



Bluevale Collegiate Co-op Employer... First Days of Co-op FAQs

Reviewing the following Q & A will hopefully answer any key questions you have surrounding the co-op job start-up procedures for your potential Bluevale Co-op student. If your question isn't answered below, please contact me at harry_kemperman@wrdsb.ca. Please also visit our Bluevale Co-op website at <http://.bcicoop.weebly.com> and select 'Employers' for more information.

Q: When would the position start and end?

A: Ideally, the start date for this semester would be **Monday, September 23, 2019** and the end date would be **Wednesday, January 22, 2020**. For the remaining schedule, refer to the calendar.

Q: Is the student insured? Are they paid?

A: Yes, the student would be insured for the time that they are with you. Insurance is covered by the WSIB or the WRDSB (for school-based placements). Co-op students are not paid; they are working towards their school credits and gaining experience and hours.

Q: How many hours will they require?

A: Your student's goal is to earn 110 hours per credit (this includes their in-class time). Typically, Bluevale co-op students are 2 credit students with the goal of earning 220 total hours. This total means that they'd need to work a minimum of 15 hours per week to stay on pace for their hours goal. Ultimately, your student's usual schedule would be negotiated between you and your student so that it meets both of your needs.

Q: Would my student need to work Monday to Friday?

A: Ideally, your student would work Monday to Friday but the priority is to average 15 hours minimum per week and, within that, there is certain flexibility. So, for example, if your business is closed Mondays, your student could work Tuesday to Friday for 4 hours each day (rather than 5 days at 3 hours per day)

Q: Could my student work evenings and/or weekends?

A: Ideally, your student should stick to working regular school hours whenever possible. If, however, there is a need and interest for you and your student to create hours in the evening and/or on weekends, that is fine as long as those hours are established on the Work Education Agreement Form (WEAF).

Q: So what IS a WEAF?

A: Once offered the position, your student will ask you to sign a multiple copy form called a Work Education Agreement Form (WEAF; sign in the spot reserved for 'Placement Employer/Supervisor'). The WEAF establishes the range of hours within which your student can work so that they are insured. You can either keep your copy or I can bring it to you when I first visit. **Please ensure that students ONLY work hours that fall within the range established on the WEAF.** If a need arises for your student to ever work outside of the hours established on the WEAF, an Addendum form (you and your student will each receive a blank copy) must be completed and signed to establish the modified range of hours and dates.

Q: What would my role be as Co-op Supervisor?

A: We try to respect your time by keeping your responsibilities to a minimum. Here are the minimum requirements that we would need you to commit to...

- Provide the appropriate site-specific health & safety as well as job-specific training required for your student to work safely and effectively.
- Provide a supervised working and learning environment.
- Complete two straightforward evaluations for your student. These would be provided for you and would be required at the mid-point and end of the semester. See the calendar for specific dates.
- Work with your student and their teacher to discuss and generate a task list/job description that accurately reflects the work done by your student. Approximately once per month, your student's teacher would arrange to meet briefly with you/visit and monitor your student. You would be well supported by your student's teacher.
- **Verify your student's weekly hours and tasks.** This is done by simply clicking 'verify' or 'decline' in response to a weekly email your student sends you from 'Hour Republic'. The process is truly that simple.
- Finally, provide a valuable and meaningful learning experience for your student

Thank you for considering my student for a co-op position this semester. If you agree to hire your Bluevale Co-op student, I will be in touch in the coming days to arrange my first meeting with you. At that meeting, I will bring you an Employer Information Package, gather a few signatures from you and answer any questions you may have.

Harry Kemperman