

# STUDENT WORKBOOK CONTENTS

*The following pages will be used to complete the required assignments as listed on the 'Co-op Forms & Assignments Checklist' as well as some other in-class activities...*

- ❖ **Assignment #1:** 'Employer Research Assignment'
- ❖ **#2:** 'Resume & References assignment'...  
***(find the resume marking scheme in the 'Pre-Placement Resources' section of this manual and the 'Amy Bluevale' templates on the BCI Website under 'Students' > 'Pre-Placement Resources')***
- ❖ **#3:** W 3-22 to W 3-25 'Interview Questions'
- ❖ W 5-7 'Video - Dying to Work'
- ❖ **#4:** 'ONTAP Health & Safety Awareness Training'...
  - 'Ministry of Labour Health and Safety at Work'
  - 'Violence and Harassment in the Workplace'
  - 'WHMIS'***(the instructions are located on the BCI Co-op Website under 'Health & Safety')***
- ❖ **#5:** 'ONTAP Health & Safety Awareness Training'...

**\*\* THE FOLLOWING ARE ONLY TO BE COMPLETED BY STUDENTS WORKING IN WRDSB SCHOOLS...**

- 'Accessibility Awareness' \*\*
  - 'Anaphylaxis Training' (Sabrina's Law) \*\*
  - 'Concussion, Identification, Management and Prevention' \*\*
- (the instructions are located on the BCI Co-op Website under 'Health & Safety')***
- ❖ **#6:** Video: 'Seven Competency Skills for the Workplace'
  - ❖ W 7-7 'Would You Hire Yourself?'
  - ❖ **#7:** 'Student Safety Workplace Orientation Assignment'

**NOTE:** the **bolded numbers** above are the **required pre-placement assignments** that appear on the 'Co-op Forms & Assignments Checklist'