

<b>PROCEDURE 267</b>	
<b>Adopted</b>	January 2016
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## **EXPERIENTIAL LEARNING IN THE WORKPLACE**

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### **1) PURPOSE**

Hastings and Prince Edward District School Board is committed to providing programs to help each student achieve success. While class instructional time continues to be the fundamental component of school programs, schools are encouraged, where possible and appropriate, to extend the school learning environment to the workplace. Cooperative Education and other forms of experiential learning that occur in the workplace/community, are intended to promote learning opportunities for a variety of purposes and in settings that are educational and safe for the participant.

Recognizing the benefit to students of engaging in authentic workplace/community learning, schools are encouraged to provide workplace learning opportunities for their students which support and complement the learning expectations of the Ontario School Curriculum, and are appropriate for the student's, strengths, talents, interests, age and readiness.

This administrative procedure and related resources describe system expectations and supports student safety during cooperative education and experiential learning programs, of more than 1 day in duration, that occur in the workplace/community.

### **2) DEFINITIONS**

Learning experiences that occur in the workplace/community provide students enrolled in courses of all types with the opportunity to enhance their in school programs.

**Cooperative Education:** Cooperative Education, along with the related Ontario curriculum course(s), constitute a student's cooperative education program and provide students with learning opportunities in the workplace that are designed to support and clarify their post-secondary pathway and enhance their preparation for the future. Students may earn 2 Cooperative Education credits for each related Ontario curriculum course.

**Supervised Alternative Learning (SAL):** Supervised Alternative Learning opportunities can include a variety of learning activities including: job search, employment or volunteer work.

**School-Work Transitions:** Specialized programs that prepare students for employment. Students may or may not earn credits, e.g. Life Skill Programs.

**Work Experience:** A component of a credit course(s) that provides students with learning opportunities in the workplace related to the credit course, typically of 1-4 weeks in duration, e.g. GLN40.

### **3) PROCEDURAL EXPECTATIONS**

#### **a) Responsibility**

##### **i) The School Board will:**

- (1) Establish and communicate procedural expectations; and

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- (2) Assign a central person to provide professional development opportunities, support implementation, track and report data as required.
- ii) **The Principal will:**
    - (1) Assume overall responsibility for all learning opportunities that occur in the workplace/community; and
    - (2) Assume overall responsibility to ensure students complete pre-placement learning and procedural requirements such as health and safety training, Work Education Agreement etc. before beginning a placement, and that minimum age requirements for working in Ontario are followed.
  - iii) **The Teacher will:**
    - (1) Follow the board's procedures for learning opportunities that occur in the workplace;
    - (2) Identify and secure placements within Hastings and Prince Edward DSB jurisdiction in which students will be able to achieve course expectations, experience growth and develop skills and knowledge that are important for success in the workplace/community;
    - (3) Assess placements for suitability, safety and adequate supervision;
    - (4) Ensure that minimum age requirements for working in Ontario are followed;
    - (5) Ensure that a Work Education Agreement, and if required, an OYAP registration, are completed before a placement begins. A copy of these documents must be filed in the OSR and submitted to the Board's Cooperative Education Co-ordinator;
    - (6) Ensure that students complete the mandatory Health and Safety Awareness training and view the (HPEDSB) Violence and Harassment in the Workplace PowerPoint. A copy of the signed declaration must be kept on file at the school and shared with the employer;
    - (7) Provide pre-placement learning opportunities to prepare students for the workplace e.g. Rights and Responsibilities of a Worker, health and safety, WHMIS, confidentiality, accident reporting, and workplace expectations such as attendance, dress, communications and the role of the placement supervisor;
    - (8) Establish a secure and confidential file for each student regarding their workplace/community learning opportunities and experiences;
    - (9) Develop a personalized placement learning plan for each student;
    - (10) Conduct learning assessments of students at their placements and adjust the learning plan as required. At least 2 of these assessments will be by direct personal contact at the worksite;
    - (11) Manage the day-to-day administrative tasks associated with Cooperative Education and experiential learning opportunities which occur in the workplace such as workplace assessment, Work Education Agreements, adjustments to hours, Ontario Youth Apprenticeship Program (OYAP) registration form, risk management forms, accident reports etc.;
    - (12) Follow Workplace Safety and Insurance Board (WSIB) or Ontario School Board Insurance (OSBIE) accident reporting procedures and follow up with students to ensure safe work practices are being followed;
    - (13) Ensure that copies of Work Education Agreements, Adjustments to Hours, Accident Reporting forms are submitted in a timely manner; and
    - (14) Cooperative Education teachers will ensure compliance with the Ontario Curriculum document: Cooperative Education and Other Forms of Experiential Learning 2000, regarding hours of preplacement and integration, course tie-ins, assessment and evaluation, awarding of credits etc.
  - iv) **The Primary Contact for SAL will:**
    - (1) Follow the board's procedures for learning opportunities that occur in the workplace/community;
    - (2) Identify and support the securing of placements within Hastings and Prince Edward DSB jurisdiction in which students will be able to achieve learning expectations, experience growth and develop skills and knowledge that are important for success in the workplace;
    - (3) Assess placements for suitability, safety and adequate supervision;

