

Cooperative Education Program Guide

INTRODUCTION

The Cooperative Education Program offers a unique and enriching opportunity for students to extend their learning beyond the classroom and into the community. Designed to cater to the diverse needs of Ontario's student population, cooperative education connects rigorous academic learning with real-world experiences.

In this program, students will engage in safe, culturally responsive environments where they can actively participate in shaping their educational journey. By immersing themselves in cooperative education, students can experience transformational growth and gain valuable insights that will stay with them throughout their lives.

This document provides essential information for secondary students, parents/guardians and employers participating in the Cooperative Education Program.

SECTION A: Student Responsibilities

SECTION B: Employer/Supervisor Responsibilities

SECTION C: Workplace Safety Insurance Board (WSIB)

SECTION D: DSBN Sexual Harassment/ Workplace Violence and Harassment Policies

SECTION E: Apprenticeship and the Ontario Youth Apprenticeship Program (OYAP)

For more information, visit: <https://www.dcp.edu.gov.on.ca/en/curriculum/cooperative-education>

SECTION A: Student Responsibilities

Forms:

- ❖ Review and sign all required forms that have been outlined by the Cooperative Education Teacher. (These forms may have been sent to you via email.)

***Note** - Some forms require parent/guardian signature if student is under 18.

- [Consent to Participate in Cooperative Education](#) (via School Cash Online)
- [Work Education Agreement](#) (via Hour Republic)
- [OYAP Participant Application](#) (via Hour Republic if applicable)
- [OYAP Request for Registration Form](#) (via Hour Republic if applicable)

Learning Plan (SCELP):

- ❖ Participate in the development of the Student's Cooperative Education Learning Plan ([SCELP](#)).
- ❖ The [SCELP](#) should not be changed, interrupted or terminated without prior consultation between the student, employer and Cooperative Education teacher. However, the employer has the right to terminate the contract with the student and the school at any time.

Safety Plan (SCESP):

- ❖ Participate in the development of the Student's Cooperative Education Safety Plan ([SCESP](#))
- ❖ Participate in the safety training required by the work placement.
- ❖ Inform the employer about any special health and well-being needs that might impact your specific placement (e.g. allergies, or other conditions)
- ❖ Follow all safety procedures and wear personal protective equipment (PPE) as required.
- ❖ Report any workplace accident immediately to the supervisor/employer and the Cooperative Education teacher.

Work Schedule:

- ❖ The work schedule is outlined in the Work Education Agreement ([WEA](#)) and applies to school calendar days where schools are in operation and does not include Board Holidays or when schools are disrupted by inclement weather.
- ❖ The work schedule can be adjusted (in advance) in consultation with the Cooperative Education Teacher and MUST include a signed "*Adjustment to Hours ADDENDUM*" Form.

Expected Behaviour:

- ❖ Participate in integration sessions organized by the school.
- ❖ Follow all rules, regulations and policies of the employer.
- ❖ Adhere to the [DSBN Code of Conduct](#)
- ❖ Commit to the work schedule, show initiative and attend regularly. If absent, notify the Employer and the Cooperative Education Teacher.

Driving Vehicles/Equipment:

- ❖ Students are not permitted to drive placement vehicles during their placement hours.
- ❖ Students who drive their own vehicles to and from the placement **DO SO AT THEIR OWN RISK, INDEPENDENT OF THE BOARD OF EDUCATION.**
- ❖ Requests to have students operating equipment/vehicles during placement hours MUST be listed in the Student's Cooperative Education Learning Plan ([SCELP](#)) and Student's Cooperative Education Safety Plan ([SCESP](#)).

Injury (First Aid):

- ❖ In all cases of injury, promptly obtain First Aid.
- ❖ Notify your placement supervisor AND Cooperative Education teacher immediately.
- ❖ In the case where an injury requires medical attention, explain to the doctor that this could be a WSIB Claim as it is a work-place injury as a Cooperative Education student.
- ❖ The Cooperative Education teacher will follow DSBN procedures relating to Accident Reporting as it relates to WSIB.

