teacher-monitor and the placement supervisor. Placement supervisors are expected to:

- provide trade/industry specific Health and Safety training in accordance with Ontario's Occupational Health & Safety Act prior to the student performing the tasks (within the first week of placement);

- provide a safe working environment;
- stress the importance of safe practices on the job; and
- ensure that proper industrial safety procedures and requirements are being met.

Monitoring

All Co-op students have an assigned teacher-monitor. Students learning at the placement must be assessed a minimum of three times per 110 hours of the Co-op course. At least two of these three assessments must be made through direct personal contact. The purpose of the assessment visits is to observe the Co-op student's activities and to consult with the placement supervisor as well as the student. Anecdotal records of each visit are kept by the teacher-monitor. Monitoring visits are essential as they ensure that the educational objectives outlined in the PPLP are being met.

Weekly Log Sheet & Activity Report

Students complete weekly logs which record their hours, days in attendance and tasks/activities performed at the training station. Placement supervisors verify these log sheets by signing them at the end of each week.

Absence

Co-op students are exempt from their Co-op placement on:

- significant faith days;
- scheduled field trip days;
- all school and statutory holidays;
- examination days;
- Professional Development days;
- days when the Co-op student's school is closed or school buses do not operate for reasons such as inclement weather; and
- scheduled integration session (in-school) days.

The student must inform the placement supervisor of scheduled absences well in advance.

Habitual lateness or inexcusable absenteeism is not acceptable and should be reported immediately to the teacher-monitor.

In the event of illness, students must notify their placement supervisor and teacher-monitor prior to the Co-op student's expected arrival time.

Insurance Coverage

Workplace Safety & Insurance Board (WSIB)

Students involved in Cooperative Education are covered under the Workers' Compensation Act by the Ministry of Education, unless the student becomes a part-time or full-time employee of the organization in which case, responsibility for WSIB coverage becomes that of the employer. The York Region District School Board and participating organizations are required to complete a **Work Education Agreement**. This form must be signed by the parent, teacher, student and employer **before** the placement begins. Students are not covered by the Workplace Safety & Insurance Board when working as teachers' aides or when travelling to and from the placement.

Liability Insurance

Students and training organizations are insured against a lawsuit arising out of the negligence of the student while performing the duties of the Co-op assignment. The board does not cover personal injuries to the student.

Student Accident Insurance

Student Accident Insurance is made available to all York Region District School Board students. This insurance is optional and is paid for by students and parents. This policy covers some expenses, not covered by provincial health care, associated with student accidents and injuries while participating in a school-authorized program such as Cooperative Education. All Cooperative Education students are strongly encouraged to purchase a policy.

Thank You Co-op Supervisors!

We, the Cooperative Education
students, teachers and administrators
of the
York Region District School Board,
wish to thank
our communities
for the
excellent educational opportunities provided.

Your expertise, enthusiasm and commitment
to our
Cooperative Education Program
are highly valued.

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Should injury occur, **however minor**, the following steps are to be taken:

- 1** It must be reported **immediately** to the teacher monitor by the student or placement supervisor with full details including when, where and how the injury occurred.
- 2** If the teacher-monitor is **not** available, please contact Employee Services of the York Region District School Board at 416-969-8131, Ext. 2258.
- 3** If a student requires medical treatment, a **WSIB Treatment Memorandum (Form 0156C)** must be presented to the medical practitioner, who will complete this form and then submit it to the **Workplace Safety & Insurance Board**.



NOTE:

Use of this form will prevent the training organization from being charged for the compensation by mistake. These forms will be made available to you by the Co-op teacher.