

Co-Operative Education Expectations for Pre-Placement and Integration Sessions

Expectations for pre-placement orientation and integration sessions are organized into five key learning areas. The five (5) key learning areas serve as areas of emphasis to guide instruction and assessment. They include a review and application of knowledge and skills acquired through the achievement of expectations in the Preparation for Transitions and Change strand of the Grade 10 Career Studies course and additional knowledge and skills for the Cooperative Education course. They are:

- ***Job Readiness (JR)***
- ***Rights and Responsibilities (RR)***
- ***Health and Safety (HS)***
- ***Reflective Learning (RL)***
- ***Workplace Opportunities (WOC)***

Pre-Placement Orientation

"Prior to their placements, all Cooperative Education students must demonstrate an understanding of the pre-placement orientation expectations, as well as of the related expectations in the compulsory Grade 10 Career Studies course". Pre-placement orientation should also include an initial teacher conference regarding the content of the student's Personalized Placement Learning Plan (PPLP).

Key Learning Area #1: Job Readiness

Through the achievement of expectations included in the Preparation for Transitions and Change strand of the Career Studies course, students will have:

- JR1** created effective résumés, cover letters, and thank-you letters for the work-search process, using word-processing software and appropriate vocabulary and conventions
- JR2** completed job applications effectively and without spelling or grammatical errors
- JR3** demonstrated the ability to communicate their interest in a work opportunity effectively (e.g., on the telephone, in person, or through e-mail and the Internet)
- JR4** identified common interview questions and demonstrated the ability to respond appropriately and effectively

In addition to the knowledge and skills acquired in the Career Studies course, students in pre-placement orientation will be expected to demonstrate:

- JR5** self-assessment skills
- JR6** job-readiness skills
- and an understanding of the following:
- JR7** the school and placement expectations that they are to achieve in the Cooperative Education course

Key Learning Area #2: Rights and Responsibilities:

- RR1** issues relating to confidentiality and the right to privacy, as outlined in the Freedom of Information and Protection of Privacy Act
- RR2** work ethics and the responsible use of information technology
- RR3** the individual's right to function in a climate free from abuse and harassment
- RR4** relevant sections of the Employment Standards Act and the Human Rights Act
- RR5** the history and role of labour unions
- RR6** appropriate methods of dealing with and reporting concerns or problems at the placement

Key Learning Area #3: Health and Safety

Teachers must ensure that students demonstrate the following prior to placement:

- HS1** an understanding of workplace health and safety rules
- HS2** the appropriate use of safety equipment, including fire extinguishers and smoke and carbon monoxide detectors
- HS3** an understanding of the need for personal protective equipment, including goggles, gloves, boots, and aprons
- HS4** an understanding of the Occupational Health and Safety Act
- HS5** the correct handling of materials and equipment as specified in the Workplace Hazardous Materials Information Systems (WHMIS) training program
- HS6** an understanding of the coverage provided by the Workplace Safety and Insurance Act
- HS7** the procedures for reporting accidents
- HS8** the procedures for reporting unsafe practices

Additional Pre-placement Expectations

Expectations may be identified in the IEPs of exceptional students and other students who receive special education program or services. These expectations may relate to:

- self-advocacy skills
- student's understanding of the workplace accommodations that will be made to suit his/her special needs

Integration Sessions

The integration portion of the classroom component of a Cooperative Education course involves sessions with students that are held at various times throughout the course and following the placement. Integration sessions provide structured time for students to discuss and analyse their placement experiences with their teachers and peers.

Key Learning Area #4: Reflective Learning

- RL1** relate the placement experience to the curriculum expectations of the related course and to the expectations related to Cooperative Education, using a variety of strategies, activities, and tools
- RL2** reflect on and analyse their placement experiences
- RL3** reinforce the job-skills theory acquired in the classroom and the skills, techniques, and principles learned at the placement

Key Learning Area #5: Workplace Opportunities and Challenges

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| WOC1 | demonstrate the ability to access related career information |
| WOC2 | demonstrate an understanding of labour market trends and of the nature of the workplace in the future |
| WOC3 | demonstrate an understanding of the changing role of men and women at work |
| WOC4 | demonstrate an understanding of issues relating to human rights, discrimination, harassment, and disability |
| WOC5 | demonstrate the ability to produce an effective exit résumé |

Integration Independent Study Project

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| IS | demonstrate an understanding of the relationship between his/her placement experience and the curriculum expectations of the related course. |
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