Social Insurance Number (SIN):

- ❖ Acquire a SIN as it is required for future employment, accident reporting, and OYAP.
- ❖ For more information on how to apply for your SIN, visit [Social Insurance Number – Apply, update or obtain a SIN confirmation - Canada.ca](#)

Additional notes:

- ❖ In cases where there is a concern about the transmission of infectious diseases, the employer has the right to require testing or vaccination as a condition of placement.
- ❖ Where warranted, due to the nature of work carried out in a placement facility, the employer may require as a condition of placement that the student submit:
 - A Police Waiver prior to the first day of placement;
 - The Clearance Certificate, upon its receipt.

SECTION B: Employer/Supervisor Responsibilities

- ❖ **Pre-Placement Assessment:** Participate in a pre-placement assessment with the Cooperative Education teacher.
- ❖ **Review All Responsibilities:** Including [Accident Reporting](#), [Work Education Agreement \(WEA\)](#) and other policies within this document. Ask the Co-op Teacher if you have questions.
- ❖ **Interview Student:** Interview the student to ensure the placement is suitable.
- ❖ **Safety Plan:** Complete the Safety Plan/[SCESP](#) with the student before work starts and get the necessary signatures.
- ❖ **Workplace Safety:** Teach the student about workplace safety and confidentiality. Provide safety training before the student uses any equipment. Maintain a safe work environment and provide work site specific and occupational health and safety awareness training.
- ❖ **Training and Supervision:** Assign an employee to train and supervise the student. Ensure the student and supervisor have received all required training.

- ❖ **Learning Plan:** Help create a Learning Plan/[SCELP](#) that outlines the skills and knowledge the student will learn. Provide training and experiences as described in the plan.
- ❖ **Learning Experiences:** Offer various learning experiences to provide rich opportunities and to help the student make career decisions.
- ❖ **Discuss Progress:** Regularly discuss the student's performance and progress with the Cooperative Education teacher.
- ❖ **Verify Hours:** Sign weekly log sheets or verify hours via email/ Hour Republic. Complete and return student evaluation sheets as needed.
- ❖ **Contact School:** Immediately contact the school if there are any issues with attendance, performance, or injuries.
- ❖ **Critical Injury:** Inform the Ministry of Labour and teacher if the student receives an injury that is critical as prescribed under the Occupational Health and Safety Act (see below for the definition of a critical injury).
- ❖ **Driving:** Students on co-op or other work experiences should NOT be allowed to drive vehicles. When driving is a component of the learning experience on the job, the employer MUST assume liability and, therefore, responsibility for ensuring that adequate insurance is in place for the company or customer vehicle/equipment and/or property used by the student. Requests to have students driving on placement business MUST be outlined in the Student's Cooperative Education Learning Plan ([SCELP](#)) and Student's Cooperative Education Safety Plan ([SCESP](#)).
- ❖ **Sign the Agreement:** Before starting the work placement, the employer must sign an agreement to ensure the student has insurance coverage.

Accident Reporting

Employers must IMMEDIATELY inform the Co-op Teacher if a student is injured at the work site.

Co-op Teachers must immediately complete the Co-op Student Accident Report found in AP 5-02 - Reporting Employee Workplace Accidents. Teachers will retain a copy of the form and forward a copy, along with the Work Education Agreement form to WSIB@DSBN.ORG in accordance with WSIB legislation.

Co-op Teachers must IMMEDIATELY report critical injuries to their Administrator, who will notify the Health and Safety Officer and Ministry of Labour, Immigration, Training and Skills Development (MLITSD).

A DSNB Human Resources representative will complete the required WSIB information and forward the necessary documentation to WSIB and the Ministry of Education. A copy of these documents will be kept on file.

DEFINITION OF A CRITICAL INJURY

Ontario Regulation 834 (under the Occupational Health and Safety Act) defines a critical injury to any person as:

“An injury of a serious nature that:

- | | | |
|-----------------------------------|-----------------------------------|--------------------------------|
| a) places life in jeopardy, | d) involves the fracture of a leg | f) consists of burns to a |
| b) produces unconsciousness, | arm, but not a finger | major portion of the body, |
| c) results in substantial loss of | or toe | g) causes the loss of sight in |
| blood, | e) involves the amputation of a | an eye |
| | leg, arm, hand or foot but not | |
| | a finger or toe, | |

SECTION C: Workplace Safety Insurance Board (WSIB)

Coverage is provided under the Workplace Safety & Insurance Act through the Ministry of Education for Cooperative Education students during the time they spend at the placement. Students are NOT covered by WSIB when travelling to and/or from the placement. NOTE: the Work Education Agreement (WEA) form must be signed by all parties prior to the time the student starts at the work site for the insurance to be valid.

