



**Hastings and Prince Edward
District School Board**

Employer Handbook

for

Specialized Cooperative Education

A Great Place to Learn and A Great Place to work!



Dear Valued Employers:

Welcome to the Cooperative Education and Experiential Learning Programs in partnership with the Hastings and Prince Edward District School Board. If you are new to the program, we are certain you will find it to be a worthwhile investment of time. If you have an established relationship with the program already, we are glad you are involved again this year.

The Hastings and Prince Edward District School Board partners with over 1,000 area employers who have chosen to be involved with some kind of experiential learning opportunity. This high level of support is a measure of the value of this very worthwhile program. The experiences created through this educational partnership help young people to become valuable, contributing members of society.

Since cooperative education and experiential learning programs began over 25 years ago, thousands of students and employers have participated in and benefited from the experience. Through various board-sponsored experiential learning programs, students are placed in a wide variety of work settings. While on the job they learn important job and life skills, explore potential career directions, and build confidence in their abilities as future employees. Employers continue to report they enjoy the involvement with placement students and have come to rely on the skills and personal attributes the students bring to the workplace.

The workplace experience should be a positive one for you, your employees and the student. If you have any questions or concerns about the program, please contact Careers Curriculum at the Education Centre. Specific concerns relating to the student should be addressed to the student's teacher.

Thank you for your enthusiasm in being part of this important learning opportunity for young people. Your contribution to the program is valuable to students of the Hastings and Prince Edward District School Board and benefits the communities shared by all of us.

Yours sincerely,

Kathy Soule
Director of Education

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What is Specialized Cooperative Education?

Specialized Co-op is a new program available to students who have left school prior to fulfilling their graduation requirements. Participants in the program will have found employment or a volunteer position. They will keep their job while working an online course and earning two co-op credits for a total of three credits. Through scheduled online discussions, students are given opportunities to share experiences with their peers.

What are the Benefits of Specialized Cooperative Education?

Benefits to the Host Employer

Specialized co-op:

- provides increased job satisfaction and motivation for employees
- provides an opportunity to participate in the education of the student
- provides an opportunity for business and industry to demonstrate community involvement
- gives employees assistance and opportunities to develop supervisory skills

Benefits to the Student

Specialized co-op:

- encourages students to improve skills, knowledge and attitudes required for employment
- encourages an enhanced learning and career focus while working
- helps students identify capabilities and limitations
- provides an opportunity to earn a high school diploma (OSSD)

Benefits to the School Board and Community

Specialized co-op:

- provides an opportunity to develop a working partnership with the community
- helps keep abreast of current trends in business and industry for planning program
- supports the Ministry Learning to 18 Initiative
- provides more options for young people who have their high school diploma

What are the School, Host Employer and Student Responsibilities?

The Host Employer's Responsibilities:

- provide a safe working and learning environment
- designate one employee to be responsible for supervising and evaluating each student
- help identify and develop workplace expectations
- provide workplace health and safety training
- provide challenging learning experiences that will encourage personal growth and develop career goals
- help students function as an integral part of a team

The Supervisor's Responsibilities:

- provide placement-specific safety training
- sign the Work Education Agreement to indicate that the employer will provide Workplace Safety Insurance student coverage while the student is on the specialized co-op program and is receiving payment for his/her work
- be familiar with and follow accident reporting procedures
- assist the teacher in developing realistic and challenging Personalized Placement Learning Plans for the student
- become familiar with student's strengths and the areas in which improvement is needed
- direct and guide student's learning through on-site supervision
- contact the teacher when concerns arise
- work with the student and teacher to ensure that any problems are dealt with immediately
- jointly assess student progress with teachers, and provide written performance appraisals
- share their expertise with students
- help student function as an integral part of a team

The Student's Responsibilities:

