

## A Win-Win Program

Benefits of the program...

### For the Participant::

- Earn 3 credits toward your Ontario Secondary School Diploma
- Keep working while going to school
- Enjoy flexible timing to work on course material
- Enhance your employment experience with workplace training
- Interact with other participants with teacher support

### For the employer:

- Increased job satisfaction and motivation for employee
- Student growth with the help of support from a co-op teacher
- Supporting the community

**Learn while you earn!**



## Specialized Co-op

Learn While You Earn

### Specialized online co-op might be for you if:

- You have been out of school for at least three months
- You have earned at least 16 credits
- You have a full or part time job
- You would like to earn your high school diploma

AND

- you are motivated and hard-working;
- you have access to and are comfortable using computers and the Internet
- you can manage your time and meet deadlines
- you like a challenge and are looking for an exciting new way to learn

For more information about...

- **Specialized Co-op:** Visit the board's eLearning web site at [www.hpedsb.on.ca/learnwhileyouearn](http://www.hpedsb.on.ca/learnwhileyouearn)
- **Online Learning:** Visit [www.hpedsb.on.ca/elearning](http://www.hpedsb.on.ca/elearning)

On the site is a link to an online technical test to see if your system meets minimum requirements, and a quiz "Is online learning for me?"

### Contacts:

- In the Belleville area call 613.962.3133
- In the Bancroft area call 613.332.9930
- E-mail: [learnwhileyouearn@hpedsb.on.ca](mailto:learnwhileyouearn@hpedsb.on.ca)



A Great Place to Learn



Hastings and Prince Edward  
District School Board

## Specialized Co-op Program



**Learn while you earn**  
[www.hpedsb.on.ca/learnwhileyouearn](http://www.hpedsb.on.ca/learnwhileyouearn)



# Learn While You Earn

## What is Specialized Co-op?

The program provides participants with an opportunity to earn credits toward an Ontario Secondary School Diploma, while continuing to work. Participants work on-line to complete course work and use their job as a coop placement. Upon successful completion of the program, participants earn one credit in Guidance & Career Education and two credits in Cooperative Education.

## Program Requirements

- Attend an Orientation Session to review program expectations and the on-line environment
- Complete on-line assignments and coop placement hours within a specific timeline
- Participate in visits at your workplace with the Co-op teacher and workplace supervisor
- Communicate with other program participants through online class discussions



## Admission Criteria

- At least 16 years of age
- Out of school for at least one semester
- Live in Hastings or Prince Edward County
- Employed or volunteering in a stable position
- Regular and dependable access to the Internet
- Support from employer to participate in the Program

## To be successful at learning on-line, you should

- be motivated and hard working
- have access to and are comfortable with computers and the Internet
- be able to manage your time and meet deadlines
- like a challenge and are looking for an exciting, new way to learn

## Role of the Employer

- Support and approve the employee's interest in the Program
- Participate in scheduled workplace visits with the employee and Co-op teacher
- Provide feedback and complete performance appraisals on the employee

For more information, visit  
[www.hpedsb.on.ca/learnwhileyouearn](http://www.hpedsb.on.ca/learnwhileyouearn)

## Application Process

1. Apply on-line at our virtual school:  
[www.ontariovirtualacademy.ca](http://www.ontariovirtualacademy.ca)
  - Click Registration link at left
  - Choose HPEDSB as your district
  - Choose your most recent school from the list (over 20 – choose Adult Ed). If unknown or not listed, choose 'other'
  - Select the appropriate semester and the Guidance/Career area
  - Based on your age, select the appropriate Specialized Coop Program
  - Enter required registration info
2. Once your registration is processed, you will receive an email requesting employer information
3. Complete the employer information form and fax or email it to [learnwhileyouearn@hpedsb.on.ca](mailto:learnwhileyouearn@hpedsb.on.ca)
4. If the applicant and employer information meet the program criteria, you will be notified of your acceptance into the program.

## More Information For Participants 16 - 20 years of age:

- Application deadline is 2 weeks after the beginning of the semester at HPEDSB secondary schools
- Attendance at the Orientation Session is mandatory. Details available following acceptance to the program.
- Program offering is dependent on number of participants

## More Information For Adult Learners:

- You will need to take a copy of your transcript and any applicable fees to the Quinte Adult Education Centre.