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<b>Subject</b>	<b>COOPERATIVE EDUCATION AND OTHER FORMS OF EXPERIENTIAL LEARNING</b>
<b>References</b>	Ministry of Education, “Cooperative Education and Other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools, 2000” Ministry of Education, Policy/Program Memorandum No. 76A, “Workplace Safety and Insurance Coverage for Students in Work Education Programs, September, 2000” The Ontario Curriculum, Grades 9 & 10: Guidance & Career Education, 1999 Ethical Guidelines and Legal Issues for Cooperative Education, OYAP and other Experiential Learning Programs, 2007 APM A1061- Field Trips APM A1420 – Administration of Medication and Medical Emergency Response in School Settings APM A5410 – Injuries to Students, Visitors, Parents and Volunteers APM A5510 – Damage or Loss To Board and/or Non Board Owned Property Reporting Injuries - Custodial Procedures Manual General Information 01-10
<b>Links</b>	FORM A8050 –1; FORM A8050 –2; FORM A8050 -3; FORM A8050 -4; FORM A8050-5
<b>Contact</b>	Instructional Services

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## 1. Background

The intent of this document is to provide Simcoe County District School Board (SCDSB) secondary schools with guidelines for implementing the programs and policies described in the Ministry of Education document, *“Cooperative Education and Other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools, 2000”*.

## 2. Definitions

- 2.1 “An Overview of the Forms of Experiential Learning and Related Programs” are outlined in detail in the *“Cooperative Education and Other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools, 2000,”* pages 6 – 12. Definitions of programs/initiatives in addition to the Ministry document, specific to the SCDSB’s experiential learning programs, are also provided.
- 2.2 **Cooperative Education** is a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences at a



workplace to enable students to apply and refine the knowledge and skills acquired in a related curriculum course or a locally developed course.

- 2.3 **Job Shadowing** involves the pairing of a student with a worker in a specific occupation at a place of employment for one-on-one observation by the student. It may be integrated into any credit course or be a component of a student's school-work transition program.
- 2.4 **Job Twinning** involves the pairing of a student with a Cooperative Education student for one-on-one observation of the Cooperative Education at his or her placement. Job Twinning may be integrated into any credit course and may also be a component of a student's school-work transition program.
- 2.5 **Ontario Youth Apprenticeship Program (OYAP)** offers secondary school students the opportunity to train as registered apprentices while enrolled in school. It allows a student to complete his or her Ontario Secondary School Diploma (OSSD) and to gain apprenticeship training towards a Certificate of Qualification with journey person status in a skilled trade.
- 2.6 **Alternative Forms of Cooperative Education** enables students to earn credits towards their graduation while working at their full or part-time job. The SCDSB and the Cooperative Education teacher maintain control over the co-op learning activities and ensure that all policy requirements for co-op programs are met. This program will vary from school to school based on the needs of the school community. Individualized instruction may take place at the school, off site or through e-learning. This may also be an off-site co-op program with pre-placement and integration occurring at a location in the community.
- 2.7 **Continuous Intake Cooperative Education**  
Continuous Intake Cooperative Education allows students to enter the program throughout the school year. The student may be enrolled full or part-time. Online modules are available on the SCDSB website, through e-Learning and the Independent Learning Centre. All policy requirements of the Cooperative Education program procedures and guidelines must be adhered to. These requirements may be delivered in a flexible manner as to accommodate the needs of the student. Pre-placement assignments must be completed before the work place hours commence.
- 2.8 **School - Work Transition Programs** are specialized programs that prepare students for employment or self-employment. Placements should be selected from current and emerging employment sectors where job opportunities are known to exist or are expected to exist in the future. They:
  - 2.8.1. must include both in-school and work-based experiences, including Job Shadowing, Work Experience, Cooperative Education and In-depth Skills training;
  - 2.8.2. require the involvement of employers in their development and delivery;



- 2.8.3. may provide advanced standing or additional certification for students in apprenticeship and skills certificate programs;
- 2.8.4. consist of a number of courses that prepare students to meet the requirements of a specific occupation or apprenticeship.
  
- 2.9 **Specialist High Skills Majors** are programs that bundle credits and work experience in a variety of sectors. A minimum of two Cooperative Education credits are required and must be tied to the student's major credits.
  
- 2.10 **Students with Special Education Needs** may be integrated into a regular Cooperative Education program with the provision of accommodations and support as stipulated in their Individual Education Plan (IEP) and transition plan. A specialized or alternative cooperative education program may be designed for students with special education needs. This type of program allows the Cooperative Education teacher to develop in-school classroom instruction and activities that are tailored to the specific needs of the students.
  
- 2.11 **Work Experience** is a planned learning opportunity, within any credit course, that provides students with relatively short-term work experiences, usually of one or two weeks' duration and not exceeding four weeks. Credits cannot be granted for Work Experience alone.
  
- 2.12 **Virtual Cooperative Education** is a planned learning experience, for which credits are earned, that integrates classroom theory and learning experiences facilitated through the use of computer software and the computer.
  
- 2.13 **Virtual Work Experience** is a simulated work experience within any credit course that involves a short-term subject related virtual work placement facilitated through the use of computer software and the computer in a classroom environment.

### 3. Roles and Responsibilities

The "Roles and Responsibilities" of school boards, principals, Cooperative Education teachers, employers, supervisors, students, guidance counsellors and non-teaching personnel are outlined in detail in the document, *"Cooperative Education and other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools, 2000"*, pages 40 – 44.

### 4. Procedures for All Forms of Experiential Learning

- 4.1 Secondary School principals are to ensure the establishment of school-based policies and procedures that relate to the effective management of the various forms of experiential learning and give due consideration to the health and safety of students. School policies and procedures, which reflect the specific needs of



schools and their local communities, must comply with Ministry Policies and SCDSB Administrative Procedures and Policies.

- 4.2 The SCDSB will work with its co-terminus boards to ensure regular and consistent cooperation and communication among personnel regarding Experiential Learning.
- 4.3 Provisions will be included for placement co-ordination where more than one school within the same area offers Cooperative Education.
- 4.4 Any Experiential Learning program lasting more than one day requires pre-placement orientation, a Personalized Placement Learning Plan (PPLP) and a Work Education Form: ([www.edu.gov.on.ca/eng/document/forms/631970.pdf](http://www.edu.gov.on.ca/eng/document/forms/631970.pdf))  
The Placement Assessment Checklist (FORM A8050-1), the Cooperative Education and Work Experience Agreement (FORM A8050-2a-f) and Co-op Placement Medical Emergency Plan (if required) must be completed prior to the student commencing their work experience. Job Shadowing or Job Twinning experiences lasting one day or less should be treated as field trips (Refer to APM A1061).
- 4.5 Classroom teachers arranging job shadowing (excluding “Take Your Kid to Work” day), Job Twinning, and Work Experiences shall dialogue with the school’s Cooperative Education department to determine suitability of placements.
- 4.6 Age requirements for all experiential learning programs must adhere to Ministry of Labour guidelines.

## 5. Cooperative Education

- 5.1 The Cooperative Education Program
  - 5.1.1 A Cooperative Education program comprises a Cooperative Education course and the related curriculum course (or courses) or Ministry approved locally developed course on which the Cooperative Education course is based. A student may take the Cooperative Education course concurrently with the related course or after the successful completion of that course.
  - 5.1.2 A Cooperative Education course consists of a classroom component or equivalent instruction and a placement component respectively. Courses in all disciplines and of all types, including open courses, may serve as the basis for Cooperative Education courses. A transfer course, designed to bridge the gap between two courses of different types, may not be used as a related course.
  - 5.1.3 Because of the job readiness skills required, Cooperative Education is primarily offered to students in Grades 11 and 12. Schools will establish procedures to determine whether students applying for Experiential



Learning opportunities have the necessary educational background and job readiness skills.

- 5.1.4 In special situations, when it is deemed to be in the best interest of the students involved, students taking courses in Grades 9 and 10 may participate in Cooperative Education and Work Experience at the principal's discretion based in part, on recommendations made by the school's Student Success Team. Such situations require consultation among community employers and supervisors, parents and school personnel.

## 5.2 Pre-Course Counseling and Interviewing

A structured interview between a Cooperative Education teacher and each applicant must be conducted prior to the start of the course to determine whether students applying for Cooperative Education have the necessary educational background and job readiness skills. The pre-course counseling and interviewing will focus on inclusion, not exclusion, and concentrate on the student's educational or career goals as identified in his/her annual educational plan. All students must have fair access to these programs.

## 5.3 The Classroom Component

### 5.3.1 Pre-Placement Orientation and Readiness

Prior to their placements, all Cooperative Education students must demonstrate an understanding of the pre-placement orientation expectations. Pre-placement orientation must be scheduled for a minimum of 15 hours and include the following:

- 5.3.1.1 the school and placement expectations that they are to achieve in the Cooperative Education course;
- 5.3.1.2 placement specific workplace, health and safety considerations (*section 2.3.1.2 of "Cooperative Education and Other Forms of Experiential Learning"*)
- 5.3.1.3 issues relating to confidentiality and the right to privacy, as outlined in the Municipal Freedom of Information and Protection of Privacy Act
- 5.3.1.4. the individual's right to function in a climate free from abuse and harassment and instruction about Board Policies on harassment;
- 5.3.1.5 relevant sections of the Employment Standards Act and the Human Rights Act;
- 5.3.1.6. the history and role of labour unions;
- 5.3.1.7 appropriate methods of dealing with and reporting concerns or problems at the placements.