- comply with all company rules as to dress, safety codes, work schedule, and policies
- work in a courteous, responsible, and business-like manner and show appropriate initiative
- observe and comply with the rules and regulations of the placement and the school, including confidentiality requirements
- follow procedures to submit work and assignments online on a weekly basis for 16 weeks.
- participate in scheduled online discussions
- participate in the development and implementation of their Personalized Placement Learning Plans or Work Experience Plans
- participate with their supervisors and teachers in the assessment of their own performances
- complete their course requirements to obtain credits towards the Ontario Secondary School Diploma
- work with teachers and supervisors to ensure that problems are dealt with immediately
- immediately report any workplace accidents to the employer and the co-op teacher

The Cooperative Education Teacher's Responsibilities:

- assess placements for suitability
- inform employers of their role and responsibilities
- develop a Personalized Placement Learning Plan for each student with the assistance of the student, the supervisor,
- consult regularly with students, employers, supervisors, employees
- make regular on-site learning assessments of students at their placements (three times per student per cooperative education credit, at least twice through direct personal contact)
- assess and evaluate student performance
- update and adjust students' placement learning plans as required
- assess whether placement supervision is appropriate
- organize online reflection activities
- manage the day-to-day administrative tasks associated with the specialized cooperative education program including reporting to the school administration.

The Cooperative Education Teacher's Responsibilities (cont.):

- keep dated, anecdotal records on student placement learning assessment and evaluation visits
- monitor student online usage
- provide health and safety instruction and information on insurance coverage
- follow Workplace Safety and Insurance Board and school board procedures for accident reports
- liaise with curriculum coordinators, guidance counsellors, school administrators, special education staff, and parents
- work with students and supervisors to ensure that any problems are dealt with immediately

Employer Action Checklist ✓

Prior to Placement:

Before a student begins the placement, several actions are required so that a mutually beneficial placement experience will occur. As a prospective supervisor it is requested that you:

- meet with the specialized co-opteacher to discuss the aims of the program
- agree to participate if you believe the student will benefit from the program and continue to contribute to your work environment
- consider who will instruct and assess the student and, if it is not you personally, prepare the employee for such responsibilities
- work with the specialized co-op teacher to develop a Personalized Placement Learning Plan (a list of Placement Learning expectations)
- sign the Work Education Agreement
- reinforce for the student the safety requirements and any other relevant employment policies

Employer Action Checklist ✓

Placement Learning:

In collaboration with the specialized co-op teacher, you have already worked out a Learning Plan for the placement student. You can enhance the experience the student acquires in your workplace by taking care to:

- plan with the student the appropriate activities for each day and week
- allow the student to observe new tasks before the student is expected to perform them
- make sure that the student has the necessary supplies to complete the task
- show the student how to operate safely any equipment to be used
- provide ongoing feedback to the student
- indicate how the student can improve performance
- give the student opportunities to show initiative by gradually reducing the degree of close supervision
- vary the tasks the student performs during the work term
- communicate regularly with the specialized co-op teacher and update the Learning Plan as necessary
- contact the specialized co-op teacher if problems are foreseen
- maintain a record of the hours that the student works so that the teacher monitor can verify these on visits
- complete regular assessments of the student's performance at the work placement

How are Students Assessed?

Placement Learning Assessment and Evaluation visits consist of three parts: a discussion with the supervisor, a discussion with the student and a period of observation of the student at work. The teacher will arrange to visit the student at the place of employment a minimum of four times over the period and will make an additional two visits or contact by telephone or email. At least 15 minutes of your time will be required during these visits. With the teacher you will discuss the student's ability to:

- follow instructions
- ask questions if needed
- communicate effectively
- perform assigned duties
- use time productively
- produce quality work
- adapt to change of duties
- accept suggestions/criticism
- show honesty and respect confidentiality
- show interest/enthusiasm for work
- show initiative/energy
- display good attendance and punctuality
- show dependability and persistence
- dress appropriately
- work well with others

How are Students Evaluated?

As a student's workplace supervisor you will be expected to assist in the ongoing assessment by following these recommendations:

- make realistic suggestions when helping the teacher compile the Learning Plan
- be sure that the student clearly understands your daily expectations
- give as much verbal feedback to the student as possible to help the student improve
- complete assessment forms promptly and honestly as required
- discuss the student's progress with the teacher in a constructive manner
- be prepared to assist the teacher in the modifications of the Learning Plan where appropriate
- if you have a concern about conduct or attendance, inform the co-op/work experience teacher immediately
- encourage the student to assess his or her own performance

Please note: The specialized co-op teacher is responsible for the final evaluation of the placement.