WSIB coverage is NOT provided to students involved in other work experience programs (e.g. “Take Our Kids to Work” or job shadowing).

If an employer involves a student in work or activities outside of the program (i.e. NOT designated in the WEA), WSIB coverage is NOT extended. These activities are not considered part of the Cooperative Education program.

Experiential Learning activities primarily focus on learning. Therefore, the District School Board of Niagara does not encourage paid Cooperative Education experiences. We recognize that special

circumstances may arise where it is beneficial for all parties to enter a paid co-op situation. Once a student receives an hourly wage or salary, WSIB coverage is the responsibility of the employer. Please note that it is the PRINCIPAL'S responsibility to determine the appropriateness of a "paid co-op placement" for a student in accordance with the criteria and procedures established in the DSBN policy.

For further clarification on student coverage and who is responsible for paying the WSIB premiums for students, please contact Human Resources at 905-641-2929.

SECTION D: DSBN Sexual Harassment/ Workplace Violence and Harassment Policies

The District School Board of Niagara is committed to providing a safe environment within which all persons are treated with respect and dignity and the belief that all employees and students have the right to work and learn in a school environment which is conducive to effective learning and to attitudes of mutual respect and trust and one that promotes a safe, inclusive and accepting school climate and is free from discrimination and harassment, including sexual harassment. This belief is reinforced by the DSBN's Code of Student Behaviour Policy (and by student codes of behaviour established by each secondary school) and the DSBN's Human Rights Discrimination and Harassment or Occupational Health and Safety Workplace Harassment Policy. Employees and students need to be aware of what constitutes harassment and discrimination, and that harassment and discrimination will not be tolerated. All employees and students shall have the right to lodge a complaint of harassment without fear of threat or reprisal.

Employees and students may initiate a complaint under the DSBN Ontario Human Rights Code (OHRC) Discrimination and Harassment or Occupational Health & Safety Act (OHSA) Workplace Harassment Administrative Procedure. Students may lodge a complaint with the school Principal, Vice Principal or trusted staff member who will review the case under the Administrative Procedure and Family and Children's Services Protocol. School board personnel, under the Child, Youth and Family Services Act, are required to report to Family and Children's Services any time they have "reasonable grounds to suspect" that a student needs protection, which would include where a student has or is suffering from sexual harassment (mandatory reporting for students under 16 years and permissive reporting for students aged 16 or 17).

The Occupational Health and Safety Act (OHSA) requires worker protection from violence and harassment in the workplace. This obligates employers to develop workplace violence and harassment programs. The OHSA requires the violence and harassment program to include measures and procedures to control the risks identified in the required violence risk assessment; for summoning immediate assistance when workplace violence occurs or is likely to occur; for workers to report incidents to the employer or supervisor; as well as the process the employer will utilize to investigate and deal with incidents or complaints of workplace violence or harassment.

The co-op employer/placement is expected to take all reasonable precautions necessary to protect its workers and co-op students within their placement from harassment, discrimination and workplace

violence. All incidents of harassment, discrimination or workplace violence against a co-op student must be communicated to the co-op teacher immediately by the employer/placement and/ or the student.

SECTION E: Apprenticeship and the Ontario Youth Apprenticeship Program (OYAP)