### 5.3.2 Health and Safety

As part of the pre-placement orientation, students must receive instruction on Health and Safety in the workplace. Students must demonstrate the following knowledge and skills prior to placement:

- 5.3.2.1 an understanding of Workplace Health and Safety rules;
- 5.3.2.2 the appropriate use of safety equipment, including fire extinguishers and smoke and carbon monoxide detectors;
- 5.3.2.3 an understanding of the need for personal protective equipment, including goggles, gloves, boots and aprons;
- 5.3.2.4 an understanding of the “*Occupational Health and Safety Act*”;
- 5.3.2.5 the correct handling of materials and equipment as specified in the Workplace Hazardous Materials Information Systems (WHMIS) training program;
- 5.3.2.6 an understanding of the coverage provided by the *Workplace Safety and Insurance Act*;
- 5.3.2.7 the procedures for reporting accidents;
- 5.3.2.8 the procedures for reporting unsafe practices.

Students with Special Education Needs may require training and assistance to ensure their safety at the placement. Necessary workplace accommodations must be in place to ensure students’ safety before the students begin their placements. Students in OYAP must be provided with trade-specific health and safety training.

5.3.3 Coverage under the “*Workplace Safety and Insurance Act*”

- 5.3.3.1 To ensure Workplace Safety and Insurance Board (WSIB) coverage for students at their placement, a Ministry of Education Work Education Agreement form must be completed and signed by all parties prior to student placement. If a student is working in a school environment this form does not apply as students are NOT covered when working as teachers aides in a classroom or shop in a school. Use the “*Cooperative Education Agreement for Students Placed as Teacher’s Aides*” form instead (see FORM A8050-3). The coverage under the “*Workplace Safety and Insurance Act*” for students in Work Experience and Cooperative Education is outlined in detail in the Ministry Policy/Program Memorandum No. 76A, “*Workplace Safety and Insurance Coverage for Students in Work Education Programs, September 2000*” and WSIB Coverage Points to Remember from the *Expansion of Cooperative Education and Other Forms of Experiential Learning* toolkit (see APPENDIX A).
- 5.3.3.2 The Ministry of Education Work Education Agreement form must be used for all students participating in Cooperative Education and Work Experience who are fourteen years of age or older. While schools may expand this form, no modifications may be made that change the information elicited by the original Work Education Agreement form.
- 5.3.3.3 All students involved in Cooperative Education and/or Work Experience should have or apply for Social Insurance numbers.

Where students are participating in OYAP or a paid co-operation experience, they must have a Social Insurance Number.

- 5.3.3.4 The hours accumulated by a student at a placement (other than hours spent as an assistant to a teacher or those students who receive an hourly wage or salary) must be reported to the Ministry on a school-year basis.
- 5.3.3.5 The hours of work recorded on Section B of the Ministry of Education Work Education Agreement Form should reflect the student's overall placement hours for WSIB coverage. If the student's placement hours change during the term, a note must be appended to the Work Education Agreement Form to ensure the necessary WSIB coverage for the student. (See FORM A8050-4) The note must be signed by the teacher, the student, the student's parent (if the student is under eighteen) and the placement supervisor. If circumstances change, it is the student's responsibility to obtain approval from his or her teacher and parents before extending the placement beyond the hours specified in the original agreement.
- 5.3.3.6 Students must remain at their placement until the date stipulated in their Work Education Agreement, even in cases where the required hours have been completed before the end of the school term.
- 5.3.3.7 Insurance coverage arranged through the Ministry of Education applies only to the hours stated in the Work Education Agreement and does not apply when a student receives an hourly wage or a salary, refer to Policy/Program Memorandum No. 76A, "*Workplace Safety and Insurance Coverage for Students in Work Education Programs, September 2000*" and WSIB Coverage Points to Remember from the *Expansion of Cooperative Education and Other Forms of Experiential Learning* toolkit (APPENDIX A).
- 5.3.3.8 If a student is being paid at their co-op placement but this business is not required by law to have WSIB insurance, the Ministry of Education will cover the cost of the WSIB coverage for the duration of the cooperative education placement. (For a complete list of WSIB exempt industries go to <http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/EmployerRegisterWSIB#Register>).
- 5.3.3.9 Co-op placement activities that take place during Winter and March Break are subject to approval in accordance with the schedule determined by Administrative Council. Complete lists of student and employer contact information must be forwarded prior to the commencement of the co-op holiday schedule to the attention of the superintendent in charge.



#### 5.4 Integration Sessions

A minimum of 7 hours of integration for each Cooperative Education credit must be interspersed throughout the semester. (Refer to *“Cooperative Education and other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools, 2000”*, page 29). The hours allocated to integration sessions in the classroom are in addition to the 15 to 20 hours of pre-placement orientation. In addition to the hours required for integration, each student must complete an independent study project that demonstrates an understanding of the relationship between his/her placement experience and the curriculum expectations of the related course. During integration sessions, students will be provided with opportunities to:

- 5.4.1 relate the placement experience both to the curriculum expectations of the related course and to the expectations related to Cooperative Education, using a variety of strategies, activities, and tools;
- 5.4.2 reflect on and analyze their placement experiences;
- 5.4.3 reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned at the placement;
- 5.4.4 demonstrate the ability to access related career information;
- 5.4.5 demonstrate an understanding of labour market trends and of the nature of the workplace in the future;
- 5.4.6 demonstrate an understanding of the changing role of men and women at work;
- 5.4.7 demonstrate an understanding of issues relating to human rights, discrimination, harassment, and disability;
- 5.4.8 demonstrate the ability to produce an effective exit resume.

#### 5.5 The Placement Component

##### 5.5.1 Placement Assessment Criteria

- 5.5.1.1 All teachers must be aware of their responsibility in terms of students' health and safety. All teachers responsible for recruiting and securing student placements must assess the learning environment of the potential placements before students begin their placements. Only those placements with acceptable standards based on the Experiential Learning Placement Assessment Checklist (FORM A8050-1) for assessing and selecting placements may be used. Completing the Placement Assessment Process and Form indicates the teacher's due diligence with respect to assessment of a safe placement. Placements, which have been previously used, must be reassessed before placing new students to ensure that the placements continue to meet the established criteria.
- 5.5.1.2 Employers must be informed and accepting of their roles and responsibilities prior to students beginning their placements. The placement supervisor must provide a safe working and learning environment with any necessary workplace

accommodations in place to ensure students' safety. Supervisors must direct and guide students' learning through on-site supervision.

- 5.5.1.3 If a teacher becomes aware of a health or safety hazard at any time during a work placement (e.g., through information supplied by a student) the teacher must immediately remove the student from the placement and discuss the hazardous situation with the placement supervisor, the Cooperative Education department leader and the principal. The hazardous situation must be resolved before the student returns to the placement.
- 5.5.1.4 Placements involving any of the following activities are not acceptable: working in the student's home school, except under special circumstances; working in the school store; participating in dramatic presentations in the home school; serving on the Student Council; working at part-time jobs; participating in Junior Achievement projects; playing on a school or community athletic team; working on the school yearbook; replacing paid employees; completing the community involvement requirement for the Ontario Secondary School Diploma (OSSD).
- 5.5.1.5 A number of placements by their high-risk nature will not be suitable as a Cooperation Education work placement. The educational benefits should outweigh the risk factors involved at each workplace and every possible risk management strategy must be put in place. In questionable circumstances, principals should contact Insurance and Risk and the Student Success Leader at the Education Centre for clarification. In the event that the learning experience provided at such co-op placement can't be found elsewhere, it is recommended that an Informed Consent for Higher Risk Co-op Placements (FORM A8050-6) be completed and signed by the student, parent/guardian, co-op teacher, and forwarded to the principal for approval.

#### 5.5.2 Teacher/Employer Relationships

- 5.5.2.1 Cooperative Education teachers must practice ethical behaviour and display the highest level of decorum with employers to develop positive relationships and instill public confidence (refer to the Ontario College of Teachers Ethical Standards of Practice).
- 5.5.2.2 Employer participation in experiential learning opportunities must be recognized as a critical element in the success of the program.
- 5.5.2.3 Cooperative Education teachers should not accept any form of gift, gratuity, payment, or services from learning placements that may impact the objectivity of the placement process.
- 5.5.2.4 Cooperative Education teachers should be aware that placing students with family members may create a conflict of interest.



- 5.5.2.5 Cooperative Education teachers and/or departments will not compensate employers for their participation in experiential learning programs. Employers may be compensated for losses (damage/theft) incurred as a result of participating in an experiential learning program. Specific questions should be directed to Insurance and Risk.
- 5.5.3 Reporting Injuries – (Refer to APPENDIX B).
- 5.5.3.1 Teachers, along with the placement supervisor, must ensure that proper WSIB procedures and requirements are adhered to both prior to and during placements.
- 5.5.3.2 Teachers must follow both WSIB and SCDSB reporting procedures in the event of an accident. The online Incident Report Form can be found at ([www.osbie.on.ca](http://www.osbie.on.ca)) It must be completed, printed (for submission to school administration) and submitted on line. This will simultaneously notify Insurance and Risk and OSBIE. If the student has been admitted to the hospital or is fatally injured, the principal must immediately contact the Superintendent of Education and the OSBIE Claims Department, advising that the incident was a result of a Cooperative Education accident.
- 5.5.3.3 If a student requires treatment from a medical practitioner, a WSIB Employer's Report of Injury/Disease form 7 (0007A, 02/00), must also be completed. See APPENDIX A for reporting procedures. The student should be directed to advise the medical practitioner that they were injured at a cooperative education placement.
- 5.5.3.4 The WSIB "*Employer's Report of Injury/Disease Form 7 (0007A, 02/00)*", and a copy of the Work Education Agreement must be forwarded **within 72 hours** to the WSIB office. As well, a copy of the "*Employer's Report of Injury/Disease Form 7 (0007A, 02/00)*" is to be sent to the Student Success Leader and the Ministry of Education.
- 5.5.3.5 In the event that the employer is covering WSIB for the student, it is the employer's responsibility to follow appropriate accident reporting procedures as required by WSIB. Teachers should request a copy of the employer's accident report and complete the "*OSBIE Online Incident Report Form*."
- 5.5.3.6 Damage to Non Board Owned Property  
To report damage to property of the employer the teacher should make arrangements to complete FORM A5510-1 and forward it to Insurance and Risk via e-mail or fax. Schools are responsible for any deductible expenses that arise as a result of damage to non owned property.
- 5.5.4 Placement of Students
- 5.5.4.1 All students accepted into the Cooperative Education program will have an appropriate placement. Suitable placements will



