

A 3D architectural rendering of a bright, modern school hallway. The hallway features rows of orange lockers on both sides, with wooden doors leading to classrooms. A whiteboard with the word "INFORMATION" is mounted on the far wall. The ceiling has a grid of recessed lights, and the floor is made of large, light-colored tiles. A clock is visible on the left wall.

Co-op Department

Your co-op department is always here to support you.

WHAT IS CO-OP?

Coop is an educational component of a program. So, the whole experience of learning the necessary job market intelligence, going through the online job application, being excited about having an interview, taking some rejections and finally being hired; are all part of your valuable learning. That's what co-op education is all about.



HOW DO I GET THE SUPPORT?



Attend Career Foundations Workshops

- A set of 6 workshops
 - **MANDATORY** to join
 - Must keep **80%** attendance
 - Must submit all tasks
-
- **BF 100/GCC/IBC:** must join in the **1st** term
 - **BF 200/HM1Y:** must join by the **2nd** term
 - **BF 400/HM2Y:** must join by the **3rd** term

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- Co-op/Practicum** ▾
 - Co-op procedure and policies
 - Co-op/ Practicum Documentation

MANAGE SECTION /

Home ▶ Co-op procedure and policies



Dear Students,

Please find the Co-op compliance meeting policies and procedures information by clicking [HERE](#), this will help you to learn more about the co-op requirements and expectations. information provided.

Co-op policies have been updated as September 2023.

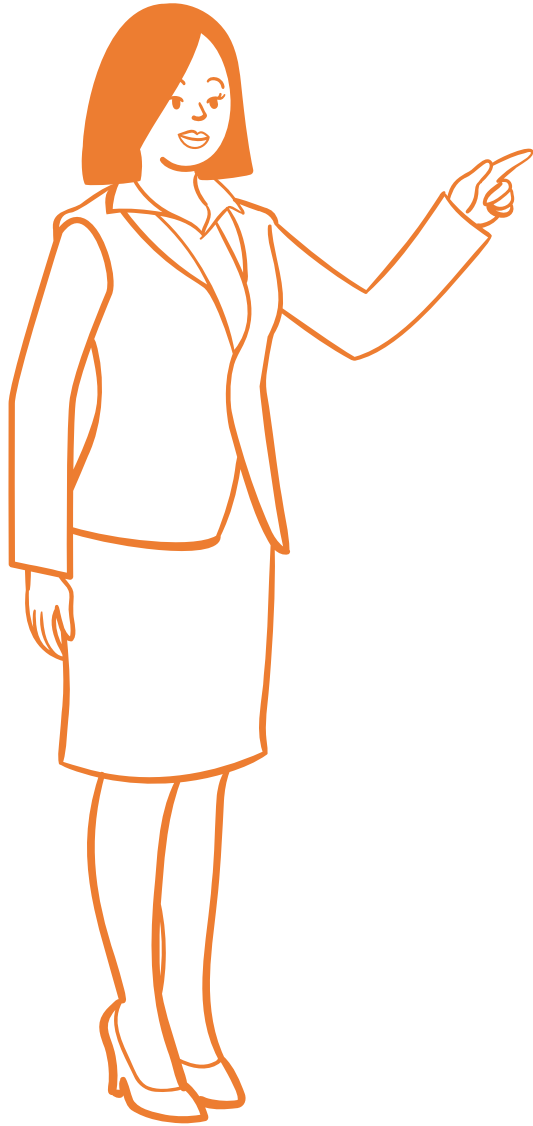
If you weren't able to attend the **Co-op compliance meeting**, you will be able to access the **meeting recording** by clicking on this link: [Co-op compliance meeting recording](#)

Where Can I have found co-op Document ?

Co-op Process

Start job search a minimum 3 months prior to your Co-op

	Term 1						Term 2						Term 3					
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		Career Foundations																
							One to one meetings											
										Job Application & Interviews								



WHAT KIND OF SUPPORT DO I GET?

1. Career Foundations

Connect with : vani.w@selcedu.com

2. One-to-one meetings
3. Resume & Cover Letter revision
4. Mock interview
5. Monitor job application
6. Developing employer relations
7. Job matching
8. Co-op compliance administration

Connect with : co-op@selcedu.com

Join SELC - Career Services Facebook Page!



SELC - Career Services

Follow

JOBSTHAT ARE NOT ACCEPTED

Your job needs to be related to the field of your study.



BF Program

- Labour work
- Cleaning jobs
- Dishwasher jobs
- Housekeeping jobs
- Nanny jobs
- Caregiver jobs
- Teaching jobs
- Covid sanitizer jobs
- Driver jobs

HOS

- Labour work
- Nanny jobs
- Caregiver jobs
- Teaching jobs
- Covid sanitizer jobs
- Window cleaning jobs
- Driver jobs

JOBSTHAT ARE NOT ACCEPTED

(Your job needs to be related to the field of your study)



BF Program

Labour Jobs
Cleaning Jobs
Dishwasher Jobs
Housekeeping Jobs
Nanny Jobs
Caregiver Jobs
Teaching Jobs
Covid sanitizer jobs
Driver jobs



HOS


Labour Jobs
Cleaning Jobs
Dishwasher Jobs
Housekeeping Jobs
Nanny Jobs
Caregiver Jobs
Teaching Jobs
Covid sanitizer jobs
Driver jobs

Before Co-op

Work Placement Agreement



The Work Placement Agreement is a three-party contract between the college, you and your employer.



If you are working for more than one employer, you will need to do the agreement process more than once.

During Co-op (by the 15th of the next month)

Monthly Report



You
are required to submit a monthly report every month
during your co-op as long as you have a job.

After Co-op



The diagram consists of two identical sets of overlapping rounded rectangles. Each set has a solid orange rectangle in the background and a white rectangle with a thin orange border in the foreground. The text is centered within the white rectangles.

Student Evaluation Form

Host Evaluation Form

Co-op Documents



If a student is late on 3 submissions, they will be considered unsuccessful in the program and will be disenrolled.



Late submission on documents or the final evaluation will require an additional administration fee. Please see policies on SELC website for more details or talk to Laura or Syleen

Requirements

1

Attend **Career Foundation**

2

Have a valid **Study & Work permit** throughout the program

3

Reply to all **emails** within 24 hours.

4

Submit all the requirements, late fee **submission** fee applied.



Looking Forward to work with you

Your co-op department is always here to support you.