

Expectations for the classroom component

Expectations for the pre-placement orientation and integration sessions are organized into five key learning areas. 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 student must demonstrate an understanding of the pre-placement orientation expectations, as well as of the related expectation in the compulsory grade 10 Career Studies course.

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 work-processing software and appropriate vocabulary and conventions.
- JR2 Completed job applications effectively and without spelling or grammatical errors.
- JR3 Demonstrate 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 interviews questions and demonstrate 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 students 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 rights 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 labor unions.
- RR6 Appropriate methods of dealing with the 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 the workplace health and safety rules.
- HS2 The appropriate use of safety equipment, including fire extinguisher 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 by the workplace hazardous materials information system (WHMIS)
- HS6 An understanding of the coverage provided by the Workplace Safety and Insurance Board.
- HS7 The procedures for reporting accidents.
- HS8 The procedures for reporting unsafe practices.

Additional pre-placement expectations

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

- Self-advocacy skills.
- Student understands the workplace accommodations that will be made to suit his/her special needs.

Integration sessions

Integration sessions provide structured time for students to discuss and analyze their placement experiences with their teacher and peers.

Key learning area #4: Reflective Learning

- RL1 Using a variety of strategies, activities and tools relate the placement experience to the curriculum expectations of the related course and to the expectations related to Cooperative Education.
- RL2 Reflect on and analyze their placement experiences.
- RL3 Reinforce the job skill theory acquired in the classroom and the skills, techniques and principles learned at the placement.

Key learning area #5: Workplace Opportunities and Challenges

- WOC1 Demonstrate the ability to relate career information.
- WOC2 Demonstrate an understanding of labor 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.

Summative Project

- IS Demonstrate an understanding of the relationship between his/her placement experience and the curriculum expectations of the related course