- provide students with an opportunity to develop employability and industry-specific skills.
- 5.5.4.2 When a student requests a placement in a school setting, the Cooperative Education teacher should obtain a placement outside the home school. However, there may be some situations, where the home school provides experiences that cannot be duplicated anywhere else in the immediate community. Where it is necessary to place a student in the home school, two separate individuals must assume the roles of Cooperative Education teacher and placement supervisor.
  - 5.5.4.3 Learning opportunities are optimal in placements in which only one student is placed with a placement supervisor at any given time. When more than one student has requested a particular placement, a school process for competitive interviews must be established.
  - 5.5.4.4 Cooperative Education teachers from different schools within the same school board shall work together in the identification, recruitment and use of learning placements. In accordance with school board policy, teachers will also work with coterminous board(s) in the identification, recruitment, and use of learning placements.
- 5.5.5 Personalized Placement Learning Plans (PPLPs)
- 5.5.5.1 Cooperative Education and Work Experience students must have personalized placement learning plans that identify the overall and specific curriculum expectations of the related course, describing the knowledge and skills the students will apply and further develop at their placements. As well, the PPLP will include the employer's expectations, along with the expectations of the classroom component that apply to the placement. Cooperative Education teachers will use the approved software provided by the SCDSB to develop their PPLP.
  - 5.5.5.2 The PPLP must be developed within the first three weeks of the placement and be made available to the parents of students who are under 18 years of age and to adult students.
  - 5.5.5.3 The PPLP for a student participating in OYAP must be developed to complement, or must be based on, the skills outlined in the training standards for the appropriate trade and its related training process.
  - 5.5.5.4 The PPLP of a student who has an IEP must be developed with direct reference to the IEP. Teachers must take into account the strengths, needs, learning expectations and accommodations identified in the student's IEP, including the transition plan. The student's special education teacher should be consulted wherever appropriate. Because the learning plan, rather than the IEP will be the principle guide for the student's placement



supervisor, it is important that any special accommodations of curriculum expectations outlined in the IEP are clearly identified in the PPLP.

- 5.5.5.5 When a student is operating a motorized vehicle/equipment at the placement, it must be documented on the PPLP form and be authorized by the training supervisor.
- 5.5.5.6 Where the activities at the learning placement do not allow the student to demonstrate the expectations outlined in the PPLP, the student will be placed in another learning placement.

## 5.6 Assessment and Evaluation

The primary purpose of assessment and evaluation is to improve student learning. Assessment and evaluation will be based on the requirements stated in the Ministry document, *"The Ontario Curriculum, Grades 9 to 12: Program Planning and Assessment, 2000"*. When evaluating a student's overall achievement, the teacher should take into consideration the expectations included in the student's PPLP, the levels of achievement described in the appropriate curriculum policy document, the student's performance on classroom assignments, including the independent study project, and the supervisor's performance appraisals. The learning skills must be assessed separately from the student's achievement and reported appropriately on the Provincial Report Card.

### 5.6.1 Classroom Learning Assessment and Evaluation

Portfolios, tests, seminar presentations, journals, and assignments, as well as the independent study project may be used to assess and evaluate student achievement. Opportunities for self and peer assessment should also be provided.

### 5.6.2 Placement Learning Assessment (Monitoring) and Evaluation

5.6.2.1 The primary purpose of placement learning assessment is to advocate for and to ensure proper student learning at the placement, to monitor the student's progress, and to ensure the student's safety at the placement.

5.6.2.2 Student learning at the placement must be assessed by a qualified teacher a minimum of three times per 110 hours of a Cooperative Education course. At least two of the three assessments must be through direct personal contact. While assessments must incorporate at least two performance appraisals written by the placement supervisor, the teacher alone is responsible for determining the student's final grade.

5.6.2.3 Anecdotal records, identified by date, must document placement-learning assessments.

5.6.2.4 Students must be provided with feedback following their placement learning assessments to discuss their strengths, areas for improvement, and next steps. These must be considered when developing comments on the Provincial Report Card.



5.6.2.5 The Cooperative Education teacher must consider the IEP when completing the Personalized Placement Learning Assessment of exceptional students.

5.6.3 Attendance and Punctuality

Although attendance and punctuality are reported separately on the report card, and students are assessed and evaluated only on their level of achievement of course expectations, regular attendance and punctuality at the placement will be essential for the overall success of students.

6. Co-operative Education – Program Planning and Delivery

6.1 Courses of Study

Up-to-date copies of the outlines of all courses of study for Cooperative Education courses are to be retained on file in the main office of each secondary school. The outline of a course of study for a Cooperative Education course will include:

- 6.1.1 details as stated in “OSS, *section 7.1.1*”, for all course outlines;
- 6.1.2 a description of a) the knowledge and skills that the student will achieve in the classroom component, b) teaching strategies, c) the criteria and strategies for assessment and evaluation of student performance;
- 6.1.3 the PPLP, which identifies a) the knowledge, skills and attitudes that the student is expected to demonstrate at the placement, b) the learning opportunities at the placement that will enable the student to apply and refine the required knowledge and skills, and c) the criteria and strategies for assessment and evaluation of student achievement at the placement.

6.2 Accreditation and Reporting of Student Achievement

6.2.1 Number of Hours for Cooperative Education Courses

6.2.1.1 A Cooperative Education course, including both the classroom component and the placement component, must be scheduled for at least the same number of hours as required for any **one** of its related courses (for a minimum of 110 hours) and for at most twice the number of hours required for **each** related course. Additional hours accumulated by students at Cooperative Education placements may not be counted toward the community involvement requirement for an OSSD, as identified in “*Ministry Policy/Program Memorandum 124A*”.

6.2.1.2 Cooperative Education students must remain at their placements for the dates stipulated in their Work Education Agreement. Accommodations to the regular school calendar may need to be made to meet industry-specific schedules.

6.2.2 The Awarding of Credits

There is no formal restriction on the total number of Cooperative Education credits that students may earn in secondary school. All



Cooperative Education courses must be linked to credits either previously earned or taken concurrently with the Cooperative Education course.

6.2.2.1 A maximum of two credits in Cooperative Education can count as compulsory credits in Group 1, 2, or 3.

At the beginning of the program, all students must be informed that:

6.2.2.2 If a student withdraws from the related course, he or she will be automatically withdrawn from the Cooperative Education course.

6.2.2.3 If the student is successful in the related course, but unsuccessful in the Cooperative Education course, he or she is awarded credit for the related course only.

6.2.2.4 If the student successfully completes the concurrent Cooperative Education course, but is unsuccessful in the related course, he or she may be awarded a portion of the Cooperative Education credit(s) at the discretion of the principal, if all requirements have been met. This only applies to a student who remains registered and in attendance in the concurrent related course until the completion of the course.

#### 6.2.3 The Reporting of Student Achievement

The grades and credits earned for a Cooperative Education course and its related curriculum course or Ministry-approved locally developed course must be recorded separately both on the report card and on the Ontario Student Transcript. The procedures for reporting student achievement are outlined in the *“Guide to the Provincial Report Card, Grades 9 to 12, 1999”* and *“The Ontario Student Transcript (OST) Manual, 2003”*. All Grade 11 and 12 Cooperative Education courses attempted or completed will be reported on the student’s transcript.

### 6.3 Student Records

Teachers of Cooperative Education and Work Experience are required to maintain individual records for each student. The following records, at least, must be maintained for a minimum of twelve months after the completion of each course:

6.3.1 the Work Education Agreement form;

6.3.2 the placement schedule for *Workplace Safety and Insurance Act* purposes;

6.3.3 the PPLP;

6.3.4 dated, anecdotal records of Placement Learning Assessments

6.3.5 assessment and evaluation forms;

6.3.6 weekly logs or records of activities;

6.3.7 a union memorandum of agreement, if applicable.



6.4 Program Assessment

Every four years, a program effectiveness survey must be conducted as part of the ongoing assessment of the delivery of Cooperative Education and Work Experience. This survey may be conducted as part of other board-wide surveys.

6.5 Students with Special Education Needs

All students must be given the opportunity to develop to their full potential so that they may participate in society with competence, integrity, and dignity. Special Education teachers, Guidance Counsellors, teacher-advisers, Cooperative Education and subject teachers should work together as a team to provide appropriate learning opportunities in the community for exceptional students. Teachers involved in Cooperative Education and Work Experience must attempt to provide any accommodations and modifications required to allow exceptional students to achieve their full potential. The classroom component and the personalized placement learning plan must be modified to meet the student's needs, as identified in the student's IEP. The employer and supervisor must be made aware of the student's area of exceptionality and any accommodations described in the student's IEP.

6.6 Students with Medical Needs

The principal, in consultation with the student/legal guardian, is responsible to make additional arrangements for both administration of medication and dealing with a medical emergency when the student is participating in a co-op placement away from school. The principal shall ensure that the student/legal guardian completes the Student Medical Health Data Form (See APM A1420) and the Co-op Placement Medical Emergency Plan (FORM A8050-5).

