

I. PURPOSE

The **Co-op Work Policy** outlines the procedures and responsibilities assigned to all students and staff in regards to co-operative education and work placement. These regulations are to ensure the students' readiness both intellectually and legally before entering a co-op work placement. The procedures outlined in this policy are designed to support the safety of the student as well as ensuring they follow all legal regulations regarding working visas and employment while in Canada. Wales Young Institute is a college with good standing, and all policies must be followed in all circumstances.

II. SCOPE

This policy applies to all students who have completed the required 336 instruction hours (6 months) of the Communication and Customer Service Program with a grade point average of 2.4 or higher.

AND

This policy applies to all school officials responsible for various duties for the co-op work program, including conducting co-op host site visits, managing and filing the co-op students' hours, and helping the students throughout their co-op program. Typically, these responsibilities fall under the domain of the Program Coordinator, and the Senior Executive Administrator.

III. RESPONSIBILITIES

1. Co-op Students

A co-op student is any individual who has completed the required 336 (6 months) instructional hours of the Communication and Customer Service Program with a GPA of 2.4 or higher, and who has subsequently been accepted into the co-op program. These students will have the following obligations during their co-operative work placement:

- a. Find a suitable employer in the customer service industry.
- b. Submit a resume and attended an interview.

- c. Give all relevant information (company name, address, supervisor's name and contact, etc.) to the appropriate school officer: Program Coordinator.
- d. Record their hours on the Co-op Timesheet and get their supervisor's signature each month.
- e. Come to Wales Young Institute once a month and hand-in timesheets to the Program Coordinator.
- f. Work a minimum of 25 hours per week during their co-operative work placement.
- g. Complete a total of 336 working hours during their co-operative work placement.
- h. At the end of their co-op term, the students will be required to submit a Co-op Student Evaluation Form, a Host Evaluation Form (to be completed by supervisor), and a Professional Development Report.

2. Program Coordinator and/ or other relevant school officer.

The position responsible for managing the co-op students is the Program Coordinator. In the event that the Program Coordinator is absent, another school officer may perform the duties under the guidance of the SEA until the Program Coordinator's return. In regards to the Co-operative Work Program, the Program Coordinator's duties are:

- a. Check a potential student's records to determine if they are eligible for co-operative work placement.
- b. Inform students that they have been approved.
- c. Inform students on the rules and regulations pertaining to the co-operative work program.
- d. Collect relevant data about the students' potential employers.
- e. Conduct a co-op host site visit to ensure that the co-op location is a safe and viable workplace.
- f. Create and have students sign the Co-operative Work Experience Agreement.
- g. Collect and file student's timesheets.
- h. Check in on students and make sure everything is going well with their co-op work placements.
- i. At the end of the work placement, collect all documentation including: Student Evaluation Form, Host Evaluation Form, and Professional Development Report.
- j. Review the student's hours, evaluations, and Professional Development Report and determine if they have successfully completed the Co-op Program.
- k. Inform students and office staff that they have completed their co-operative work placement and are now eligible for graduation.

IV. REQUIREMENTS:

A successful candidate for the Wales Young's Co- Work Program will have all of the following:

- a. Completion of 336 instructional hours of the Communication and Customer Service Program.
- b. A grade point average of 2.40 or higher with all grades passing with a minimum of "D."
- c. Attendance record of 70% for the entirety of the program.

- d. Legally entitled to work in Canada with a Working Visa.

V. CONDITIONS

- a. Students are required to work a minimum of 25 hours per week. However, a student may work more than this as long as it does not conflict with legal restrictions.
- b. Students who do work more than 25 hours per week may finish their co-operative work placement earlier than one year.
- c. Students enter the co-op program at the end of instruction to ensure that they have the knowledge to successfully perform their tasks, as well as to prevent illegal working.
- d. If a student wishes to change their co-op host, they must inform the school and reapply. (The hours they have already worked will still be counted.)
- e. Students will inform Wales Young Institute if they face any issues during their co-op work placement.
- f. The maximum amount of hours a student can work for their co-op is 336. Once they reach that point they have finished the program and are no longer the responsibility of Wales Young Institute.