Regulations

Are students paid?

Under the specialized cooperative education program students will continue to be employed and continue to receive their regular wages/salary.

Who provides safety training/equipment?

During the course, the student will complete health and safety assignments. The host employer should provide specific safety orientation and ongoing training. Costs of special attire or required placement inoculations are the student's or parent's responsibility.

Do unions support cooperative education and work experience programs?

Unions are generally supportive of experiential learning and its contribution to the preparation of students for entry to the labour force. In order to maintain good communication, employers are advised to discuss the specialized cooperative education program with the union representative. One of the course units provides information about unions.

What happens during a company strike, or lockout?

In the case of a strike/lockout at the student's workplace, the agreement to monitor the student with on-site visits, telephone calls or emails, is suspended until the strike or lockout is settled. The student may continue to complete and submit the work required for the GLN 40 course. The teacher will not be responsible for finding another placement for the student. Should the student find other employment during a strike or lockout, the agreement between the student and the Hastings and Prince Edward District School Board may be renegotiated if there is sufficient time for the student to earn the required number of hours for the co-op experience.

What happens during a company layoff?

In the case of company layoff that involves the student, the agreement between the student and the Hastings and Prince Edward District School Board is suspended until the student is recalled or finds other employment. The student may continue to complete and submit the work required for the GLN 40 course. The teacher will not be responsible for finding another placement for the student. Should the student find other employment during a company layoff, the agreement between the student and the Hastings and Prince Edward District School Board may be renegotiated if there is sufficient time for the student to earn the required number of hours for the co-op experience.

What happens during a work stoppage in the education sector (secondary) involving cooperative education teachers?

In the event of a work stoppage by secondary school teachers, it is the position of the Hastings and Prince Edward District School Board the agreement between the student and the Hastings and Prince Edward District School Board is suspended until the work stoppage is resolved. The student may wish to continue to complete the course work and submit assignments on a weekly basis. The student will also continue his employment under the same terms of his/her original employment.

Reporting Accidents at the Workplace - **Employer Responsibilities**

If the student is involved in an accident, the employer is responsible for providing the necessary medical attention and for reporting the accident to the Workplace Safety Insurance Board.

It is important that the employer also immediately inform the co-op teacher so that the teacher can complete the insurance report for the Hastings and Prince Edward District School Board.

Reporting Accidents at the Workplace - **Student Responsibilities**

Accidents Requiring Medical Attention

First Response

- immediately inform your supervisor of the accident
- contact your teacher or home school official as soon as possible that day so that the insurance report for the Hastings and Prince Edward District School Board can be completed.

Follow-Up

- keep your teacher informed if absence from the workplace will extend beyond the day of the accident due to the workplace injury. Provide your teacher with a doctor's note indicating this
- if your doctor indicates that you may return to your work placement with modified duties, you may be requested by your teacher to provide a WSIB Functional Abilities form, completed by your physician to assist your teacher and workplace supervisor in making the necessary modifications

How are Students Insured?

Liability Insurance:

The Hastings and Prince Edward District School Board maintains General Liability Coverage in the amount of \$20,000,000.00. The Board's liability insurance protects students and Board employees if they are sued for alleged negligence arising out of a student's involvement in a **specified cooperative education or other experiential learning program. This coverage "does not" include or extend to accidental injuries to the student.**

- in addition, participating host employers and their employees are included as insured under the School Liability Policy covering bodily injury and property damage losses with respect to claims arising out of the course of the work of a student or students involved in this program
- if an employer involves a student in work activities outside the program, coverage through the Board is not extended. For example, an employer may ask a student to work after the set hours as indicated in the Work Education Agreement. Hours worked outside of the WEA are not covered by the school board's liability insurance
- it does not cover students driving on placement business or any deliberate damage caused by the student
- any incidents or questions pertaining to Liability Insurance, should be directed to the co-op/work experience teacher or Careers Curriculum at the Education Centre

Workplace Safety Insurance Coverage:

- students who are receiving payment while on a specialized cooperative education program must be covered for Workplace Safety Insurance provided by the employer.
- for the protection of all, before the starting date of employment through the Specialized Cooperative Education Program, a **Work Education Agreement** must be completed to establish WSIB coverage by the employer. This form must be signed by student, parent if student is under 18, employer and teacher.