6.7 Adult Students in Day School or in Continuing Education

Cooperative Education courses enable adult students to focus on intensive training programs. Adaptations may be made in Cooperative Education experiences planned for adult students, as long as those adaptations remain within the established guidelines.

6.8 Specialized Programs/Initiatives

Specialized programs help students to meet diploma requirements and make the transition to postsecondary destinations. Although the program delivery may differ, all policies and procedures must remain within the guidelines established.

6.9 The Role of Technology

Cooperative Education teachers must use the PPLP approved software as provided by the SCDSB.

6.10 Anti-Discrimination Education

Cooperative Education teachers must ensure a safe and inclusive learning environment both in school and at the placement. Resources that provide



strategies for dealing with issues of anti-discrimination should be considered in program planning.

6.11 Remuneration for Students

6.11.1 Generally, Cooperative Education students are not to receive remuneration while participating in a Cooperative Education program

However, students are permitted to receive an honorarium or an expense allowance from their employer/ supervisor/ or school.

6.11.2 Students in specialized programs may receive remuneration. For example, students registered, as apprentices in trades recognized by the *Trades Qualification and Apprenticeship Act*, will be paid apprenticeship wages as set out in that act.

6.11.3 If a student in a specialized Cooperative Education program is being paid a wage, the employer is responsible for the Workplace Safety and Insurance, unless it is at a WSIB exempt placement, in which case the Ministry of Education would be responsible for WSIB coverage. (For a complete list of WSIB exempt industries go to <http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/EmployerRegisterWSIB#Register>)

6.11.4 In the event that a student is receiving any form of compensation from placement personnel, it is an agreement between the placement and the student with no influence from or by the Cooperative Education teacher.

6.12 Related Costs

Every effort will be made to assist students who may be unable to meet work-related costs (e.g., the cost of safety boots, lab coats and transportation). Teachers, when aware that a placement may present an undue financial hardship for a student, are to share the information with the school principal. Principals may investigate access to community funds to support these students.

6.13 Transportation

6.13.1 Whenever possible, public transit to and from placements is recommended by the SCDSB. All students must complete the form, Transportation and Equipment Use Agreement (FORM A8050–2e) before beginning their placements.

6.13.2 When a student is being driven to and/or from a Cooperative Education placement by a volunteer driver who meets the criteria established by Board policy, the Volunteer Transportation Authorization Form

(FORM A8050–2f) must be completed and authorized by the School Principal or designate. A volunteer driver is defined as an individual that drives their own vehicle at the request of the Board or its designate.

6.13.3 If a student is going to be a passenger of a vehicle driven by the employer/employee(s) in the course of their placement activities, this must be documented on the student's Personalized Placement Learning Plan by the teacher and authorized by the training supervisor.



The primary insurer is the employer's/employee's insurer. The driver(s) must have a valid classification of driver's license (FORM A8050-2e).

- 6.13.4 Students must not operate any vehicles at their placements without the required, written pre-authorization by their employers, a notation on their PPLP, written parental approval, adequate insurance coverage and the appropriate classification of driver's license (FORM A8050-2e).

**Employers MUST be informed that if they allow students to drive their vehicles, any resulting damage to vehicles must be covered by the vehicle owner's or employer's automobile insurance.**

6.14 Summer School Cooperative Education

Summer School Cooperative Education programs must meet the same criteria as programs offered during the regular school year. It is essential that a Cooperative Education experience be differentiated from a summer job and that the emphasis is placed on the achievement of course expectations rather than on paid employment.

6.15 Timetabling

6.15.1 Principals should take into account the need to incorporate in the timetables of Cooperative Education teachers, blocks of time that will enable them to secure placements and to conduct assessments of student achievement at the workplace.

6.15.2 Supervision responsibilities for Cooperative Education teachers should be predictable and consistent in order to accommodate the unique demands on the teacher's time (monitoring meetings, etc.)

6.15.3 Teachers may need to adjust their daily schedules in order to make monitoring meetings outside of the regular school day.

6.16 Other

In the event of a labour dispute at either the student's school or the student's Cooperative Education or Work Experience site, the student will not attend the placement. Alternate plans shall be made to ensure that the student's credit(s) are not jeopardized by the work stoppage.

First Issued  
Revised

APM 139 – March 23, 1988; APM 159 – December 12, 1994  
October 24, 2001, September 2005, October 17, 2008, January 30, 2009,  
June 2009, February 2010

***Issued under the authority of the Director of Education***





**CONDITIONS OF COVERAGE**

1. Students are covered under the Workplace Safety and Insurance Act during the time that they are performing the duties of a trainee at the training station under the supervision of a training supervisor.
2. Students are covered when their training station is located on district school board property, and when they are supervised by non-teaching staff members (for example, building custodians, electrical maintenance supervisors, audio-visual technicians, or purchasing officers).
3. Students are covered when assigned to placements that do not have compulsory Workplace Safety and Insurance coverage (e.g., banks), since they are considered to be employees of the Ministry of Education for this purpose.
4. Students enrolled in the Ontario Youth Apprenticeship Program (OYAP) are covered under the Workplace Safety and Insurance Act before they become paid registered apprentices. Those registered under the Trades Qualification and Apprenticeship Act will establish an employer-employee relationship with their employer, and the employer will assume responsibility for providing coverage. OYAP students registered under the Apprenticeship and Certification Act are covered by the Ministry of Education if they are not being paid a salary. Once a student is on an employer's payroll, the employer assumes responsibility for the student's coverage.
5. Students whose training station is outside the province – for example, students enrolled in international Co-operative education programs – are covered under the Workplace Safety and Insurance Act for up to six months while at their work placement in the host province or country. If the placement continues beyond the six months, a written request for extension of coverage must be sent to the Ministry of Education.
6. Students are *not* covered while travelling to and from the training station. Students are covered while they are travelling in the course of their work for the training organization.
7. Students are *not* covered when working as teacher aids in a classroom or shop in a school. In a traditional school placement, students are under the constant supervision of teachers, and teachers have greater control over the working conditions in a classroom setting than they have over the working conditions in a placement in the community. The Workplace Safety and Insurance Board table of accident rates by type of industry shows that the level of risk is generally much higher in jobs in the community. The ministry's main concern is to provide coverage for students in placements in the higher-risk areas.
8. Students are *not* covered during the time that they are in training for, or are participating in, individual or team sports. Amateur or professional athletes are *not* covered under the Workplace Safety and Insurance Act.
9. Students are *not* covered under the Workplace Safety and Insurance Act while they are being transported by ambulance from a Cooperative Education work station to a hospital as a result of an injury.



Policy/Program Memorandum No. 76A

**BENEFITS**

The Workplace Safety and Insurance Act provides for compensation for loss of earnings; health care; rehabilitation services; and disability pensions for employees injured in on-the-job accidents. See the Workplace Safety and Insurance Board pamphlets for additional details regarding benefits. These pamphlets are available from local Workplace Safety and Insurance Board offices.

For the purpose of Workplace Safety and Insurance coverage only, students are deemed to be employees of the Ministry of Education, although they do not receive wages.

If a student has an accident during unpaid Cooperative Education hours that result in loss of time, and if the accident results in loss of wages from a part-time job not connected with the Cooperative Education program, the student is entitled to compensation for the hours missed at that part-time job. Loss-of-earnings benefits are paid at the rate of the student's pay for the part-time job. Details regarding the student's part-time job (i.e., number of hours worked weekly and rate of pay) must be provided to the Workplace Safety and Insurance Board. For details regarding the procedures to be followed, see the section "Procedures for Students Who Miss Time from Work", page 6.

**REPORTING PROCEDURES AND CLAIMS**

Any injury, however minor, suffered by a student in the course of a work education program should be reported by the student to the employer and to the appropriate teacher with full details, including the time, the place, and the precise circumstances under which the injury occurred. Accidents requiring only first-aid treatment do not have to be reported to the Workplace Safety and Insurance Board, but a record of the details must be kept by the district school board. If medical treatment by a doctor, dentist, hospital, or other treatment agency is required, or if an accident results in loss of time from the program, a report must be sent by the school board representative to the Workplace Safety and Insurance Board.

In the case of an accident, the Employers' Report of Injury/Disease (form 7) *must be submitted by the school board representative to the Workplace Safety and Insurance Board within three (3) days* of the accident. There is a \$250.00 fine for late filing of this report. The original copy of the report, with a copy of the Work Education Agreement, must be received by the Workplace Safety and Insurance Board within seven (7) working days of the accident. This information must also be sent to the Ministry of Education. The school board representative who completes form 7 must ensure that the Ministry of Education is identified as the employer, and that the firm number 250379-FJ is included. The name and address of the training organization, as well as the name and telephone number of the training supervisor, must also be indicated on form 7. If all pertinent information is not available at the time the report is filed, the phrase "details to follow" should be entered on the form. A completed report must be submitted as soon as all details have been obtained.

If a student requires medical treatment, a Treatment Memorandum (form 156C) must be presented to the medical practitioner, who will then submit it to the Workplace Safety and Insurance Board. The Ministry of Education must be identified as the employer, and the firm number 250379-FJ must be entered on the form. Boards should routinely provide copies of this form to students and employers. Use of this form will ensure that the claim is not recorded by the Workplace Safety and Insurance Board as a claim made by the training organization or the school board.

Copies of the Employers' Report of Injury/Disease (form 7) and the Treatment Memorandum (form 156C) are available from:

**Workplace Safety and Insurance Board  
200 Front Street West  
Toronto ON M5V 3J1  
Telephone: (416) 344-3862**

When requesting forms, please identify the Ministry of Education as the employer and cite the firm number 250379-FJ.



