



Hastings and Prince Edward  
District School Board

# Employer Handbook

Cooperative Education,  
Ontario Youth Apprenticeship Program (OYAP),  
and other  
Experiential Learning Programs

ONTARIO  
YOUTH  
APPRENTICESHIP  
PROGRAM



PROGRAMME  
D'APPRENTISSAGE  
POUR LES JEUNES  
DE L'ONTARIO



COOPERATIVE EDUCATION • EXPERIENTIAL LEARNING

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## When You Have a Coop Student

### Prior to Placement

To ensure a mutually beneficial placement experience prospective supervisors are requested to:

- meet with the teacher to discuss the aims of the program and complete the Placement Assessment Checklist
- receive a telephone call from the student who will ask for an appointment for an interview
- interview the student and review the student's resume,
- discuss the student's interests, strengths and goals
- outline workplace policies and expectations (dress, safety, hours, procedures, etc.)
- indicate the work experience available at your workplace
- accept the student if you believe the student will benefit from and contribute to your work environment
- consider who will instruct and assess the student and prepare the placement supervisor for the responsibilities
- work with the teacher to develop a Personalized Placement Learning Plan (placement learning expectations)
- prepare an orientation session for the student's arrival
- sign the Work Education Agreement and other forms related to specific workplace activities

### First Day Orientation of a New Cooperative Education / Work Experience Student

You can ease the student's transition to the workplace and into your organization by:

- introducing the student to co-workers
- pointing out the purpose of your organization and how your department contributes to that purpose
- telling the student the exact hours of the working day, breaks and lunch
- showing the student where to find supplies, restrooms, lockers and lunch room
- reviewing the student's preliminary duties
- giving the student the name and phone number of the person to call if he/she must be late or absent
- reminding the student to ask questions about following proper procedures
- reinforcing the need to respect the workplace confidentiality

### During Placement.

You can enhance the experience the student acquires in your workplace by:

- planning with the student the appropriate activities for each day and week
- allowing the student to observe tasks before the student is expected to perform them
- making sure that the student has the necessary supplies to complete the task
- showing the student how to safely operate any equipment/ tools to be used
- providing ongoing feedback to the student
- indicating how the student can improve their performance
- giving the student opportunities to show initiative
- varying the tasks the student performs each day as much as possible
- communicating regularly with the co-op/work experience teacher and updating the Learning Plan as necessary
- contacting the co-op/work experience teacher if the student is absent or problems are foreseen
- verifying the student's log sheets
- completing 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 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 a 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 asked 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 logs and 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 making modifications to the Learning Plan where appropriate
- inform the co-op/work experience teacher immediately if you have a concern about conduct or attendance
- encourage the student to assess his or her own performance

**The co-op/work experience teacher is responsible for the final evaluation of the placement.**

## Regulations

### Are students paid?

Host employers provide students with valuable work experience and the opportunity to develop and demonstrate employability skills. Hourly wages or salary for this learning experience are not expected by Hastings and Prince Edward District School Board.

### Who provides safety training/equipment?

The teacher is expected to provide general safety awareness training during pre-employment sessions. The host employer should provide site specific safety orientation and ongoing training. Costs of special attire or required placement inoculations are the student's or parent's responsibility.

### Should students be performing actual job functions in my business?

Yes. In the workplace, the student will acquire trade skills as outlined in the secondary school Cooperative Education Training Plan and in the Apprenticeship Training Standards for that particular apprenticeship.

### 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 contact union representatives to ensure union support before offering a placement to a student in a unionized setting. Teachers are expected to include information about unions in pre-employment training. While students do not become union members, host employers may include introduction to union representatives or local union information during workplace orientation.

### What happens during a company strike, or lockout?

The co-op/work experience teacher will remove the student from the placement until the strike/lockout has been settled. The student may neither cross picket lines nor participate in strike related activities. The teacher will provide alternate work, or during an extended strike/lockout, may find a new placement to ensure that the student will receive credits.

### What happens during a company layoff?

In order to maintain good community relations and to prevent the student from being perceived as displacing regular full-time or part-time employees, the co-op/work experience teacher will remove the student from the placement and provide alternate work or an alternate placement so that credits may still be earned.

### 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 Hastings and Prince Edward District School Board that students should not be in attendance at their cooperative education/work experience placements.

Hastings and Prince Edward District School Board maintains that there would be an element of risk involved when secondary co-op teachers, are not available to:

- make personal learning assessment and evaluation visits
- ensure student safety
- respond to injuries or other problems and incidents that might arise

### After the initial unpaid cooperative education placement, am I obligated to hire the student as a registered apprentice?

