



TITLE: COOPERATIVE EDUCATION AND EXPERIENTIAL LEARNING

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1.0 OBJECTIVE

To support cooperative education and other forms of experiential learning for Ottawa-Carleton District School Board secondary school students.

2.0 DEFINITIONS

In this policy,

- 2.1 **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.
- 2.2 **Experiential learning** includes planned learning experiences that take place in the community, including job shadowing and job twinning, work experience and virtual work experience. Providing students who are enrolled in courses of all types and in all disciplines with the opportunity to enhance their school programs.

3.0 POLICY

- 3.1 The Board supports cooperative education and other forms of experiential learning for its secondary students to enhance their school programs and to assist them in making career decisions.
- 3.2 To this end, the Board is committed to providing school-work transition programs for students intending to enter the workforce directly after graduating from high school.
- 3.3 The Board encourages partnerships between schools and employers to provide students with appropriate placements.
- 3.4 Following procedure 3.5 of the Ministry document, *Cooperative Education and Other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools, 2000*, the Board shall conduct a program effectiveness survey every four years

as part of the ongoing assessment of the delivery of cooperative education and work experience. This survey may be done in conjunction with other surveys required by the Ministry such as that required by the Ministry's *Choices into Action* document on guidance and career education.

- 3.5 Cooperative education, work experience and school-work transition programs shall be free from discrimination and harassment and shall provide all students with safe and secure environments to enable them to participate fully and responsibly in the educational experience. Schools shall make certain that a proper screening process is in place to ensure that the employer is offering a safe and properly supervised placement, and that the student is covered by the Board's liability insurance. The Board's liability insurance protects students, employers and Board employees while students are engaged in such a cooperative work experience. Workplace Safety and Insurance Board (WSIB) coverage shall be obtained for students at the placement. A Ministry of Education Work Education Agreement Form shall be completed and signed by all parties prior to student placement. This form shall be used for all students participating in cooperative education or work experience who are fourteen years of age or older. Teachers shall follow WSIB and school board procedures when reporting accidents.
- 3.6 Educators involved in cooperative education shall ensure, within available resources, the provision of any accommodations and modifications required to allow exceptional students to achieve their full potential, as described in their IEPs. This may include the provision of additional professional or paraprofessional staff and the use of specialized equipment where necessary.
- 3.7 The emphasis in cooperative education shall be placed on learning, and cooperative education is differentiated from part-time employment. It is not expected that cooperative education students will receive hourly wages or a salary. However, in some circumstances, students are permitted to receive an honorarium or expense allowance, as follows:
 - a) in circumstances where students would bear a cost that is onerous or unaffordable, students are permitted to receive an honorarium or an expense allowance from their placement (e.g., cost of safety boots or helmet, lab coats, transportation);
 - b) in exceptional circumstances (e.g., a specialized program such as a school to work transition program) students in specialized programs may receive remuneration; and
 - c) in the case of cooperative education students registered as apprentices in trades recognized by the *Trades Qualification and Apprenticeship Act*, the student shall be paid apprenticeship wages by the employer as set out in that *Act*.
- 3.8 The school shall maintain control over the direction of all cooperative education learning activities even when students receive remuneration.
- 3.9 The attendance policy for cooperative education programs is the same as for all other school programs and activities.

3.10 The Director is authorized to establish and issue such procedures as may be necessary to implement and support this policy.

4.0 REFERENCE DOCUMENTS

The Education Act, 2000

Policy/Program Memorandum No. 76A, Workplace Safety and Insurance Coverage for Students in Work Education Programs

Trades Qualification and Apprenticeship Act, 1998

Cooperative Education and Other Forms of Experiential Learning, Policies and Procedures for Ontario Secondary Schools, 2000

Choices into Action, Ministry of Education, 1999

OSBIE Risk Management Advisory C.3: Cooperative Education/Work Experience Programs re WSIB

Board Policy P.032.SCO: Safe Schools

Board Policy P.098.CUR: Antiracism & Ethnocultural Equity

Board Procedure PR.521.SCO: Safe Schools

Board Procedure PR.618.CUR: Antiracism and Ethnocultural Equity

Board Procedure PR.627.CUR: Cooperative Education and Experiential Learning