Student Insurance:

- Special **Student Accident Insurance** is not available to students enrolled in the Specialized Cooperative Education Program since they are employed and permitted to receive secondary school credits through their employment.

Transportation to Placement:

- the student and parent/guardian are still responsible for providing transportation to and from the work placement. Board insurance and WSIB coverage do not apply to students while travelling to or from placements.

Vehicle Insurance:

Prior to beginning the Specialized Cooperative Education program, a student may already be a passenger of a host supervisor, or driving on employer business by using his/her own vehicle, or driving an employer's vehicle or a vehicle belonging to a customer of an employer. During the period that a student is enrolled in the Specialized Cooperative Education Program, these prior arrangements will remain in place.

The teacher-monitor will complete the same documentation required for all co-op students even

if the student already is a passenger of a host employer or is driving on placement business.

- **the school board does not encourage students driving on placement business.**
- **a separate written consent is mandatory for each and every occasion where a co-op student is required to drive on placement business.** If required complete “Risk Management Recommendation’s for Students/Parents re: driving owned and non-owned vehicles (F-6)” and “Risk Management for Employers re: driving owned and non-owned vehicles (F-5)”. The vehicle owner must, by law, have automobile liability insurance and would need to inform his/her insurance company. A host employer would need to arrange coverage for a student to drive a company or customer vehicle. School Board insurance provides no excess automobile liability insurance for co-op student drivers. The only insurance coverage will be through the employer. A student should never drive his/her own vehicle on placement business.
- the non-owned automobile insurance policy does **not** extend to protect co-op students or their employers where co-op students are driving an employer’s vehicle or a vehicle belonging to a customer of an employer. The co-op student would be driving a vehicle on the business of the employer, not the school board. Students who drive vehicles of employers while on co-op assignment do so at the employer’s risk. Students who drive their own vehicles either to the co-op assignment, or on the co-op work assignment, do so at their own risk and their own insurance coverage would respond in the event of an accident.
- if a student will be a passenger of a host supervisor during co-op placement business, the vehicle owner must, by law, provide automobile liability insurance and should check coverage with his/her insurers. The Board provides no excess automobile insurance and does not screen the host supervisor's driving record. If a student is to be a passenger as part of placement learning, both the student and the parent/guardian will have opportunity to discuss concerns with the co-op teacher before the student's verbal consent is obtained. **A Passenger in Vehicle form and a High Risk form must be completed.**

Health and Safety Requirements:

- As a current employee, the student would have completed the employer's requirements for immunization, TB testing or other health safeguards.

Hepatitis B:

Students who become involved in the specialized cooperative education program must have hepatitis B shots for any placement where the Learning Plan indicates potential contact with blood or saliva regardless of whether the employer “requires” or “recommends” it for other employees.

Examples of such work situations would be ambulance attendant assistants, dental assistants, patient care assistants in hospitals or nursing homes, medical lab assistants, and classroom assistants where the student's **Personalized Placement Learning Plan involves potential exposure to saliva or blood**. The immunization is a three step process with the first two shots, one month apart, providing 80% protection. Once accepted into this program, the student should begin the **process as soon as possible**.

OHIP does not cover the costs of the hepatitis inoculation for work placements. In some cases, a family's extended health care plan may cover the costs.

Rabies:

The purpose of pre-vaccination is to provide time for a person exposed to rabies to get medical attention for the treatment shots which would still be required; pre-vaccination also reduces the number of treatment shots required after exposure to rabies. The Health Unit has not recommended pre-vaccination except for very remote locations distant from medical care. In cases of actual rabies exposure during work placements, WSIB will cover treatment costs.

