



## DISTRICT SCHOOL BOARD OF NIAGARA Cooperative Education Program

### PERSONALIZED PLACEMENT LEARNING PLAN (PPLP)

<b>Related Course:</b>	<b>Related Course Code:</b>
<b>Related Course Credit Value:</b>	<b>Destination Strand:</b>
<b>Related Course Grade Level:</b>	<b>Co-op Credit Value:</b>
<b>Work site:</b>	
<b>Job Title:</b>	
<b>Address:</b>	
<b>Placement Supervisor:</b>	
<b>Telephone:</b>	<b>Fax:</b>

Is the student in a placement that is an apprenticeable trade?  yes  no

Is the student a registered apprentice?  yes  no

Is the training standard attached?  yes  no

Accommodations/strategies/resources:  IEP

<b>Clustered Expectations Student will demonstrate:</b>	<b>Assessment and Evaluation Methods</b>
<p><b>Pre-Employment Orientation and Integration Sessions</b></p> <p><b>1. <u>Job Readiness</u></b></p> <ol style="list-style-type: none"> <li>1. create effective resume, cover letter and thank-you letter for the work-search process, using word-processing software and appropriate vocabulary</li> <li>2. complete job applications effectively and without spelling or grammatical errors</li> <li>3. identify common interview questions and demonstrate the ability to respond appropriately and effectively</li> <li>4. demonstrate the ability to communicate their interest in a work opportunity effectively</li> <li>5. apply appropriate knowledge and skills in structured interviews with prospective Employers</li> </ol> <p><b>2. <u>Health and Safety</u></b></p> <ol style="list-style-type: none"> <li>6. successful completion of safety test (WHMIS TEST)</li> <li>7. successful completion of the <i>Personalized Placement Safety Plan</i></li> </ol> <p><b>3. <u>Rights and Responsibilities</u></b></p> <ol style="list-style-type: none"> <li>8. understand issues related to confidentiality and the right to privacy, as outlined in the Freedom of Information Act</li> <li>9. demonstrate an understanding of the individual's right to function in a climate free from abuse and harassment</li> <li>10. demonstrate an understanding of the relevant sections of the Employment Standards Act and the Human Rights Act</li> <li>11. demonstrate an understanding of the history and role of labour unions</li> </ol> <p><b>4. <u>Workplace Opportunities and Challenges</u></b></p> <ol style="list-style-type: none"> <li>12. use information technology appropriately</li> <li>13. demonstrate the ability to produce an effective exit resume</li> </ol>	

<b>Workplace Orientation</b>	<b>Date Completed</b>
<ol style="list-style-type: none"> <li>1. Discuss policies and regulations that are particular to the organization, including: safety procedures, confidentiality, personal regulations/guidelines</li> <li>2. Discuss job responsibilities</li> <li>3. Ask the designated labour representative to discuss labour policies</li> <li>4. Explain future career possibilities</li> <li>5. Understand evaluative procedures</li> <li>6. Learn the workplace layout (lunch room, fire exits, etc ...)</li> </ol>	



In-school course expectations that relate to the work done at the placement:

**GOALS FOR THE SEMESTER**

List three goals that you have for your placement. (BE SPECIFIC)

- 1.
- 2.
- 3.