

# CO-OPERATIVE EDUCATION

## Learning Agreement



Student name: \_\_\_\_\_

Teacher: \_\_\_\_\_

School: \_\_\_\_\_ School year: \_\_\_\_\_

By this agreement, \_\_\_\_\_ (*name of community host*) will permit the above-named student to enter its place of business as part of the required Co-operative Education (Co-op) placement. **Students in Co-op are required to demonstrate an understanding of and commitment to workplace expectations and confidentiality.** Students may also be asked to sign a confidentiality agreement for the workplace.

All participants must agree to the following expectations.

The student will

- agree to fulfill the expectations set out in the *Co-operative Education Course Student Commitment Agreement*
- enter the placement with a positive learning attitude
- respect all community host policies, including those regarding attendance and safety
- model a positive work ethic and maintain **workplace confidentiality**
- report all injuries, incidents, and concerns immediately to their community host and Co-op teacher

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

The student's family will

- ensure the student has safe and appropriate transportation to and from their community placement
- support and encourage the student in their endeavours and responsibilities
- report all concerns regarding the placement to the student's Co-op teacher
- inform themselves about the benefits of career exploration experiences and ask appropriate questions about the risks associated with the student's Co-op placement
- reinforce the student's commitment to **confidentiality** as related to the community placement

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

The community host will

- provide a safe work and learning environment that engages the student with meaningful progressive tasks that allow them to explore a career and further develop the employability skills outlined by the Conference Board of Canada
- provide an orientation that includes health and safety rules and other policies
- designate one employee to be responsible for supervising and evaluating the student
- provide time for consultation with the student's Co-op teacher
- consult with the student's supervising teacher if concerns arise
- not hire or employ the student during school hours (unless deemed an internship) or use the student to replace an employee

Community host signature: \_\_\_\_\_ Date: \_\_\_\_\_

The school and its teacher representative will

- maintain basic liability and accident insurance coverage for each student through the authorized school insurance provider
- provide pre-placement instruction on subjects such as career planning, developing employability skills, and workplace etiquette
- complete a pre-placement assessment and inform the parent(s)/guardian(s) of potential risks related to students' Co-op placements
- assist students with career planning and the development of employability skills
- contact the community host during the student's placement a minimum of four times at regularly scheduled intervals; two of these contacts must be on-site visits, and are in addition to the initial pre-placement assessment visit
- follow provincial guidelines and maintain records as required
- require the student to participate in instructional time throughout the Co-op placement to support the student's learning in the workplace

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_