

# UNDERSTANDING HIGH SCHOOL CO-OP

Co-operative Education (Co-op) provides students with practical, hands-on experience in a workplace setting related to their academic and career interests, giving them an opportunity to see if a career is right for them before they finish school. OYAP (Ontario Youth Apprenticeship Program) allows students to begin apprenticeship training while completing their secondary school diploma.

Co-op can replace 2 classes (half day) or all 4 classes (full day) of a student's schedule. Half day students have co-op either in the morning or afternoon and have classes the rest of the day.

## Employer Expectations

- Provide job specific training & learning opportunities
- Allow teacher visits during placement
- Confirm student hours
- Complete a short evaluation of student progress at midterm and end of term

## Work Terms

Fall Term: Mid-September to the end of January  
Winter Term: Mid-February to the end of June

## Grade 11 Co-Op

### Focus

*Exploration & Skill Development*

### Work Hours

Monday to Friday  
Half-day: 8 - 11 AM or 1 - 4 PM

Hours can be adjusted based on location but students must work when their teacher is available to them.

### Wages / Insurance

At the discretion of the employer. Typically unpaid, but can be paid. Unpaid students are insured by the school board, but have no insurance in vehicles. Paid students are insured by the employer.

### Tasks

Entry-level work, shadowing, learning fundamental skills

### Extras

Working at Heights provided by the school board & PPE support through OYAP

## Grade 12 Co-Op

### Focus

*Experienced:* Advanced skills & Career Preparation  
*Inexperienced:* Exploration & Skill Development

### Work Hours

Full-day: 6 - 8 hours/day  
Half-day: 8 - 11 AM or 1 - 4 PM  
Students must work when their teacher is available to them.

### Wages / Insurance

At the discretion of the employer. Unpaid students are insured by the school board, but have no insurance in vehicles. Paid students are insured by the employer; experienced students may access paid union placements.

### Tasks

Vary by experience - more independence if skilled but must always have a supervisor present

### Extras

Working at Heights provided by the school board & PPE support through OYAP

## Why Co-Op Placements Matter

Grade 11 Co-op helps students explore trades.

Grade 12 Co-op prepares them for careers.

The goal is to register for trade apprenticeships.

## Things to Keep In Mind

- All students attend pre-placement where they get WHMIS, 4 Step Safety, learn about workplace expectations, etc.
- Students work on regular school days, not on school holidays or PA Days, unless they are paid.
- Students often travel by bus and need placements within an hour's bus ride to their school. However, grade 12 students may be more flexible.
- Experienced students will be seeking Registered Trade Agreements at the discretion of the employer.