



## IMPORTANT INFORMATION

### INSURANCE COVERAGE

Students are provided with coverage from the Workplace Safety and Insurance Board (WSIB) through a policy taken out by the Ministry of Education. To validate it, the Work Education Agreement form must be signed by all parties before the student begins work. However, students working under the supervision of an elementary or secondary school teacher are not covered by WSIB. Students who are paid by the employer must also have their WSIB coverage provided by the employer. The Toronto District School Board maintains liability insurance coverage for Co-op students participating in programs authorized by the Board. Students are covered for negligent acts causing third party bodily injury and property damage. The student and company are protected against damage arising from the student's negligence; the student is protected for damage caused accidentally to the property of the placement while such property is in her/his care, custody, or control.

### HEALTH & SAFETY:

A Placement Assessment must be completed before a student begins the placement.

Students must comply with all the safety standards at the workplace including the wearing of protective clothing and equipment. Students are responsible for the purchase of any clothing and/or equipment that is not supplied by the placement.

When a student requests a Cooperative Education placement in an environment that by its nature contains an element of risk, an Informed Consent form must be signed by the student and his/her parent or guardian.

### ETHICS

Students must maintain strict confidentiality regarding workplace matters, abide by the rules of the placement and maintain professional working relationships with co-workers.

Theft, vandalism, or other criminal acts are grounds for termination of a student's placement and/or removal from the Cooperative Education program, with possible loss of credits and/or possible further action under the law.

### MEDICAL INFORMATION

Students must declare to the Cooperative Education teacher any medical condition that may affect their placement. Students may be required to have a medical examination and/or provide medical information for placement purposes. If it is necessary to provide proof of immunization, students are responsible for this at their own expense.

"My Co-op student is really keen and readily accepts more and more responsibility. I wish I had been given this opportunity when I was choosing a career."

—Co-op Supervisor

### DRIVING

Students are responsible for their transportation to and from the placement. The Toronto District School Board recommends that students use public transportation. If students choose to drive a vehicle to work, they will be covered by their own insurance.

The Toronto District School Board recommends that students do not drive employees' or clients' vehicles as part of the placement activities.

The Toronto District School Board has no liability insurance to protect the supervisor or the student for damages arising out of the operation of any motorized vehicle and discourages the operation of vehicles by students. If a placement supervisor chooses to request that a student operate a company motor vehicle:

- this must be specified in the Personalized Placement Learning Plan;
- the work placement assumes the associated risk;
- the placement's insurance coverage is primary.

The company should ensure that:

- full instruction and supervision are provided for vehicle operation;
- the student has the appropriate classification of driver's license;
- the student is added as an additional driver on the company's automobile insurance policy for the protection of all.

The teacher must ensure that:

- the company is aware of the risks involved;

• the Driving at the Placement is completed and signed by all parties.

## Get Involved

Contact your local secondary school or Experiential Learning, Toronto District School Board at (416) 397-3000

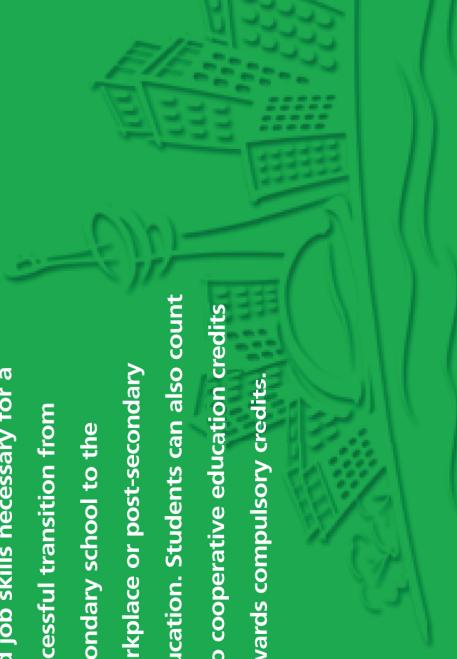
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# Cooperative *Education*

## INFORMATION

Cooperative Education is a unique program for students, integrating academic study with practical experience in business and industry.

This learning experience helps students make informed decisions about future careers. Students also develop the work habits, attitudes and job skills necessary for a successful transition from secondary school to the workplace or post-secondary education. Students can also count two cooperative education credits towards compulsory credits.



## EXPERIENTIAL LEARNING

technological, business and cooperative education



Design: Lynn Sutcliffe

# Benefits

## for Student:

- exploring tentative career choices
- increasing awareness of workplace demands and needs
- developing transferable skills
- applying classroom theory to workplace experience
- earning credits for secondary school diploma
- building a network for future employment
- making a smoother school-to-work transition
- enhancing acceptance possibilities to post-secondary or training programs
- earning up to two compulsory credits



## for Supervisor:

- training and evaluating potential employees
- developing supervisory skills in employees
- contributing to career education
- promoting positive attitudes toward the organization
- increasing student awareness of community values and interests
- promoting awareness of job opportunities
- helping reduce youth unemployment
- rendering vital public service



*"My work experience has helped me to finalize my career decision, as I realize what I like and what I want to achieve. I am so thankful for this wonderful opportunity."*  
—Co-op Student

## for School:

- developing relationships with business, industry and community organizations
- keeping teachers up-to-date with current workplace practices
- utilizing community resources
- integrating practical workplace experience, attitudes, and expectations with curriculum



## of Student:

- working safely and diligently
- achieving maximum learning
- attending workplace as agreed
- completing assignments required by teacher and supervisor
- following rules of the workplace and school board

# Responsibilities

## of Teacher:

- selecting and preparing student for co-op placement
- matching student with appropriate placement by interests/capabilities
- completing *Placement Assessment Guideline*
- supporting supervisor and student throughout the program
- developing *Personalized Placement Learning Plan* with supervisor
- integrating workplace experience with curriculum expectations
- monitoring student learning
- evaluating student performance
- assigning final mark

- Cooperative Education students are typically in the senior grades, have a variety of post-secondary destinations: college, apprenticeship, university, work, and may be studying in any subject area:
  - The Arts
  - Business Studies
  - Canadian and World Studies
  - Classical, International and Native Languages
  - English
  - French as a Second Language
  - Guidance and Career Education
  - Healthy Active Living Education
  - Mathematics
  - Native Studies
  - Science
  - Social Science
  - Technological Education

*"Cooperative Education was directly responsible for my entrance into college because of portfolio additions and a strong letter of recommendation. The skills and experience I gained will benefit me all my life."* —Co-op Student

# How Does It Work?

## Who Takes Co-op?

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  - Mathematics
  - Native Studies
  - Science
  - Social Science
  - Technological Education



*"We have found that the students are dependable, intelligent and eager to learn."*  
—Co-op Supervisor