**Policy/Program Memorandum No. 76A**

Reports of injury or industrial disease must be submitted either by mail or by fax to the ministry and to the appropriate office of the Workplace Safety and Insurance Board (see details below).

**HEAD OFFICES**

Ministry of Education Secondary School Project Mowat Block, 8th Floor 900 Bay Street Toronto ON M7A 1L2 Telephone: (416) 325-2547 Fax: (416) 325-2552	Workplace Safety and Insurance Board 200 Front Street West Toronto ON M5V 3J1 Telephone: (416) 344-1000 or 1-800-387-0750 Fax: (416) 344-4684 or 1-888-313-7373
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**REGIONAL OFFICES OF THE WORKPLACE SAFETY AND INSURANCE BOARD**

- a) For injured students living in Huron, Oxford, Middlesex, and Elgin counties:

Workplace Safety and Insurance Board  
148 Fullarton Street,  
London ON N6A 5P3  
Telephone: (519) 663-2331 or 1-800-265-4752;  
Fax: (519) 663-2333.

- b) For injured students living in Sudbury:

Workplace Safety and Insurance Board  
30 Cedar Street, 5th Floor,  
Sudbury ON P3E 1A4  
Telephone: (705) 675-9301 or 1-800-461-3350  
Fax: (705) 675-9367.

- c) For injured students living in Brant County and the regional municipalities of Haldimand-Norfolk, Halton, Niagara, and Hamilton-Wentworth:

Workplace Safety and Insurance Board  
120 King Street West  
Hamilton ON L8N 4C5  
Telephone: (905) 523-1800 or 1-800-263-8488  
Fax: (905) 521-4558.



Policy/Program Memorandum No. 76A

d) For injured students living in Windsor:

Workplace Safety and Insurance Board  
235 Eugenie Street West  
Windsor ON N8X 2X7  
Telephone: (519) 966-0660 or 1-800-265-7380  
Fax: (519) 972-4181.

e) For injured students living in Kenora, Rainy River, Algoma, Manitoulin, and Thunder Bay districts:

Workplace Safety and Insurance Board  
P.O. Box 7000 410 Memorial Avenue  
Thunder Bay ON P7C 5S2  
Telephone: (807) 343-1710 or 1-800-465-3934;  
Fax: (807) 343-1702 or 1-800-461-5699.

f) For injured students living in Dundas, Glengarry, Grenville, Lanark, Leeds, Prescott, Renfrew, Russell, Stormont, Frontenac, Hastings, Lennox, Addington, and Prince Edward counties, and in the Regional Municipality of Ottawa-Carleton:

Workplace Safety and Insurance Board  
360 Albert Street - Suite 200  
Ottawa ON K1R 7X7  
Telephone: (613) 238-7851 or 1-800-267-9601;  
Fax: (613) 239-3321 or 239-3349.

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**PROCEDURES FOR STUDENTS WHO MISS TIME FROM WORK**

To receive benefits under the Workplace Safety and Insurance Act, the injured student is required to apply for benefits within six (6) months of the time of occupational injury or disease. At the time of filing a claim for benefits, the injured student must also consent to the disclosure of information regarding his/her ability to return to work provided by a health professional to the employer for the sole purpose of facilitating return to work (see reverse side of Functional Abilities Form No. 2647A). Failure to file a claim or provide consent for the release of such information can result in the denial of benefits. The injured student is also required to provide a copy of the claim and the consent to his or her work placement employer.

**MINISTRY DATA COLLECTION**

The Ministry of Education requires the following data from school boards annually:

a) the total number of hours, during the *school* year, for which the ministry has supplied Workplace Safety and Insurance coverage (This total should be compiled from the cumulative totals on students' log sheets. It is important that the hours reported are the actual hours during which a student was at a training station. Hours of placement as a teacher aide are to be excluded);



**Policy/Program Memorandum No. 76A**

- b) the total number of hours, during the school year, for which training organizations have supplied Workplace Safety and Insurance coverage;
- c) the names of the students for whom reports were filed with the Workplace Safety and Insurance Board, the dates of injury, and the assigned claim numbers.

A request for this information will be sent to school boards in early December. This information should be supplied by January 15 of the following year.

The ministry appreciates your assistance in providing coverage under the Workplace Safety and Insurance Act for students in work education programs.

**ADDITIONAL SAFETY CONCERNS**

Concern has been expressed about the placement of students in areas where they may be exposed to infectious diseases. Such areas include hospitals, laboratories, dental offices, ambulance services, veterinarian offices, day-care centres, and nursing homes. These placements are not consistent in requiring vaccinations against various diseases. As well, schools and day-care centres are not consistent in requiring tuberculosis tests.

District school boards are advised to investigate the need for vaccinations or tests in each particular situation. If it is determined that a risk exists, vaccination or testing of the student must be a condition of accepting the placement. Further, if there are other safety concerns specific to the placement, the board should decide if any additional preplacement action is required.



## Workplace Safety and Insurance Board Coverage Points to Remember

(Updated January, 2010)

- Workplace Safety and Insurance Board (WSIB) coverage for students participating in work experience is outlined in Policy/Program Memorandum 76A available at: [www.edu.gov.on.ca/extra/eng/ppm/76a-95.html](http://www.edu.gov.on.ca/extra/eng/ppm/76a-95.html)). For further information see: [www.wsib.on.ca/wsib/wopm.nsf/Public/120407](http://www.wsib.on.ca/wsib/wopm.nsf/Public/120407)
- WSIB coverage is provided for students involved in cooperative education programs, work experience, job shadowing/twinning (of more than one day) who are fourteen years of age or older. The coverage does not extend to students who are placed as teachers' aides in a school classroom or shop where they are under the supervision of a teacher.
- Before a student starts on a placement, the teacher must determine who will be responsible for ensuring WSIB coverage for the student. In most cases it will be provided for the student through the Ministry of Education who will be considered the "employer" for the purpose of the premium. For students who are receiving a wage and are on the company payroll the company covers WSIB for the student. For students receiving a wage but placed with a company which is not required by law to have WSIB coverage for their employees, the Ministry of Education will be responsible for WSIB coverage.
- Each fall, boards must report to the Ministry of Education (Student Success/Learning to 18 Strategic Policy Branch) the total number of placement hours completed by students in their board for all forms of experiential learning for which the Ministry has supplied WSIB coverage. This total includes hours completed through summer school/night school and alternative programs but does not include hours where a student is placed as a teacher's assistant. These reported hours plus a review of the reported injuries to students over the past year form the basis for the premium that will be charged to the Ministry of Education by the WSIB.

## Work Education Agreement Form

- The Work Education Agreement Form was revised in 05/07 and is available on-line at [www.edu.gov.on.ca/eng/document/forms/631970.pdf](http://www.edu.gov.on.ca/eng/document/forms/631970.pdf) or through Publications Ontario.
- In the revised form, you are asked to identify in Section A the employment sector in which the student is placed e.g. agriculture, construction, education. For information on identifying sectors see [www.wsib.on.ca/wsib/wsibsite.nsf/public/EmployersIndustrySectors](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/EmployersIndustrySectors).

## Accident Reporting

- Students must report any injury, however minor, to their work placement supervisor and teacher. Accidents requiring only first-aid do not have to be reported to the WSIB. If treatment is required from a medical practitioner, the Employer's Report of Injury/Disease (Form 7) must be completed and sent to the WSIB with copies to the Ministry of Education.
- The teacher must complete an Employer's Report of Injury/Disease (Form 7) if the Ministry of Education is responsible for WSIB coverage for the student. This form must be completed within 3 days and received by the WSIB within 7 business days after you learn of your reporting obligation i.e. when the accident has been reported to you.



- In **Section B Employer Information**, indicate the Ministry of Education name, address, contact information and firm number (# 250379-FJ). In the Branch Address section, put the name of our Board, School name, address and phone number.

B. Employer Information			Fold here for #10 envelope	
Trade and Legal Name (if different provide both) <b>Ministry of Education</b>		Check one: <input checked="" type="checkbox"/> Firm Number OR <input type="checkbox"/> Account Number	Provide Number <b>250379-FJ</b>	
Mailing Address <b>900 Bay Street, 4th floor</b>		Rate Group Number	Classification Unit Code	
City/Town <b>Toronto</b>	Province <b>Ont</b>	Postal Code <b>M7A 1L2</b>	Telephone ( <b>416</b> )   <b>325-2527</b>	
Description of Business Activity <b>Government: secondary co-op education</b>		Does your firm have 20 or more workers? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no	FAX Number ( <b>416</b> )   <b>325-2552</b>	
Branch Address where worker is based (if different from mailing address - no abbreviations) <b>Your Board of Education name and School name and address</b>				
City/Town	Province	Postal Code	Alternate Telephone (     )	

- Put the name of the employer where the student was placed and where the injury occurred, in the Accident/Illness Details section on the second page.

