

# DO

- Get to know your co-op student
- Listen actively
- Encourage open, honest and objective communication
- Work together with the student to complete assigned tasks within given deadlines and address any roadblocks
- Provide advice and guidance on workplace related questions and/or concerns
- Work together with the placement manager to identify key development areas
- Be a positive role model
- Acknowledge student success and provide constructive feedback
- Provide a safe and secure work environment; provide advice/information on company policies including dress code.
- Ensure that the student is aware of expectations and responsibilities

# DON'T

- Set unrealistic expectations
- Violate confidentiality
- Do your student's work
- Forget to hold the student accountable and responsible for their actions and performance

## Workplace Buddy Corner

### How you can contribute and benefit

A successful workplace buddy/co-op student relationship can help a high school student develop skills to significantly build self-confidence and motivation and encourage a positive attitude about school and work performance.

By participating in a workplace buddy/mentoring experience, you will have an opportunity to learn, apply your leadership skills and share your professional organizational knowledge to make a positive impact on a student in his/her formative years.

### Student Resources Corner

The **Ontario Skills Passport (OSP)** is a web-based resource that provides clear descriptions of the "Essential Skills and Work Habits" important for success in the workplace. The OSP provides placement managers with a consistent method of assessing and recording students' demonstration of these skills and work habits in the workplace.

For more information, please visit:  
<http://skills.edu.gov.on.ca>

**YouthConnect.ca** an online resource that connects you with services and resources to help you get ahead.

For more information please visit:  
<http://youthconnect.ca>

## Important Websites

Ministry of Education  
[www.edu.gov.on.ca](http://www.edu.gov.on.ca)

Passport to Prosperity  
[www.ontario.ca/passporttoprosperity](http://www.ontario.ca/passporttoprosperity)

Ontario Business Education Partnership  
[www.obep.on.ca](http://www.obep.on.ca)

Ontario Skills Passport  
<http://skills.edu.gov.on.ca>

Youth Opportunities Ontario  
[www.youthconnect.ca](http://www.youthconnect.ca)

Employer Registry  
[www.employerregistry.ca](http://www.employerregistry.ca)

**PASSPORT to prosperity**  
*Celebrating 10 years of school-work partnerships*

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## Co-op Guide for Employers and Youth Mentors



# WELCOME

We are happy to have you on board as a Workplace Buddy and part of the team providing support to students involved in cooperative education. Your participation will enable you to apply and further develop your leadership skills while helping a co-op student build their essential skills and work habits in your workplace. On behalf of the Passport to Prosperity campaign we would like to thank you for your leadership, commitment and support. You can help today's youth achieve a bright future by providing essential skills and learning opportunities to your future workforce colleagues.



## ROLES & RESPONSIBILITIES

### Placement Manager



- Ensures the co-op student is appropriately accommodated in the workplace
- Provides a challenging learning experience that encourages the student's personal growth and helps develop their career goals in a safe working and learning environment
- Provides industry specific orientation with the work placement (e.g. outlines specific workplace health and safety procedures including accident reporting procedures)
- Completes co-op work placement assessment with the co-op teacher and ensures the Work Education Agreement (WEA) is signed
- Meets with the co-op teacher regularly and participates in the development and review of student's Personalized Placement Learning Plan (PPLP)
- Regularly meets with the student to monitor progress, provide feedback and guidance

### Co-op Student



- Complies with all workplace and school policies and procedures
- Meets with placement manager regularly

- Works in a courteous, responsible and business-like manner
- Completes work assignments and actively participates in workplace buddy/mentoring relationship
- Attends work placement as scheduled and works safely and diligently
- Regularly attends class; meets in-class co-op program requirements to complete assignments and achieve maximum learning
- Accurately records attendance by completing timesheets
- Regularly meets with the placement manager, workplace buddy and teacher and participates in the development of their Personalized Placement Learning Plan

### Workplace Buddy



- Provides assistance, guidance and encouragement to help the student achieve their goals and successfully deliver on assigned tasks during their co-op placement
- Provides the student with information on networks and resources to help them meet their learning and development goals
- Shares knowledge, experience and understanding of how the organization operates

- Mentors, coaches and motivates while respecting confidentiality
- Provides constructive feedback and encourages open, honest and impartial communication
- Commits to regular meetings with the student to discuss learning and development, and career planning
- Communicates with the placement manager while maintaining confidentiality

### Co-op Teacher



- Delivers classroom lessons, which include health and safety awareness, before the student enters the workplace
- Develops the Personalized Placement Learning Plan (PPLP) in partnership with the student and manager
- Regularly visits the student in the workplace to assess their performance (minimum of three visits per credit)
- Completes co-op work placement assessment with the placement manager and ensures the Work Education Agreement (WEA) is signed