

Co-operative Education 11/12 Pre-Placement Module



Co-operative Education 11/12 Pre-Placement Module is an asynchronous, self-paced module. This means you can take the course wherever you want, at any time of day, and go at your own pace.

Important: This pre-placement module is not a full credit course, but it fulfills a key portion of co-op pre-placement requirements and allows students to become eligible for summer co-op opportunities. Completing this module does not guarantee acceptance into co-op placement. Students must consult with the co-op teacher at their school to confirm eligibility. For full details on registration steps and important deadlines, visit the course Registration Page.

Curriculum Outcomes

Learners will:

- evaluate potential education options and career pathways
- evaluate personal interests, attributes and skills in relation to potential education and career goals.
- evaluate the influence of legislation, protocols, and policies on workplace behaviours.
- evaluate workplace readiness skills.

Meet with Mentor

You will be required to meet online with your Mentor no fewer than 7 times, for 30 minutes each time. As follows:

- At the beginning of the course
- After the submission of each section
- For your Final Project/Exit Interview

Time Requirement

This module requires approximately 25 hours of work, plus time for meeting with your Mentor.

Please refer to the registration page for important registration and completion deadlines.

You will need to factor your Mentor's availability into planning your timeline, as they may or may not be able to meet with you if you make a last-minute request. Remember to be respectful when arranging meetings.

Technical Requirements

- A PC, laptop or Chromebook (a phone can be used, but may be less than ideal).
- Phone or camera to photograph/scan work, which can then be uploaded into the LMS (Moodle)
- An internet connection.

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Course Outline

Section 1:

Your Skills, Your Goals, Your Plan

- 1.1 Setting Up Your Portfolio
- 1.2 Self-Assessments
- 1.3 Entrepreneurial Skills
- 1.4 Skills for Success

Section 2:

Exploring Education and Career Pathways

- 2.1 Influences on Your Career Decisions
- 2.2 Your Education and Career Goals

Section 3:

Introducing Workplace Readiness

- 3.1 High Expectations
- 3.2 Code of Conduct
- 3.3 Your Online Presence
- 3.4 Confidentiality in the Workplace
- 3.5 Why Culture Matters

Section 4:

A Culture of Safety in the Workplace

- 4.1 Introduction to a Culture of Safety
- 4.2 Legislation and Workplace Safety
- 4.3 Hazards in the Workplace
- 4.4 Personal Protective Equipment
- 4.5 Rights and Responsibilities Reflection
- 4.6 Checking Your Health and Safety Awareness
- 4.7 Safety Training/Certifications

Section 5:

Finishing Touches on Workplace Readiness

- 5.1 Writing Your Cover Letter
- 5.2 Résumé Writing
- 5.3 Job Interviews

Course Evaluation

Course completion will be based on the following:

Section 1:

Completion of four Topic assignments and Portfolio

Section 2:

Completion of two Topic assignments and Portfolio

Section 3:

Completion of five Topic assignments and Portfolio

Section 4:

Completion of seven Topic assignments and Portfolio

Section 5:

Completion of three Topic assignments and Portfolio

Completion of Final Project/Exit Interview