Students and parent(s)/guardian(s) should be informed that they may seek their doctor's advice, but these shots are not required by the Board of Education and financial assistance will not be provided.

- In addition, the Ministry of Education or the District Medical Officer of Health may from time to time require immunization or testing prior to placement of co-op students in specified settings

Security of the Host Employer:

- Whether or not employers required a security check as a condition of employment, no additional security check should now be required.



Ontario Youth Apprenticeship Program (OYAP)

How OYAP Works

OYAP is a **Cooperative Education Program** that includes in-school and out-of-school components in an apprenticeable skilled trade. The program provides senior students with an opportunity to complete the requirements for a secondary school diploma and receive apprenticeship training at the same time. The student can earn registered apprenticeship hours and also use those hours toward the credits required for an **Ontario Secondary School Diploma (OSSD)**.

The Ontario Youth Apprenticeship Program (OYAP) offers students a chance to attend school and train as registered apprentices at the same time. Through OYAP, students complete their credits for an Ontario Secondary School Diploma (OSSD) and gain apprenticeship training leading to a Certificate of Apprenticeship and journey person status.

The OYAP program is available to full time students who are **at least 16 years of age** and who have completed the credit requirements for grade 10. A carefully planned yet flexible program begins after grade 10. In grade 11 students participate in an unpaid co-operative education placement in an apprenticeable trade in order to determine their suitability for registration as an apprentice. At the end of the cooperative education placement, the employer may choose to employ the student as a paid registered apprentice. If this occurs, by grade 12 the student will spend half time in school and half time in the workplace as a paid apprentice. The time spent in the workplace as a paid apprentice is eligible to count towards the OSSD course credits.

Q: What trades can be involved in the program?

A: All trades under the Ministry of Training, Colleges and Universities Apprenticeship Training Acts are eligible to be included in the OYAP program.

Q: How are students evaluated?

A: The student's performance in the co-operative education component of OYAP will be evaluated by the co-operative education teacher in conjunction with the on-site employer or supervisor. When a student is registered as an apprentice, the employer/trainer is required to sign off the acquisition of specific skills according to the Ministry of Training Colleges and Universities Apprenticeship Training Standards.

For additional information contact the:

**Hastings and Prince Edward District School Board
Ontario Youth Apprenticeship Program
156 Ann Street
Belleville, Ontario K8N 1N9**

Phone: (613) 966-1170

Fax: (613) 966-5952

or visit the OYAP website under the Secondary Program at: www.hpedsb.on.ca

Employer's Performance Appraisal

SAMPLE

Student: _____

Placement: _____

Please assess the student using the categories listed below:

E - Excellent

G - Good

S - Satisfactory

N - Needs Improvement

JOB SPECIFIC TASKS	E	G	S	N
•				
•				
•				
•				
•				
WORKS INDEPENDENTLY	E	G	S	N
• Attends daily, is punctual, reports absences as required				
• Demonstrates self-esteem and confidence				
• Displays honesty, integrity, accountability				
• Demonstrates initiative, energy and persistence				
TEAMWORK	E	G	S	N
• Contributes to the organization's goals				
• Plans and makes decisions with others and supports the outcomes				
• Respects the thoughts and opinions of others in the group				
• Exercises "give and take"				
• Contributes to the team approach as appropriate				
• Demonstrates leadership when appropriate				
• Demonstrates a positive attitude toward change				
ORGANIZATION	E	G	S	N
• Plans and manages time				
• Manages resources effectively				
• Dresses appropriately for the role				
• Sets goals and priorities in work and personal life				
WORK HABITS	E	G	S	N
• Uses terminology of the workplace appropriately				
• Reads, comprehends and understands written material				
• Listens to understand and learn				
• Demonstrates ability to solve problems				
INITIATIVE	E	G	S	N
• Seeks answers when necessary				
• Demonstrates enthusiasm to learn				
• Demonstrates interest in future education/training				

Please submit this report by _____