The final choice is ultimately the employer's decision.

## Accidents at the Workplace

### Employer Responsibilities

#### Accidents Requiring Medical Attention

##### Preparation

- review responsibilities and procedures with teacher
- provide placement specific safety training

##### First Response

- ensure that First Aid is given
- transport the student to the hospital or doctor's office
- ensure that the student's school is notified immediately
- note time of injury, time injury reported, any medical care given and witnesses

##### Follow-Up

- provide the student's teacher with details of the accident to assist the teacher with required reports
- may, if requested by the teacher and if feasible, provide a modified work plan in consultation with the teacher
- review with the student any safety factors or training in order to minimize the possibility of a reoccurrence

#### Accidents Requiring First Aid Only

##### First Response

- provide first aid
- ensure that the student's school has been informed
- note time of injury, time injury reported, first aid provided, witnesses

##### Follow-up

- observe student for any further medical/work modification needs
- review with the student any safety factors or training in order to minimize the possibility of a reoccurrence

### Student Responsibilities

#### Accidents Requiring Medical Attention

##### Preparation

- learn procedures and their purpose
- complete placement specific safety training

##### First Response

- immediately inform the supervisor of the accident
- contact teacher or school office as soon as possible, on the day of the accident

##### Follow-up

- sign the WSIB Consent to Report form and assist the teacher with reporting the details of the accident
- keep the teacher informed if absence from the workplace will extend beyond the day of the accident due to your workplace injury, as noted by the doctor
- if the doctor indicates that you may return to your work placement with modified duties, your teacher will provide you with a WSIB Functional Abilities form to be completed by your doctor to assist your teacher and workplace supervisor in making the necessary modifications

#### Accidents Requiring First Aid Only

##### First Response

- immediately inform workplace supervisor of accident
- inform teacher as soon as possible on the day of the accident

##### Follow-up

- immediately inform workplace supervisor and teacher of any subsequent medical and/or work modification needs

**Note: Students placed as teacher assistants in a classroom or shop in a school, do not require a "WSIB Consent to Report" form since they are not covered by WSIB. An OSBIE Incident Report Form will be filed by the student's school.**

## How are Students Insured?

### Liability Insurance:

The Hastings and Prince Edward District School Board maintains General Liability Coverage. HPEDSB 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 Curriculum Services at the Education Centre

### Workplace Safety Insurance Coverage

- students on a cooperative education, S.A.L. or other experiential learning program who do not receive financial remuneration from the host employer are deemed to be employees of the Ministry of Education. The Ministry pays premiums to provide WSIB coverage.

**Note: Students placed as a classroom assistant in a classroom or shop, do not receive WSIB coverage. In a school placement, students are under the constant supervision of teachers, and teachers have a greater control over the working conditions in a classroom setting than they have over the working conditions in a placement in the community. Students are covered under the Ontario School Boards' Insurance Exchange (OSBIE). The remainder of this section does not apply to students placed as a classroom assistant.**

- for the protection of all, before the first day of the placement, a **Workplace Education Agreement** must be signed by student, parent, employer and teacher. The WEA establishes WSIB coverage by the Ministry of Education.
- students on the payroll at the placement are to be covered by the company. (Honoraria are not considered to be part of the payroll). Students who are paid by the host employer for overtime must be covered by the host employer for those overtime hours. **The Ministry of Education will not cover students for Workplace Safety Insurance for hours worked outside of the hours indicated on the signed Work Education Agreement.**
- please make sure that the **Ministry of Education Firm Number (250379-FJ) is clearly identified on the WSIB Report Forms**. This will prevent incorrect charges being levied against the training organization or HPEDSB

### Student insurance:

- the host employer has no responsibility to provide any insurance, but should advise his/her insurance carrier of their involvement in the cooperative education/experiential learning program
- according to the Education Act, District School Boards are not permitted to purchase accident insurance for students. Therefore, we recommend the purchase of **Student Accident Insurance** for all students who participate in co-op/experiential learning programs.
- **Student Accident Insurance** covers accidental injuries to students (including dental injuries), while at school, or on a work experience program. The applicable forms are available through the school office or through the Business Services Department at the HPEDSB Education Centre.

**Transportation to Placement:**

- the student and parent/guardian are responsible for providing transportation to and from the work placement. The school will not make arrangements for students to drive other students to placements. When students drive to placements, the vehicle owner's vehicle insurance is the only insurance. Owners are advised to inform their insurers of the intended vehicle use. Board insurance and WSIB coverage do not apply to students travelling to or from placements.