- (4) Ensure that minimum age requirements for working in Ontario are followed;
- (5) Ensure that a Work Education Agreement, and if required, an OYAP registration, are completed before a placement begins and that a copy of these documents is submitted to the Board's Co-ordinator for Cooperative Education and Other Forms of Experiential Learning and a copy is provided to the school for the OSR;
- (6) Ensure that students complete the mandatory Health and Safety Awareness training (as itemized on the declaration) and viewed the (HPEDSB) Violence and Harassment in the Workplace PowerPoint. A copy of the signed declaration is kept on file at the school and shared with the employer;
- (7) Establish a secure and confidential file for each student regarding their workplace learning opportunities;
- (8) Contact the student, at least monthly, to monitor progress. At least 2 of the monitoring opportunities will be by direct personal contact at the worksite;
- (9) Manage the day-to-day administrative tasks associated with SAL experiential learning opportunities which occur in the workplace/community such as work site assessments, completion and submission of Work Education Agreements (WEA), adjustments to hours form, Ontario Youth Apprenticeship Program (OYAP) registrations, and risk management forms;
- (10) In the event of a workplace injury, follow up with the student to ensure that they made their employer aware and have completed accident reports in a timely manner; and
- (11) Ensure that copies of Work Education Agreement, Adjustments to Hours, and Accident Reports are filed with the Co-ordinator for Cooperative Education and Other Forms of Experiential Learning.

**b) Placement in a Compulsory Trade Area**

- i) **All placements will have minimum age requirements.** For placements in skilled trade area, 16 years of age and 16 credits is a minimum expectation.
- ii) **All students that wish to be placed in a compulsory trade area must complete side 1 of the Ontario Youth Apprenticeship Program registration form.** A copy of this registration form must be sent to the Board Co-ordinator for Cooperative Education.
- iii) **Any student hoping to begin an apprenticeship in a trade, and their employer, must complete both sides of the Ontario Youth Apprenticeship Program registration form.** A copy of this registration form must be sent to the Board Co-ordinator for Cooperative Education.
- iv) **All OYAP participants and apprentices are required to carry an OYAP blue placement card and photo identification at all times when at their work placement.** These cards are provided to students in compulsory trades when they complete the OYAP registration form.

**c) Preparation for the Workplace (before placements begin)**

- i) **Teachers or primary contacts for students in workplace/community based programs will complete a review of the workplace to determine if the placement provides a safe working environment, adequate supervision and opportunities that support the students learning needs.** Administrative Procedure 267:  
Form 267-A: Placement Information and Assessment  
Form 267-11a: Determining Elements of Risk
- ii) **In consultation with the employer, it will be determined and documented:**
  - (1) who the supervisor will be;
  - (2) which tasks/duties the student will perform;
  - (3) if any equipment/ tools will be used;
  - (4) when site specific health and safety training will occur; and

- (5) if operation of a company vehicle or personal vehicles, or travel with the employer is an expectation of the placement the following Administrative Procedure 267 forms will be completed as appropriate:
- Form 267-1: Student Passenger
  - Form 267-2: Student Extended Travel with Employer
  - Form 267-3: Informed Consent for Student Under 18
  - Form 267-4: Release and Indemnification Student Over 18
  - Form 267-5: Risk Management Recommendations for Employers
  - Form 267-6: Risk Management Recommendations for Students/Parents
- iii) **Students will complete pre-placement instruction and training that includes, at a minimum:**
- (1) Form 267-A1: Agreement to Participate
  - (2) The Rights and Responsibilities of a Worker
  - (3) Health and Safety Awareness Training System: Booklets or <https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>
  - (4) Violence and Harassment in the Workplace – Student Version
  - (5) Form 267-A5: Declaration, Health and Safety/Violence and Harassment in the Workplace Declaration (copy to be kept at the school)
  - (6) Form 267-A4: Confidentiality Statement
  - (7) Form 267-A6: Letter of Union Support
- iv) **A Work Education Agreement (WEA) will be completed to ensure that workplace insurance coverage has been established.** A copy of the WEA will be kept at the school and a copy will be sent to the Co-ordinator for Cooperative Education.  
<http://www.hpedsb.on.ca/ec/internal/cst/secondary/coop/forms/documents/WEA-Ministry.pdf>
- d) **During Placement, the teacher or primary contact will:**
- i) **Complete personalized learning plans for each student and update the plan during monitoring visits.** These plans will identify the knowledge and skills that the student will apply and further develop at the placement. Consultation with the placement supervisor will help identify areas for growth or extension of learning.  
Form 267- A10: Work Experience Learning Plan (for classroom teachers with workplace experience as a component of their course)
  - ii) **Document any adjustment to hours at the workplace.**  
Form 267- B1: Work Education Agreement: Adjustment to Student Hours
  - iii) **Complete and submit a new Work Education Agreement (WEA) if the student leaves a work placement and begins a placement at a new site.**
  - iv) **Document changes to tasks/duties or equipment being used.**  
Form 267- B4: Placement Assessment Visit (sample template)
  - v) **Contact the Co-ordinator for Cooperative Education and Other Forms of Experiential Learning if there is a workplace injury.** Reporting to WSIB Form 7 or OSBIE School Accident Report. A review of workplace safety practices with the student will be included in the follow up.
- e) **At the End of Cooperative Education or any Experiential Learning Opportunity in the Workplace the teacher or primary contact will:**
- i) **Ensure that a copy of the Work Education Agreement for each student is filed in the OSR, Documentation File.**
  - ii) **Ensure the confidential destruction of information that is not required to be maintained.**