| | |
|--|---|
| <p>WHAT IS OYAP?</p> <ul style="list-style-type: none"> ✓ Ontario Youth Apprenticeship Program (OYAP) ✓ A high school program that lets you participate in co-op placements in regulated apprenticeship trades ✓ A chance to try-on careers and apprenticeship as a rewarding postsecondary education option ✓ OYAP is monitored and funded by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) ✓ An opportunity to become registered and start your apprenticeship while still in high school. ✓ Access resources from teachers and the DSBN OYAP Coordinator. ✓ Allows registered OYAP students to move seamlessly from high school to apprenticeship training. ✓ Provides opportunities for students to register as an ‘OYAP Participant’ which also has many benefits. <p>*See next page for full list of Regulated Trades in Ontario</p> | <p>WHY CONSIDER AN APPRENTICESHIP?</p> <ul style="list-style-type: none"> ✓ A first-choice postsecondary education pathway to become a qualified skilled trade professional. ✓ 90% on-the-job training (hours vary by trade) and 10% postsecondary in-school training. ✓ A Ministry-supported training program that assists with postsecondary education costs and offers incentives like completion grants and loans for tools. ✓ Working one-on-one with skilled tradespeople to learn from their expertise and experience. ✓ Achieving and documenting skills, competencies and hours in the trade’s Apprenticeship Training Standard. <p>HOW TO APPLY?</p> <p>To qualify with the MLITSD, you must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be at least 15 years old <input type="checkbox"/> Complete 14 credits toward your high school diploma and working toward completion of all requirements <input type="checkbox"/> Be enrolled as a full-time student <input type="checkbox"/> Have a valid Social Insurance Number (SIN) <p>To Complete a Registration Request:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Speak to your Co-op Teacher and employer about being signed on as an OYAP Apprentice <input type="checkbox"/> Complete both the MLITSD Request for Participation Form AND the STO Request for Apprentice Registration Form on Hour Republic |
| <p>“OYAP Participant”: Every student participating in a coop work placement in a regulated apprenticeship skilled trade. ALL Participants who want to register with OYAP are required to complete the MLITSD OYAP Participant form.</p> <p>“OYAP Apprentice”: Eligible OYAP participants may apply to be formally signed as apprentices through a Training Agreement, which must be signed by the student (and parent/guardian if under 18), the employer (Sponsor), and an MLITSD Training Consultant. Once approved and activated in the MLITSD system, it becomes a Registered Training Agreement.</p> | |

Regulated Apprenticeship Trades in Ontario

IMPORTANT: If you want to participate in a co-op work placement in a **regulated apprenticeship trade*** listed below, you **MUST** complete the first side of the Ministry's OYAP Participation Form and submit it to your Co-op Teacher before starting work at your placement. To request apprenticeship registration, speak to your employer and teacher, then complete the back side of the form. See page 19 of this handbook for more information about apprenticeship and visit OYAP.com

SERVICES SECTOR

- ☐ Aboriginal Child Development Practitioner
- ☐ Agriculture – Dairy Herdsperson
- ☐ Agriculture – Fruit Grower
- ☐ Agriculture – Swine Herdsperson
- ☐ Appliance Service Technician
- ☐ Arborist
- ☐ Assistant Cook
- ☐ Baker
- ☐ Baker – Pâtissier
- ☐ Chef
- ☐ Child and Youth Worker
- ☐ Child Development Practitioner
- ☐ Cook
- ☐ Developmental Services Worker
- ☐ Educational Assistant
- ☐ Electronic Service Technician
- ☐ Gem Setter/Goldsmith
- ☐ Hairstylist
- ☐ Horse Groom
- ☐ Horse Harness Maker
- ☐ Horticultural Technician
- ☐ Information Technology – Contact Centre Customer Service Agent
- ☐ Information Technology – Contact Centre Sales Agent
- ☐ Information Technology – Contact Centre Technical Support Agent
- ☐ Information Technology – Hardware Technician
- ☐ Information Technology – Network Technician
- ☐ Institutional Cook
- ☐ Micro Electronics Manufacturer
- ☐ Native Clothing and Crafts Artisan
- ☐ Network Cabling Specialist
- ☐ Parts Technician
- ☐ Retail Meat Cutter
- ☐ Saddlery
- ☐ Special Events Coordinator
- ☐ Utility Arborist

INDUSTRIAL SECTOR

- ☐ Bearings Mechanic
- ☐ Blacksmith
- ☐ Cabinetmaker
- ☐ CNC (Computer Numeric Control) Programmer
- ☐ Die Designer
- ☐ Draftsperson – Mechanical
- ☐ Draftsperson – Plastic Mould Design
- ☐ Draftsperson – Tool and Die Design
- ☐ Electrician – Signal Maintenance
- ☐ Electric Motor System Technician
- ☐ Elevating Devices Mechanic
- ☐ Entertainment Industry Power Technician
- ☐ Facilities Mechanic