Accident/Illness Dates and Details (Continued)	
7. Did the accident/illness happen on the employer's premises (owned, leased or maintained)? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	Specify where (shop floor, warehouse, client/customer site, parking lot, etc..). <b>Name and address of the placement employer, etc.</b>

- In **Section E Lost Time – No Lost Time**, only report a student has lost time if it involves an absence due to this injury **on their next scheduled day at their co-op placement**. If they have had to leave the workplace to have medical treatment the day of the injury, but can return the next day, it is not a lost time injury.
- The school board official must fax, or submit in hard copy, the completed Form 7 and a copy of the Work Education Agreement Form to the WSIB and to the Ministry of Education within the above time.
  - WSIB: Fax # (416) 344-4684 Address: 200 Front Street West, Toronto Ontario M5V 3J1
  - Ministry of Education : Fax (416) 325-2552 Address: Student Success/ Learning to 18 Strategic Policy Branch, Mowat Block 4<sup>th</sup> Floor, 900 Bay Street, Toronto ON M7A 1L2

**Note: If you fax Form 7 and the WEA it is not necessary to mail the original.**
- Form 7 is available on the WSIB website at [www.wsib.on.ca/wsib/wsibsite.nsf/public/FormsEmployers](http://www.wsib.on.ca/wsib/wsibsite.nsf/public/FormsEmployers)
- Form 8 has now replaced the pink Treatment Memorandum Form (156C) previously used by healthcare practitioners. Ensure that your students know to inform the health care practitioner that the accident occurred at a cooperative education placement. Students should ask for a copy of the Form 8 that the Health care practitioner sends in to WSIB to give to the co-op teacher for the files. The original form will be submitted by the Practitioner to the WSIB to be added to their file on the student's accident.
- The Functional Abilities Form (FAF) is **completed by the treating health care practitioner only when requested by the employer (placement supervisor) or worker (co-op students)**. In this form the health care professional identifies the overall functional ability and work restructuring that will assist the student to return to suitable work.
- If a student is critically or fatally injured, the work placement employer must immediately report the injury to the Ministry of Labour [www.e-laws.gov.on.ca/html/regg/english/elaws\\_regg\\_900834\\_e.htm](http://www.e-laws.gov.on.ca/html/regg/english/elaws_regg_900834_e.htm)

**SUMMARY FOR REPORTING**

**OSBIE Incident Reports**

School staff must complete an OSBIE Incident Online Report Form when a student, as a result of activities at the cooperative education placement, requires first aid treatment, medical or dental attention, is admitted to hospital, transported to the hospital via emergency services, or is fatally injured.

Completing an online form automatically advises insurance and risk and OSBIE of the incident. A copy must be printed for school administration prior to submitting the form.

**Damage or Loss to Property**

Complete Damage to Board and/or Non Board Owned Property FORM A5510-1 and submit to Insurance and Risk for any unintentional damage to co-op employers property. There is a \$250 deductible applied for vehicles and \$100 deductible for all other property. These deductibles are the responsibility of the schools.

**WSIB Reporting**

Listed below are the reporting procedures to submit a WSIB claim for injuries that occur at any placement that is being covered for WSIB by the Ministry of Education (UNPAID or PAID but WSIB EXEMPT co-op placement).

1. Student should be instructed to advise the medical practitioner that the accident occurred at a cooperative education placement.
2. Teacher completes Employer’s Report of Injury/Disease (Form 7)
  - In Section B:
    - The Ministry of Education is identified as the employer along with their address & Firm No. (250379-FJ).
    - Description of Business Activity should say “Government: secondary co-op education”.
    - The Branch Address should be Simcoe County District School Board and your school’s name and address.
  - In Section C No. 7, Answer “No” and put the name and address of the placement employer, etc.
  - If all pertinent info is not available at the time the report is filed, phrase “details to follow” should be entered.
  - Retain copies at your school.

WSIB	School Board	Ministry of Education
Send copies of Form 7 & WEA within 3 days	<ul style="list-style-type: none"> <li>• Send copies of Form 7&amp; WEA to Student Success Leader</li> <li>• Send Damage Reports to Insurance and Risk</li> </ul>	Send Copies of Form 7 & WEA
Workplace Safety and Insurance Board, 200 Front St. West Toronto, ON M5V-3J1 Tel. 416-344-1000 or 1-800-387-0750 Fax 416-344-4684 or 1-888-313-7373	Fax: 705-728-2265	Ministry of Education Secondary School Project Mowat Block, 8 <sup>th</sup> Floor 900 Bay St. Toronto, ON M7A 1L2 Tel. 416-325-2547 Fax 416-325-2552



Experiential Learning Placement Assessment Checklist

Name of Placement: \_\_\_\_\_ Address: \_\_\_\_\_

Type of Placement (manufacturing, health sciences, transportation, etc.): \_\_\_\_\_

Placement Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Cooperative Education Teacher: \_\_\_\_\_ School: \_\_\_\_\_

<b>POSITIVE ATTITUDE AND COMMITMENT TO THE PROVISION OF LEARNING OPPORTUNITIES</b>																																	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>◇ The placement supervisor:               <ul style="list-style-type: none"> <li>• understands and accepts the responsibility of Experiential Learning</li> <li>• is available to the teacher monitor for meetings and on site assessments</li> <li>• understands the learning emphasis of the placement</li> </ul> </li> <li>◇ The placement has current policies and procedures designed to prevent and deal with discrimination, harassment, violence and expressions of hate in the workplace.</li> </ul>																																
<b>OPPORTUNITIES FOR SUPERVISOR TO MENTOR STUDENT REGARDING POTENTIAL CAREER DECISIONS</b>																																	
<input type="checkbox"/>	◇ Supervisor promotes career awareness at the placement																																
<b>RANGE AND SCOPE OF LEARNING OPPORTUNITIES AND EXPERIENCE AVAILABLE</b>																																	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>◇ Supervisor understands and agrees to the student's schedule at the placement</li> <li>◇ There is opportunity for incremental learning</li> <li>◇ Supervisor discusses specific business policy, dress code and department expectations with student: (details) _____</li> <li>◇ Supervisor will work with the teacher monitor to develop a suitable PPLP (Personalized Placement Learning Plan)</li> </ul>																																
<b>HEALTH AND SAFETY CONDITIONS OF THE PLACEMENT</b>																																	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>◇ Student will receive an on site orientation program on or before the 1<sup>st</sup> day of placement</li> <li>◇ Student will receive specific health and safety information during the orientation</li> <li>◇ Safety devices are available and maintained to ensure good working conditions</li> <li>◇ Site has safety policies and procedures in place</li> <li>◇ First aid station is available</li> <li>◇ Current WHMIS information available in the workplace</li> <li>◇ Emergency and evacuation procedures are posted</li> <li>◇ Employer has been made aware of student's medical condition(s) or requirements</li> <li>◇ Personal protective equipment for the job must be identified and provided by employer or student:</li> </ul> <p><b>Safety Equipment Required for Position</b> (E = Employer Provides S= Student Provides)</p> <table style="width: 100%; border: none;"> <tr> <td>Hard Hat</td> <td>Work Boots</td> <td>Mask</td> <td>Gloves</td> <td>Body Apron Coat</td> </tr> <tr> <td><input type="checkbox"/> E <input type="checkbox"/> S</td> <td><input type="checkbox"/> E <input type="checkbox"/> S</td> <td><input type="checkbox"/> E <input type="checkbox"/> S</td> <td><input type="checkbox"/> E <input type="checkbox"/> S</td> <td><input type="checkbox"/> E <input type="checkbox"/> S</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td>Safety Glasses</td> <td>Ear Plugs</td> <td>Other: _____</td> </tr> <tr> <td><input type="checkbox"/> E <input type="checkbox"/> S</td> <td><input type="checkbox"/> E <input type="checkbox"/> S</td> <td><input type="checkbox"/> E <input type="checkbox"/> S</td> </tr> </table> <p><b>Risks on the Job (If any are checked please complete FORM 8050-6)</b></p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Working with Heights</td> <td><input type="checkbox"/> Flammable/</td> <td><input type="checkbox"/> Extreme Dust</td> <td><input type="checkbox"/> Nuclear/Bacterial/</td> </tr> <tr> <td><input type="checkbox"/> Confined Spaces</td> <td>Explosive Products</td> <td><input type="checkbox"/> Infectious Diseases</td> <td>Chemical or other</td> </tr> <tr> <td><input type="checkbox"/> Firearms / Weaponry</td> <td><input type="checkbox"/> Accompanying</td> <td><input type="checkbox"/> Wild Animals</td> <td>hazardous materials</td> </tr> <tr> <td></td> <td>Emergency Response</td> <td></td> <td></td> </tr> </table>	Hard Hat	Work Boots	Mask	Gloves	Body Apron Coat	<input type="checkbox"/> E <input type="checkbox"/> S	<input type="checkbox"/> E <input type="checkbox"/> S	<input type="checkbox"/> E <input type="checkbox"/> S	<input type="checkbox"/> E <input type="checkbox"/> S	<input type="checkbox"/> E <input type="checkbox"/> S	Safety Glasses	Ear Plugs	Other: _____	<input type="checkbox"/> E <input type="checkbox"/> S	<input type="checkbox"/> E <input type="checkbox"/> S	<input type="checkbox"/> E <input type="checkbox"/> S	<input type="checkbox"/> Working with Heights	<input type="checkbox"/> Flammable/	<input type="checkbox"/> Extreme Dust	<input type="checkbox"/> Nuclear/Bacterial/	<input type="checkbox"/> Confined Spaces	Explosive Products	<input type="checkbox"/> Infectious Diseases	Chemical or other	<input type="checkbox"/> Firearms / Weaponry	<input type="checkbox"/> Accompanying	<input type="checkbox"/> Wild Animals	hazardous materials		Emergency Response		
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Safety Glasses	Ear Plugs	Other: _____																															
<input type="checkbox"/> E <input type="checkbox"/> S	<input type="checkbox"/> E <input type="checkbox"/> S	<input type="checkbox"/> E <input type="checkbox"/> S																															
<input type="checkbox"/> Working with Heights	<input type="checkbox"/> Flammable/	<input type="checkbox"/> Extreme Dust	<input type="checkbox"/> Nuclear/Bacterial/																														
<input type="checkbox"/> Confined Spaces	Explosive Products	<input type="checkbox"/> Infectious Diseases	Chemical or other																														
<input type="checkbox"/> Firearms / Weaponry	<input type="checkbox"/> Accompanying	<input type="checkbox"/> Wild Animals	hazardous materials																														
	Emergency Response																																