**District Resources**

- Cooperative Education website: <http://www.hpedsb.on.ca/ec/services/cst/secondary/coop/>
- Student Alternative Learning (SAL) website: <http://www.hpedsb.on.ca/ec/studentsuccess/salep.html>
- OYAP website: <http://www.hpedsb.on.ca/ec/services/cst/secondary/oyap/>
- [Co-op Program – Teacher's Forms Index](#)
- [Form F510: HPEDSB Expense Reimbursement – Fillable](#)
- [Form 267-A1: Agreement to Participate \(Co-operative Education/Experiential Learning\)](#)
- [Form 267-A2: Workplace Experiential Learning Agreement](#)
- [Form 267-A4: Confidentiality Statement](#)
- [Form 267-A5: Declaration](#)
- [Form 267-A6: Letter of Union Support](#)
- [Form 267-A10: Work Experience Learning Plan](#)
- [Form 267-A11: Placement Information and Assessment](#)
- [Form 267-A11a: Determining Elements of Risk](#)
- [Form 267-A12: Co-op/Experiential Learning Student Bus Form](#)
- [Form 267-A14: Interview Guide for Potential Co-op Students](#)
- [Form 267-A15: Co-op Student Folder Checklist](#)
- [Form 267-B1: WEA – Adjustment to Student Hours](#)
- [Form 267-B2: Anecdotal Report](#)
- [Form 267-B4: Placement Assessment Visit](#)
- [Form 267-B5: Initial Student Visit/Teacher Checklist](#)
- [Form 267-B6: Employer's Performance Appraisal](#)
- [Form 267-B7: Employer Assessment for Experiential Learning](#)
- [Form 267-B8: Weekly Log Summary](#)
- [Form 267-B9: Student Weekly Log](#)
- [Form 267-D3: Volunteer Hours](#)
- [Form 267-E2: Teacher Mileage Log](#)
- [Form 267-F1: Student Passenger](#)
- [Form 267-F2: Student Extended Travel with Employer](#)
- [Form 267-F3: Informed Consent for Students Under 18](#)
- [Form 267-F4: Release and Indemnification – Students Over 18](#)
- [Form 267-F5: Risk Management Recommendations for Employers](#)
- [Form 267-F6: Risk Management Recommendations for Students/Parents](#)

**Resources**

- Work Education Agreement (WEA) <http://www.hpedsb.on.ca/ec/internal/cst/secondary/coop/forms/documents/WEA-Ministry.pdf>
- WSIB Employer's Report of Injury/Disease (Form 7) <http://www.wsib.on.ca>
- Worker's Claim/Consent Form <http://www.wsib.on.ca>
- Cooperative Education and Other Forms of Experiential Learning, 2000 document: <http://www.edu.gov.on.ca/eng/document/curricul/secondary/coop/cooped.pdf>
- Health and Safety Awareness Training Module: <https://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>
- Expanded Definition of a Worker Under the Occupational Health and Safety Act, 2015: <http://www.labour.gov.on.ca/english/hs/worker.php>
- Live Safe, Work Smart website and resources: <http://www.livesafeworksmart.net/english/coop/index.htm>
- Ontario Ministry of Labour: Health and Safety Website <http://www.labour.gov.on.ca/english/hs/>
- Ontario Ministry of Labour Rights and Duties of Workers FAQs <http://www.labour.gov.on.ca/english/hs/faqs/rights.php>
- Ontario College of Trades: <http://www.collegeoftrades.ca>
- Training Standards by Trade: <http://www.collegeoftrades.ca/trades-in-ontario>
- Student Placement Resource Manual: <http://www.pshsa.ca/wp-content/uploads/2013/02/student-Placement-Resource-LHCMNBEN1014.pdf>