**Vehicle Insurance:**

- The HPEDSB does not encourage students driving on placement business. Under no circumstances may a student transport an elementary school student as part of co-op/experiential learning duties.
- A separate written consent is mandatory for each and every occasion where a coop/experiential learning 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 vehicle 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. HPEDSB insurance provides no excess vehicle liability insurance for co-op/experiential learning student drivers. A student should never drive his/her own vehicle on placement business.
- the non-owned vehicle insurance policy does **not** extend to protect co-op students or their employers where co-op students are driving an employer's vehicle or vehicle on the business of the employer, not the HPEDSB. Students who drive vehicles of employers while on co-op assignment do so at the employer's risk. Student 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/experiential learning placement business, the vehicle owner must, by law, provide vehicle liability insurance and should check coverage with his/her insurers. HPEDSB provides no excess vehicle 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/experiential learning 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:**

Co-op/experiential learning students are required by Ministry policy to meet the employer's requirements for immunization, TB testing or other health safeguards if these are requirements for other employees with similar duties. The co-op/experiential learning host employer should discuss these requirements with the co-op/experiential learning teacher before placement. The student or parent/guardian is responsible for any associated costs.

**TB Testing:** Students may be required to have the two-step TB test before placements in the Day Care settings. TB tests are conducted at local Health Units.

**Hepatitis B:** Students 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 dental assistants, patient care assistants in hospitals or in nursing homes, medical lab assistants, and classroom assistants where the student's **Personalized Placement Learning Plan/ Work Experience 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. Students must have a minimum of the second shot before starting the placement. **This process must begin at least one month prior to the start of the work placement.**

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. Parents should contact their family doctor to determine the costs and the least expensive way of acquiring the required serum.

**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.**

**Note: 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/work experience students in specified settings.**

**Security of the Host Employer:**

- schools are neither required nor permitted by law to require criminal record searches of co-op/work experience students. Host employers may require such checks as a condition of placement in their firm as long as the check is a normal requirement for employees in that job category. The school may make students aware of which employers require the security check. The cost of the search will be assumed through the central Cooperative Education budget. (The school is also requested to submit an original receipt to Curriculum Services)

**Note to Co-op students placed as classroom assistants:** A criminal record search may be required by the school administration (as the host employer), where the student is placed, if such information is deemed necessary.

**Hastings and Prince Edward District School Board  
Participating Secondary Schools**

**Bayside Secondary School**

1247 Old Hwy 2, RR 2  
Belleville, Ontario K8N 5M6  
Phone: (613) 966- 2922  
Fax: (613) 966-4565  
Email: [bss@hpedsb.on.ca](mailto:bss@hpedsb.on.ca)

**North Hastings High School**

Box 190, 14 Monk Street  
Bancroft, Ontario K0L 1C0  
Phone: (613) 332-1220  
Fax: (613) 332-0978  
Email: [nhhs@hpedsb.on.ca](mailto:nhhs@hpedsb.on.ca)

**Centennial Secondary School**

160 Palmer Road  
Belleville, Ontario K8P 4E1  
Phone: (613) 962-9233  
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Email: [css@hpedsb.on.ca](mailto:css@hpedsb.on.ca)

**Prince Edward Collegiate Institute**

Box 1700, 41 Baker Street  
Picton, Ontario K0K 2T0  
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**Centre Hastings Secondary School**

P.O. Box 520, 129 Elgin Street  
Madoc, Ontario K0K 2K0  
Phone: (613) 473-4251  
Fax: (613) 473-4182  
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**Quinte Secondary School**

45 College Street West  
Belleville, Ontario K8P 2G3  
Phone: (613) 962-9295  
Fax: (613) 962-1047  
Email: [qss@hpedsb.on.ca](mailto:qss@hpedsb.on.ca)

**Moira Secondary School**

275 Farley Avenue  
Belleville, Ontario K8N 4M2  
Phone: (613) 962-8668  
Fax: (613) 962-4866  
Email: [mss@hpedsb.on.ca](mailto:mss@hpedsb.on.ca)

**Trenton High School**

15 Fourth Avenue  
Trenton, Ontario K8V 5N4  
Phone: (613) 392-1227  
Fax: (613) 392-7118  
Email: [ths@hpedsb.on.ca](mailto:ths@hpedsb.on.ca)

**For further information, please contact  
the Cooperative Education Department in participating schools or:**

**Curriculum Services  
Hastings and Prince Edward District School Board  
156 Ann Street  
Belleville, Ontario K8N 3L3  
Phone: (613) 966-1170 or 1-800-267-4350 Fax: (613) 966-6023**

**Or Visit our Website:**

***For Cooperative Education***

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***for Ontario Youth Apprenticeship Program***

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