

# Night School Cooperative Education Programs

Cooperative education programs may be offered at night school, allowing students to earn credits through work placements in the community that are scheduled during evening hours. These programs must meet all the requirements outlined in *Cooperative Education and Other Forms of Experiential Learning, 2000*. They may be made available to students currently enrolled in regular day schools, as well as to returning students who wish to complete their Ontario Secondary School Diploma (OSSD).

## How do students participate?

- Students who wish to complete a cooperative education program in the evenings must apply through the night school application process established by their school board.
- Students who are enrolled in day school must secure a statement, signed by the day school principal, indicating that the student has consulted with the principal and has been granted permission to enrol in the class.
- If the student is under 18 years of age, evidence of parental consent is required.

## How do night school cooperative education programs benefit students?

Night school cooperative education programs:

- give students the opportunity to take cooperative education if they are unable to do so during the regular day school program because of scheduling conflicts;
- provide access to placement opportunities that are not available during the regular school day (e.g., in connection with disciplines such as the arts);
- enable students to earn the compulsory and/or optional credits they need to complete their OSSD. (These could be the cooperative education credits required for a Specialist High Skills Major [SHSM] in an area that involves evening work, such as the arts.);
- can engage returning students who were early school leavers by providing an opportunity for learning in the workplace.

## Placement considerations

- Placements must be assessed for safety and for the educational opportunities they offer before students are assigned to them.
- Evening placements must be scheduled to coincide with the time allocated for the cooperative education teacher to monitor placements.
- Although cooperative education students do not normally receive remuneration for work done in a placement, school boards have the discretion to allow students in specialized programs or in particular types of placements (e.g., placements in unionized environments) to receive payment.
- Cooperative education placements must be differentiated from a student's part-time or full-time evening employment.

## Programming considerations

School boards offering night school cooperative education programs must:

- establish standard procedures for the implementation and delivery of such programs;
- ensure that the scheduled time for a cooperative education credit is not less than 90 hours and that the student's program involves an amount of work comparable to that which would be completed in a day-school program;
- ensure that all ministry requirements for cooperative education programs are met.

School boards should also consider:

- providing opportunities for virtual cooperative education (or "e-co-op"), and/or e-learning modules for the classroom component of the program, for students who experience challenges in accessing courses or placements

## Resources

- *Cooperative Education and Other Forms of Experiential Learning: Policies and Procedures for Ontario Secondary Schools, 2000*
- Policy/Program Memorandum No. 76A, "Workplace Safety and Insurance Coverage for Students in Work Education Programs", September 27, 2000
- Health and safety: [www.livesafeworksmart.net](http://www.livesafeworksmart.net); [www.passporttosafety.com](http://www.passporttosafety.com)
- Assistance in locating employers: Provincial Employer Registry at [www.employerregistry.ca](http://www.employerregistry.ca) and/or the Passport to Prosperity Coordinator at the Business Education Council or Local Training Board in your area at [www.obep.on.ca](http://www.obep.on.ca)
- E-learning modules for the classroom component of co-op programs: <http://resources.elearningontario.ca>
- Virtual Cooperative Education (or "e-Co-op") Fact Sheet: [www.edu.gov.on.ca/eng/teachers/studentssuccess/coopVirtual.pdf](http://www.edu.gov.on.ca/eng/teachers/studentssuccess/coopVirtual.pdf)

For co-op program requirements, see the Cooperative Education Fact Sheet at [www.edu.gov.on.ca/extra/eng/ppm/factsheet.html](http://www.edu.gov.on.ca/extra/eng/ppm/factsheet.html)