

CO-OPERATIVE EDUCATION PROGRAM

Have you ever wondered: What will I do after high school? What kinds of jobs are out there now? What's the future going to be like? What will I be good at? What do I need to know or be able to do in order to get a good job? How do I get a job with no work experience? Am I ready? How do I know what to take at college or university? What opportunities are there in apprenticeships? What do I do next?

Co-op helps you answer these questions! Taking co-op helps you make the transition from high school to post secondary education or the work world. Make it part of your academic plan.

Co-op combines in-school studies with practical on-the-job training. Each student has a mentor supervisor at the workplace to provide training, guidance and supervision in learning marketable job skills. Students are visited regularly at the work station by their co-op teachers, and meet with their class biweekly at Cedarbrae as well.

What kinds of co-op placements are available? Some employers require specific skills, although there are many placements related to courses you've taken at Cedarbrae.

In the past, students have worked in pharmacies, automobile repair, theatre, veterinary clinics, accounting, cooking, film, graphic arts, teaching, dentistry, journalism, real estate, restaurants, logistics, computer repair, nursing, public relations, investment banking, fashion, hairdressing, early childhood education, electronics, web site design, hotels, social work, funeral services, museums, legal offices, marketing, interior design, translation, travel agencies, florist, the courts, retail management, child and youth worker, police, government offices, fitness clubs, the fire department, libraries, some apprenticeable trades and the list goes on!

Students in Special Programs at Cedarbrae can benefit from a related co-op placement. They can practice and further develop their skills in a co-op experience. Co-op credits can be applied toward Specialist Certificates.

This could be your chance to do something you'd never have the opportunity to do otherwise. What you find out about yourself and the work world might change your whole future!

There are exciting new "co-opportunities" for students in their last semester to get a head start on post secondary education and/or apprenticeship. While completing the last 4 high school credits, students also earn college credits and/or apprenticeship hours, at no cost! Why not get a head start on becoming a licensed apprentice? Some examples of these specialized programs include:

*CITI Motive Automotive Apprenticeship (Centennial College) 2-yr. co-op program (begins in Gr. 11). **NEW**, Construction Apprenticeship (dual credit – George Brown College). Culinary Arts Chef Training (Humber College) Early Childhood Education Apprenticeship (Seneca College) Information Technology (Canadore College –Virtual Tech), Horticulture, Hairdressing (Bendale BTI). As well, opportunities in trades are available through OYAP (Ontario Youth Apprenticeship Program). For more information about apprenticeships go to www.edu.gov.on.ca/eng/training/apprenticeship/.

There are also centralized special co-op or mentorship programs run with community partners including Drama or Dance Co-op, Health Care Co-op (Sunnybrook/Woman's College,

University Health Network) Police, Fire and EMS Services, Investment Banking (BMO Investorline, RBC, Nesbitt-Burns) . Students in specialized central co-op programs remain enrolled at Cedarbrae and the co-op teacher assists them in applying for these programs and acts as a liaison with their instructors.

Who can take Co-op? *The student should:*

- Be in their senior year with most compulsory credits completed
- Have successfully completed subject(s) related to career area they wish to be placed in for the co-op program
- Have demonstrated the maturity and independence necessary to learn successfully outside the school
- Be prepared to work the regular business hours of their placement company on the agreed days, and be willing to travel by TTC to the workplace
- Have the written approval of parent(s) or guardian(s) to be involved in co-op
- Select **Co-op4 (4 credit)** or **Co-op2 (2 credit)** on the course selection sheet, and complete the application package and interview.

How does Co-op work?

For the first month students spend their day at Cedarbrae learning what it takes to be successful in the workplace. They continue to meet biweekly during the 18 week job placement.

Full time co-op students earn 4 credits per semester and are required to spend the whole day learning at the workplace. They earn 3 GLN40 Navigating the Workplace and 1 additional Career Studies credit. Students enrolled in a 2 credit Co-op program will spend half the day at the work placement and will also be taking 1 or 2 other courses at Cedarbrae during the day. Some work sites do not take co-op students for half days.

The in school program:

- Prepares student for work place learning by helping them understand their individual learning style and strengths, and how to develop learning strategies and plans for the future
- Helps students develop self evaluation skills, set goals, and provide opportunities to identify strengths by creating a career portfolio. Expands awareness of self and of career opportunities, as well as how to research to find jobs and make education decisions.
- Ensures that students gain experience in appropriate training placements
- Provides learning about work place expectations, safety and health at work, worker's rights and the laws relating to employment.
- Allows students to develop and practice skills necessary for success on the job such as communication and conflict resolution, time management, stress management, decision making and problem solving.
- Provides a forum for the students and teacher/monitor to develop a supportive network within the class, and have opportunities for reflective discussion about the workplace experience and learning.
- Prepares students for the transition to post secondary education, apprenticeship and/or the work world, and allows them to make informed decisions based on research.