**Experiential Learning**  
Placement Assessment Checklist

<b>TECHNOLOGY, EQUIPMENT, AND FACILITIES PROVIDED AT THE PLACEMENT</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>◇ A qualified individual is designated for the supervision of the student</li> <li>◇ There is sufficient technology and equipment to provide valuable experience</li> <li>◇ Power Actuated equipment and tools</li> </ul>
<b>MOTORIZED AND SPECIALIZED EQUIPMENT AT THE PLACEMENT</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>◇ Placement has motorized and/or specialized equipment where a Certified License from the Ministry of Transportation or an Apprentice Trade License is required</li> <li>◇ Opportunity exists for students to be licensed/certified at the placement</li> <li>◇ Student already has license/certification</li> <li>◇ Student will not be permitted to operate this equipment</li> <li>◇ The employer is aware that if a student operates their vehicles, their insurance is primary.</li> <li>◇ The operation of equipment must be listed in the PPLP.</li> </ul>
<b>SPECIAL NEEDS</b>	
<b>IF SPECIAL NEEDS ACCOMMODATION IS NOT REQUIRED, CIRCLE N/A. OTHERWISE, ALL CATEGORIES MUST BE CHECKED.</b>	
<input type="checkbox"/> or <b>N/A</b>	<ul style="list-style-type: none"> <li>◇ Able to accommodate student with special needs if required.</li> <li>◇ Accommodation will be: _____</li> </ul>
<input type="checkbox"/>	◇ Accommodations and /or modifications will be addressed on the student's PPLP as outlined on the Individual Education Plan (IEP)
<b>ACCIDENT REPORT PROCEDURES</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>◇ Industry partner is familiar with reporting procedures for the student.</li> <li>◇ WSIB Coverage – If student is paid               <ul style="list-style-type: none"> <li><input type="checkbox"/> Employer has coverage</li> <li><input type="checkbox"/> WSIB exempt industry</li> </ul> </li> </ul>
<b>HEALTH AND SAFETY ORIENTATION</b>	
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>◇ Assignment completed by student the first day at the placement</li> <li>◇ Ontario Youth Apprenticeship Program Training Standards for specific Health and Safety Training if applicable</li> </ul>
<b>ONTARIO YOUTH APPRENTICESHIP PROGRAM (OYAP)</b>	
<input type="checkbox"/>	<input type="checkbox"/> Compulsory/Restricted Trade <input type="checkbox"/> Unrestricted/voluntary Skill Set <input type="checkbox"/> Student will utilize the training standards
<b>Comments:</b>	

<b>It is the Teacher's recommendation that this placement is:</b>	
<input type="checkbox"/>	Acceptable:
<input type="checkbox"/>	Acceptable with Certain Conditions:
<input type="checkbox"/>	Not Acceptable:



**RISK MANAGEMENT INFORMATION**

Cooperative Education placements can pose an element of risk. If a student is injured as a participant of the program it will be through no fault of the Simcoe County District School Board or the Cooperative Education Program. It is not our intent to discourage students from experiencing learning opportunities. Students and/or parent(s)/guardian(s) may be required to sign an informed consent/approval (FORM 8050-6) if a placement or activity within a placement is deemed high risk. While Workplace Safety and Insurance Board (WSIB) coverage is provided for most students by the Ministry of Education, medical and accident insurance is the responsibility of the student and/or parent.

**Parents are strongly encouraged to consider purchasing the student accident insurance package that is offered for students and families.**

It would be prudent to notify the Cooperative Education teacher of any medical conditions that might affect the safety of the student while at a work placement (Complete FORM 8050-5). It is recommended that students and parents ensure that both the mandatory and recommended vaccinations are up to date prior to starting a co-op placement. Your family physician and the local health unit are good sources of information on these matters.

**Please note:** Because co-op is an educational program, as practice, co-op students are not paid. If the employer pays the student, Workplace Safety and Insurance coverage from the Ministry of Education ceases for that student. It is the responsibility of the employer to provide Workplace Safety and Insurance coverage. **In the event that a student is being paid at a WSIB exempt placement, WSIB coverage would be extended from the Ministry of Education. Please note WSIB and/or the board insurer do not cover the student while traveling to and from their placement.**

**ATTENDANCE POLICY**

**Cooperative Education students must:**

- demonstrate regular attendance and punctuality both in school and at the placement; failure to do so may result in termination
- report absences to the placement supervisor and to the school
- inform the placement supervisor and the Cooperative Education teacher in advance if they are unable to report to their placements
- make up any missed time from the placement consistent with Board requirements
- complete Amendment to Work Education Agreement (Form 8050-4) for any changes to time at placement

**CONFIDENTIALITY OF INFORMATION**

I am aware of the confidential nature of information concerning Cooperative Education employers and their clients or other confidential types of referral information. Whether or not such confidential information may be available to me in the normal performance of my duties, or occasionally and inadvertently, the confidentiality will be respected.

I will exercise all reasonable care and caution in protecting printed or written confidential information from casual observation, unauthorized perusal or other abuse.

I also understand that confidential information which shall be disclosed to me or which may come to my knowledge may not be divulged within or outside of the employer/client relationship unless required in the performance of my normal duties or expressly authorized by Administration.

All students of the Cooperative Education Program are required to read and sign this agreement.

***"I pledge myself to maintain confidentiality on the subject of the affairs of my Cooperative Education workplace regarding information I may acquire in the course of my duties. It is understood that this Pledge will remain equally binding in the event of my ceasing to be involved with the placement for any reason whatsoever."***

This pledge applies to all individuals during the placement period and afterward.



**STUDENT STATEMENT OF UNDERSTANDING**

As a Cooperative Education student I must:

- complete all required assignments both in school and at the placement
- comply with all company and school rules as to dress, deportment, work schedule, and policies
- remain at the placement until the date stipulated in the Work Education Agreement
- communicate in a positive manner and work in a courteous, responsible and business-like manner at your placement and in school
- maintain professional working relationships with co-workers
- be responsible for transportation to and from the work site
- be responsible for any costs associated with my placement which may require a security check, character check, credit check, or other screening
- observe all health and safety regulations, work in a safe and professional manner, and wear any required personal protective equipment at the placement; additional costs may apply
- report accidents/injuries immediately to my teacher and placement supervisor
- complete the Co-op Placement Medical Emergency Plan, if required
- have all hours validated by the placement supervisor as per school policy
- notify the teacher in writing if I choose NOT to have Cooperative Education related photos published
- participate in the development and implementation of my Personalized Placement Learning Plans
- participate with supervisors and teachers in the assessment of my performance

**EMPLOYER/SUPERVISOR STATEMENT OF UNDERSTANDING**

As a Cooperative Education Employer/Supervisor I agree to:

- provide a safe working and learning environment with placement-specific safety training and follow school and workplace accident reporting procedures
- notify the teacher at the first opportunity, if an injury/incident occurs
- keep medical information confidential
- abide by the signed Medical form, if applicable
- sign the Work Education Agreement to identify who provides WSIB student coverage
- provide orientation and workplace health and safety training
- be responsible for supervising and assessing student's progress by identifying the student's strengths and the areas in which improvement is needed
- provide feedback of assigned placement tasks and student's work habits
- help develop Personalized Placement Learning Plans by identifying workplace applications
- provide challenging learning experiences that will encourage personal growth and develop career goals
- help the student function as an integral part of a team by acquainting him/her with company personnel and procedures
- report student absences to the Cooperative Education teacher immediately
- work with the student and the Cooperative Education teacher as concerns arise to ensure that any problems are dealt with immediately
- review and sign the student's learning logs/timesheets verifying hours worked



**SIGNATURES OF AGREEMENT**

**STUDENT SIGNATURE AND AGREEMENT**

I have read the enclosed Cooperative Education Agreement Form and I understand and agree to the:

- Risk Management Information for Parents and Students
- Attendance Policy
- Confidentiality of Information
- Student Statement of Understanding
- Employer Statement of Understanding
- Signing of the "Transportation and Equipment Use Agreement" document
- Signing of the "Co-op Placement Medical Emergency Plan" if required

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN SIGNATURE AND AGREEMENT**

The parent/guardian of a student in the Cooperative Education program agrees to and understands the:

- Risk Management Information for Parents and Students
- Attendance Policy
- Confidentiality of Information
- Student Statement of Understanding
- Employer Statement of Understanding
- Signing of the "Transportation and Equipment Use Agreement" document
- Signing of the "Co-op Placement Medical Emergency Plan" if required

I give my son/daughter permission to participate in the Cooperative Education program being arranged. Please direct any questions/concerns to the school's Cooperative Education department.

\_\_\_\_\_  
Parent's or Guardian's Signature

\_\_\_\_\_  
Date

**EMPLOYER/SUPERVISOR SIGNATURE AND AGREEMENT**

The Employer/Supervisor of a student in the Cooperative Education program agrees to and understands the:

- Risk Management Information for Parents, Students, and Employers
- Attendance Policy
- Confidentiality of Information
- Student Statement of Understanding
- Employer/Supervisor Statement of Understanding
- Signing of the "Transportation and Equipment Use Agreement" document
- Signing of the "Co-op Placement Medical Emergency Plan" if required

\_\_\_\_\_  
Employer's/Supervisor's Signature

\_\_\_\_\_  
Date

**COOPERATIVE EDUCATION SIGNATURE**

\_\_\_\_\_  
Cooperative Education Teacher's Signature

\_\_\_\_\_  
Date



**TRANSPORTATION AND EQUIPMENT USE AGREEMENT**

**Definition:** owned - personal or family vehicle      non-owned - company or customer of company  
Volunteer driver –an individual that drives their own vehicle at the request of the Board or its designate

**Part A: Transportation To and From Placement**

1. It is not recommended that students drive to/from co-op placements nor is car pooling condoned, encouraged or supported.
2. Public transit to and from placements is recommended by the Simcoe County District School Board.
3. The insurer of a vehicle must respond to any insurance claim arising from its operation if an incident occurs.
4. If a student is driven to and from the placement by a volunteer driver a “Volunteer Transportation Authorization Form” must be completed.

