



Procedures for Experiential Learning Programs
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Board Received: November 28, 2016 Review Date: January 2021

Accountability:

1. Frequency of Reports - As needed
2. Criteria for Success - Maintains Positive Community Relationships
- Requirements outlined in the Experiential Learning Programs Manual are covered

Procedures**1. Program Administration**

Central co-ordination of the overall cooperative education (co-op) program shall ensure consistency in dealing with employers and the community. Each school shall have a co-op teacher to represent the school in matters pertaining to co-op programs.

a) Access:

Every effort shall be made to ensure that no student is denied access to a co-op program on the basis of personal financial constraint.

b) School Board Representative:

The representative for Business Services for the Grand Erie Board is the Superintendent of Business and Treasurer. Where indicated in the Experiential Learning Programs Manual, business forms should be forwarded to the Office of the Superintendent of Business.

c) The Board encourages ongoing efforts to promote dialogue with other partners involved in Cooperative Education (e.g. Conestoga, Fanshawe and Mohawk colleges, Laurier University, Brant Haldimand-Norfolk Catholic District School Board, District School Board of Niagara and W. Ross Macdonald School).**d) Open and ongoing communication between schools and between each school and its co-op employers is encouraged. Communication shall include sharing of placements within the system.****e) To encourage information sharing and feedback with employers, schools will invite employers to participate in program evaluations, workshops and sharing sessions.****f) Ministry Data Collection:**

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

- i) The total number of hours, during the school year (September 1-August 31), for which the Ministry has supplied Workplace Insurance coverage. This amount is to 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 placement. The number of hours must be tracked in the Co-op Writer software and the Training Station Hours forms are to be printed off, signed by the teacher and principal, at the end of each semester including summer school. The forms are to be housed in a secure location at the school for a minimum of six years for audit purposes.

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

The following areas are included in the Experiential Learning Program Manual which will be updated regularly:

2. Program Implementation

The Experiential Learning Program Manual is where system plans/processes, resource documents/manuals, software such as Co-op Writer, and/or forms are approved with the requirement that all schools are to access and use them as required.

The Student's Cooperative Education Learning Plan outlines the course of study for the placement component and the basis for assessment and evaluation and for the granting of one or more credits in the specific subject. Cooperative Education and Work Experience students must have Student's Cooperative Education Learning Plans that identify the overall and specific curriculum expectations of the related course that describes the knowledge and skills the student will apply and further develop at the placement, as well as the employer's expectations and the expectations of the classroom component of the course that apply to the placement.

The Cooperative Education teacher must conduct an assessment of each placement, including placements at businesses or institutions owned and operated by students' families.

3. Health and Safety

- a) Each secondary school shall have a written procedure to resolve safety and/or health hazards at the work placement.
- b) Adherence to Procedures for Reporting Student Injuries is required.

4. WSIB

Before a student is placed with an employer, the co-op teacher should determine whether the student will be covered by the employer.

Obtaining WSIB Coverage

As per *Bill 18, Stronger Workplaces for a Stronger Economy Act, 2014*, in order to ensure Workplace Insurance coverage, a Work Education Agreement must be completed and signed by the parties concerned before the student begins the placement at the training station. Forms are required for each student in a Cooperative Education, Supervised Alternative Learning (SAL), Ontario Youth Apprenticeship Program (OYAP), or work experience.

Further information regarding Workplace Insurance coverage for students and reporting procedures and claims can be found in PPM 76A. *Workplace Safety and Insurance Coverage for Students in Work Education Programs*.