



# ARCHBISHOP ANTHONY MEAGHER

Catholic Continuing Education Centre

850 King Street W., #26  
Oshawa, ON L1J 8N5



Principal: Jim Wilson Vice-Principal: Stacey  
Ritche Program Leader: Andrea Ellsworth  
Website: [www.con-ed.ca](http://www.con-ed.ca)

Tel. (905) 438-0570 Fax (905) 438-0571

## Cooperative Education Program

### What is Cooperative Education (Co-op)?

Cooperative Education is a ministry-approved program that allows students to earn secondary school credits while completing a work placement. The program consists of a co-op course monitored by a cooperative education teacher, a related curriculum course in any subject and a work placement.

Students can apply two co-op credits towards their compulsory high school graduation requirements, with no limit on earning optional co-op credits. Co-op placements are arranged for students by their school and must follow Ministry of Education policy and guidelines.

<http://edu.gov.on.ca/extra/eng/ppm/factsheet.html>

### Who is it for?

Co-op programs are for students to gain work experience and explore options for their post-secondary pathway.

### Key benefits of Co-op programs:

- Experience hands-on learning
- Earn credits through workplace experience
- Test-drive career options
- See the relevance of classroom learning
- Develop the essential skills and habits required in the workplace
- Gain valuable work experience that will help build a resume for post-secondary programs and future employment

### How does Cooperative Education help students meet diploma requirements?

Cooperative Education credits may be used to meet up to 2 of the 18 compulsory credit requirements for the Ontario Secondary School Diploma (OSSD).

Students must also earn 12 optional credits for the OSSD. There is no limit to the number of optional courses that might be earned through Cooperative Education courses.

### Student Profile:

Co-op employers are looking for students who demonstrate a positive attitude, who possess a strong work ethic and sense of responsibility, and who are committed to learning.

### **Students must meet the following criteria to apply for the Co-op Program:**

- Grade 11 English & Math completed
- Applicant has OHIP Coverage and Social Insurance Number
- Able to provide an employer with a Criminal Reference Check (if required for placement)
- Access to transportation to and from a work placement
- Able to attend an interview(s) with employers for a co-op placement
- Demonstrates good attendance and punctuality
- Strong work ethic
- Positive attitude
- Commitment to learning

### **Application Process:**

1. Complete an application (attached) and submit the application with required documentation to the main office.
2. Students will be contacted for an interview to ensure that the student is ready to undertake learning in the workplace. Please note: where a student's readiness or commitment is not sufficiently evident, his or her acceptance into the cooperative education program may be postponed until the requirements are met.
3. After the initial interview, students will be contacted regarding their status in the co-op program.

### **Establishment of the placement:**

Placement for students must be arranged by the school and must meet the following requirements:

- A placement must be assessed by a teacher before the student is assigned to it to ensure that the placement offers a positive learning environment in a safe workplace. It is not general practice for a Cooperative Education student to receive payment for work done in a placement, since the emphasis is on learning.

### **Pre-placement instruction:**

A minimum of fifteen hours of instructions must be provided on workplace health and safety BEFORE the co-op placement begins.

One in-school session will be held approx. half-way through the co-op placement, to provide students with opportunities to analyze and share their workplace experience, related the placement experience to the curriculum expectations, reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned and applied at the placement. Students are assessed and evaluated on their workplace performance and classroom demonstrations of learning.

***OUT OF BOARD students must apply for the Co-op through the on-line registration site, as well as fill out the Coop Application form for submission to the Co-op teacher via the Con Ed Office in Oshawa.***