- ☐ Facilities Technician
- ☐ General Machinist
- ☐ Hydraulic/Pneumatic Mechanic
- ☐ Industrial Electrician
- ☐ Industrial Mechanic Millwright
- ☐ Instrumentation and Control Technician
- ☐ Light Rail Overhead Contact System Linesperson
- ☐ Locksmith
- ☐ Machine Tool Builder and Integrator
- ☐ Metal Fabricator (Fitter)
- ☐ Mould Designer
- ☐ Mould or Die Finisher
- ☐ Mould Maker
- ☐ Optics Technician (Lens and Prism Maker)
- ☐ Packaging Machine Mechanic
- ☐ Pattern Maker
- ☐ Pressure Systems Welder
- ☐ Process Operator: Food Manufacturing
- ☐ Process Operator: Power
- ☐ Process Operator: Refinery, Chemical and Liquid Processes
- ☐ Process Operator: Wood Products
- ☐ Railway Car Technician
- ☐ Relay and Instrumentation Technician
- ☐ Saw Filer/Fitter
- ☐ Surface Blaster
- ☐ Surface Mount Assembler
- ☐ Thin Film Technician
- ☐ Tool and Cutter Grinder
- ☐ Tool and Die Maker
- ☐ Tool and Gauge Inspector
- ☐ Tool/Tooling Maker
- ☐ Tractor-Trailer Commercial Driver
- ☐ Water Well Driller
- ☐ Welder

MOTIVE POWER SECTOR

- ☐ Agricultural Equipment Technician
- ☐ Alignment and Brakes Technician
- ☐ Auto Body and Collision Damage Repairer
- ☐ Auto Body Repairer
- ☐ Automotive Electronic Accessory Technician
- ☐ Automotive Glass Technician
- ☐ Automotive Painter
- ☐ Automotive Service Technician
- ☐ Heavy Duty Equipment Technician
- ☐ Marine Engine Technician
- ☐ Motive Power Machinist
- ☐ Motorcycle Technician
- ☐ Powered Lift Truck Technician
- ☐ Recreation Vehicle Technician
- ☐ Small Engine Technician
- ☐ Transmission Technician
- ☐ Truck and Coach Technician
- ☐ Truck-Trailer Service Technician
- ☐ Turf Equipment Technician

CONSTRUCTION SECTOR

- ☐ Architectural Glass and Metal Technician
- ☐ Brick and Stone Mason
- ☐ Cement (Concrete) Finisher
- ☐ Concrete Pump Operator
- ☐ Construction Boilermaker
- ☐ Construction Craft Worker
- ☐ Construction Millwright
- ☐ Drywall, Acoustic and Lathing Applicator
- ☐ Drywall Finisher and Plasterer
- ☐ Electrician – Construction and Maintenance
- ☐ Electrician – Domestic and Rural
- ☐ Exterior Insulated Finishing Systems Mechanic
- ☐ Floor Covering Installer
- ☐ General Carpenter
- ☐ Hazardous Materials Worker
- ☐ Heat and Frost Insulator
- ☐ Heavy Equipment Operator – Dozer
- ☐ Heavy Equipment Operator – Excavator
- ☐ Heavy Equipment Operator – Tractor Loader Backhoe
- ☐ Hoisting Engineer – Mobile Crane Operator 1
- ☐ Hoisting Engineer – Mobile Crane Operator 2
- ☐ Hoisting Engineer – Tower Crane Operator
- ☐ Ironworker – Generalist
- ☐ Ironworker – Structural and Ornamental
- ☐ Native Residential Construction Worker
- ☐ Painter and Decorator – Commercial and Residential
- ☐ Painter and Decorator – Industrial
- ☐ Plumber
- ☐ Powerline Technician
- ☐ Precast Concrete Erector
- ☐ Precast Concrete Finisher
- ☐ Refractory Mason
- ☐ Refrigeration and Air Conditioning Systems Mechanic
- ☐ Reinforcing Rod worker
- ☐ Residential Air Conditioning Systems Mechanic
- ☐ Residential (Low-Rise) Sheet Metal Installer
- ☐ Restoration Mason
- ☐ Roofer
- ☐ Sheet Metal Worker
- ☐ Sprinkler and Fire Protection Installer
- ☐ Steamfitter
- ☐ Terrazzo, Tile and Marble Setter

***All trades listed are regulated under the Building Opportunities in the Skilled Trades Act (BOSTA), 2021**