CO-OPERATIVE EDUCATION
Placement Readiness

career pathways EXPERIENCE | LEARNING | SUCCESS

NOVA SCOTIA

Student: _____ Date: _____

Teacher: _____ School: _____

This form must be completed before a Co-operative Education (Co-op) student can begin their Co-op placement.

Prior to starting their placement, a student must meet the following criteria:

☐ be at least 16 years old or 15 and in Grade 11

☐ has successfully achieved the outcomes of pre-placement instruction

☐ be willing to engage in the workplace

☐ has met all safety outcomes and requirements

☐ demonstrates an understanding of and commitment to workplace health and safety requirements

☐ ensure all required documents are complete and have been received by the school

Readiness Indicators

The criteria listed below refer to the readiness of students to fulfill the expectations of a Co-op placement. Where skills have been sometimes or rarely demonstrated by students, further work with the student will be required to help them successfully enter and complete a Co-op placement

Please check the box in the appropriate table column to indicate the student's demonstration of this skill. A box for additional comments is provided below the table.

Criteria

4 = consistently demonstrates   3 = usually demonstrates   2 = sometimes demonstrates   1 = rarely demonstrates

Employability and Transferrable Skills	4	3	2	1
• Conscientious decision-making	☐	☐	☐	☐
• Positive behaviour	☐	☐	☐	☐
• Effective communication	☐	☐	☐	☐
• Time management skills	☐	☐	☐	☐
• Willingness to fulfill workplace expectations	☐	☐	☐	☐
• Positive attitude	☐	☐	☐	☐
• Commitment to attendance	☐	☐	☐	☐
• Self-advocacy	☐	☐	☐	☐

Additional Comments:

☐ Student has met readiness criteria.

Teacher: _____ Date: _____

☐ Placement deferred: student has not yet met readiness criteria. Please comment in box below.

Follow-up review (if required) (dd/mm/yyyy): _____

Signatures:

Teacher: _____ Date: _____

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____