5. I will:

- Walk/Bike                                       Use a volunteer driver-                                       Arrange transportation to/from placement with parent(s)/guardian(s) knowledge/consent

**Part B: Operation of Motorized Vehicles at Placement**

1. Students have been instructed by the teacher NOT to operate personal/family vehicles to conduct placement business.
2. Students have been instructed by the teacher NOT to operate a non-owned vehicle, unless it is recorded by the teacher on the student’s Personalized Placement Learning Plan and authorized by the training supervisor. The student will be operating (type of vehicle(s)) \_\_\_\_\_ at the workplace.
3. If a student must operate a non-owned vehicle while at a Co-op placement the primary insurer is the employer’s insurer. The supervisor should ascertain that the student has the appropriate classification of driver’s license to operate a non-owned vehicle.
4. If a student is going to be a passenger of a vehicle driven by the employer/employee(s) in the course of their placement activities, this must be documented on the student’s Personalized Placement Learning Plan by the teacher and authorized by the training supervisor. **The primary insurer is the employer’s/employee’s insurer.** The driver(s) must have a valid classification of driver’s license.
  - Employee/employer will be transporting the student as part of placement responsibilities.
  - Employee/employer will not be transporting the student as part of placement responsibilities.

**Part C: Power Actuated Equipment and Tools Used at the Workplace**

The student will be operating the following equipment/tools:

i) \_\_\_\_\_ ii) \_\_\_\_\_ iii) \_\_\_\_\_

iv) \_\_\_\_\_ v) \_\_\_\_\_ vi) \_\_\_\_\_

Appropriate training/certification will be provided by a competent trainer at the workplace.

**I understand and agree to the conditions outlined above.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**VOLUNTEER TRANSPORTATION AUTHORIZATION FORM**

**TO BE COMPLETED ANNUALLY BY EACH VOLUNTEER DRIVER**

School: \_\_\_\_\_

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Rural Route City/Town Postal Code

Telephone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Type of Vehicle (year/make/model) \_\_\_\_\_

License Plate No.: \_\_\_\_\_ Manufacturer's Seating Capacity: \_\_\_\_\_

Registered Owner: Same as above  or \_\_\_\_\_  
Print Name

Driver is over 21 years of age?  yes  no Class of license: \_\_\_\_\_ (minimum G)

I will act as a volunteer driver, using the vehicle described above, for the Simcoe County District School Board. I have a valid driver's license, minimum automobile liability insurance coverage of \$1,000,000 and the Ontario Policy Change Form (O.P.C.F) 44. I will provide the Board with prompt written notice with all available particulars, of any accident/injury arising out of the use of this licensed automobile during transportation of students to and from activities that are part of the school program. I will provide an original Criminal Records Check. I am aware that children under 12 years of age should not be permitted to ride in the front seat if the vehicle is equipped with passenger-side airbags.

NOTE: The board's insurer provides third party liability coverage which would come into effect if the primary automobile liability insurance on the vehicle above was exhausted.

\_\_\_\_\_  
Signature of Driver Date

I give permission to the above named driver to use my vehicle for transportation of students to and from activities that are part of the school program. My vehicle has the minimum insurance coverage noted above, is mechanically fit and there are seat belts in working condition for all passengers

\_\_\_\_\_  
Signature of Vehicle Owner Date

\_\_\_\_\_  
Signature of Principal or Designate Date

This information is gathered under authority of the *Education Act* R.S.O. 1990, c.E.2, part VI s.190 (2), the *Highway Traffic Act* R.S.O. 1990, c.H.8 O. Reg. 340/94 s.12, and the *Insurance Act*, R.S.O. 1990, c. I.8, part VI s.251, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. Information shall be used to arrange safe and lawful transportation of students to and from activities that are part of school program. Questions regarding information collected in this form may be directed to the School Principal or the Freedom of Information/Records Management Officer, 1170 Highway 26, Midhurst, ON, L0L 1X0 or at (705) 734-6363 ext. 11265.



**Cooperative Education Agreement for Students Placed as Teacher's Aides**

School Board:		Date Completed:	
<b>A. Parties to the Agreement</b>			
1. Name of Student:		Date of Birth:	
Full Address:			
Related Subject(s)			
2. School Placement:		Placement Supervisor:	
Placement Address:		Tel. #	
3. Home School of the student:		Cooperative Education Teacher:	
Home School Address:		Tel. #	
<b>B. Specific Time at Workplace</b>			
1. Period of Agreement: The student shall from _____ 20__ to _____ 20__ faithfully, honestly and diligently perform the duties as teacher's aide and devote his/her whole time and attention to such learning during the hours prescribed.			
2. Hours: The normal hours should be from _____ to _____			
3. Schedule: Identify the days when the student will be at the placement:			
----- Days of Placement			
<b>C. Student Accident Insurance Coverage</b>			
While most students in the Cooperative Education Program are provided with insurance from the Workplace Safety Insurance Board (WSIB), through the Ministry of Education, students who are working as <u>Teacher's Aides</u> ARE NOT covered by WSIB. The Simcoe County District School Board maintains comprehensive general liability coverage for all cooperative education students while at their placements. Students/parents/guardians may obtain additional coverage through the purchase of Student Accident Insurance made available through the school and the participating insurance company.			
<b>D. Signatures</b>			
Student:		Parent/Guardian:	
Placement Supervisor:		Cooperative Education Teacher:	



AMENDMENT TO WORK EDUCATION AGREEMENT  
SPECIFIC TIME AT PLACEMENT

Please be advised that on \_\_\_\_\_  
Date(s)

I will be at my co-op placement for the following additional hours:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

sample

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Guardian (if student is under 18)

\_\_\_\_\_  
Date

This completed form must be in the Co-op teacher's mailbox 24 HOURS before the expected change



**CO-OP PLACEMENT MEDICAL EMERGENCY PLAN**

To be completed for students on co-op placement requiring a medical emergency plan for the purpose of responding to medical emergency while the student is on placement.

Student Name (please print)

School Name (please print)

**A. MEDICAL CONDITION**

1. Describe the medical condition.

[Empty text box for medical condition description]

2. Describe symptoms or warning signs.

[Empty text box for symptoms or warning signs]

3. Define emergency steps that should be taken and when they may be required.

[Empty text box for emergency steps]

4. Does the student require medication in the event of an emergency? Y  N

5. If yes:

[Empty text box for medication name]

[Empty text box for medication location]

What is it?

Where is it located?

[Empty text box for medication administration instructions]

When and how should it be administered?



**B. EMERGENCY CONTACT INFORMATION**

Parent/Guardian/Legal Custodian or other emergency contact where the student is an adult student (please print)

Home Phone

Work Phone

Cell Phone

Other Emergency Contact (required for all students) (please print)

Home Phone

Work Phone

Cell Phone

**C. CONFIRMATION BY PLACEMENT SUPERVISOR**

I have read and understand the medical emergency plan for this student and confirm that I or my staff will adhere to the plan in the event the warnings or symptoms described in the plan manifest. This information shall be maintained in confidence and at the end of the co-op placement will be returned to the co-op teacher for secure destruction by shredding.

Name of Organization

Placement Supervisor

Name of Co-op Teacher

Date

**D. CONSENT**

I have completed the medical emergency plan for my child/myself and confirm that it is accurate. Should any changes or updates be required to this plan, I will contact the Co-op teacher to revise the plan.

I consent to the release of this plan by the school to the Placement Supervisor for the purpose of responding to a medical emergency as defined in the plan while my child/myself is at the placement.

Parent/Guardian/Legal Custodian/Adult Student (please print)

Parent/Guardian/Legal Custodian/Adult Student (signature)

Student signature

Date

The information requested on this form is collected under the authority of the Education Act, s 171 and will be used for the purpose responding to a medical emergency for the duration of the placement. Any questions regarding the information collected on this form can be addressed to the school principal or the Freedom of Information/Records Management Officer at 1170 Highway 26, Midhurst, Ontario L0L 1X0 or at (705) 734-6363 ext 11265.

- Distribution: 1. Co-op teacher 2. Co-op Placement 3. Ontario Student Record Documentation File  
3. Student or legal custodian of a student under the age of 16



### Informed Consent for Higher Risk Cooperative Education Placements

Co-op programs offer students unique learning experiences, however, it is important that the educational benefits outweigh the risk factors involved.

\_\_\_\_\_ (student name) is interested in a Cooperative Education experience at \_\_\_\_\_ (placement/ type). The activities at this type of placement involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, the types of risk which students may be exposed to at the placement noted above.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

The risk of sustaining these types of injuries results from the nature of the placement and can occur without any fault of the student, or the school board, its employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, the parent/guardian is accepting the risk that the student may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaging in the activity. If the student participates in activities at the placement noted above, your son/daughter must understand that you bear the responsibility for any injury that might occur.

The Simcoe County District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity. Parents/Guardians are strongly encouraged to consider purchasing the student accident insurance package that is offered for students.

Workplace Safety and Insurance Board (WSIB) coverage is provided by either the Ministry of Education or the employer for most Cooperative Education placements as stipulated on the Work Education Agreement.

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

#### REQUEST FOR APPROVAL

It is our belief that the learning experience provided at the placement noted above cannot be found elsewhere. These learning opportunities are the reasons we would like this placement approved:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_  
(Students under 18 years)

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

Placement Approved       Placement Denied      Date \_\_\_\_\_