



Cadet Training Year Co-Op Program



Welcome to Co-op! To begin the course, it is important for you to understand the roles and responsibilities of a Co-op student. These are adapted from The Ministry of Education policy document *Cooperative Education and Other Forms of Experiential Learning, 2000*. These specifically apply to cadets in the province.

Pre-placement

Assignment 1

- Understand the program and placement expectations that they are to achieve in the cooperative education course.

Cadet Roles and Responsibilities for Co-op

A co-op cadet is expected to:

1. Comply with all Unit rules as to dress, safety codes, work schedule, SOPs, ROs and CATOs.
2. Conduct yourself in a courteous, responsible, and positive social manner and show appropriate initiative.
3. Observe and comply with the rules and regulations of the placement and the unit, including confidentiality requirements.
4. Comply with unit attendance policies in the mandatory, complimentary and optional training components throughout the year.
5. Submit assignments as required and on time.
6. Inform the Training Officer and the cooperative education teacher in advance if you are unable to report to your placements.
7. Participate in the development and implementation of your personalized placement learning plans.
8. Participate with your Training Officer and instructors in the assessment of your own performances.

9. Complete your course requirements to obtain credits towards the Ontario Secondary School Diploma and complete your level/phase/ star training.

10. Work with peers, supervisors and instructors to ensure that problems are dealt with immediately.

Assignment

Examine the list of Course Cadet responsibilities.

1. Rank them in order from those that will be the easiest for you to fulfill to those you think will be the hardest for you to fulfill.
2. Choose the two responsibilities that will be the most difficult for you and give reasons why you think you will struggle with them.
3. Suggest at least two ways you can overcome each of these possible challenges.

Assignment 2

Employability skills are the skills you need to enter, stay in and progress in the world of work - whether you are self-employed or work on a team. Employability skills are the skills, attitudes, and behaviours that you need to be to participate in today's world of work.

Employability skills can include many different areas: Fundamental Skills, Personal Management Skills and Team Work Skills.

There are a variety of quizzes that you can take to help discover your strengths.

In the past, many people went to school, got a job and remained at the same job until they retired. This is not the case anymore. More than likely you will change jobs several times throughout your life.

Making a career choice can be a very difficult decision. You have probably heard the analogy that you can't get a job without experience, but how are you supposed to get experience without a job.

This activity will give you some career suggestions based on your quiz results.

Take some time to look over the Employability Skills 2000+ pamphlet:
<https://www.jobsetc.gc.ca/toolbox/checklists/employability.jsp?lang=e>

Assignment

It is divided up into three areas: **Fundamental Skills, Personal Management Skills and Teamwork Skills**. Either on the computer screen or from a printout, go through and highlight at least three things under each heading that you feel you are good at.

Assignment 3

Go to forces.ca website and explore careers with the Canadian Armed Forces

<http://www.forces.ca>

REPORT

Select two careers in the Canadian Armed Forces to research. The two jobs chosen **cannot** be in the same field.

For each career, you need to answer the following questions in a report format (200 words per career):

1. A description of the career
2. List 5 specific duties of the career
3. List the education requirements or opportunity for education with the Canadian Armed Forces
4. The salary of each career.

In the last paragraph, decide which career you would prefer and why?

Activity 4

WHMIS Assignment

It is mandatory that each student enrolled in the Co-op program renew their WHMIS training each year.

1) Go to **www.yowcanada.com/register**

2) Your username is **ucstudents**

3) Your password is **welcome**

4) Save your certificate and e-mail the file to your teacher

Activity Five

Your résumé is a key part of the job application process. It gives you the opportunity to tell an employer why you should be hired. Both format and content are important aspects of a résumé. To help you prepare an effective résumé you will review the key components of a résumé and learn about different types of résumés. There are several sample résumés you can refer to when preparing

A résumé is a one or two page portrait of your work-related skills and accomplishments. It is a marketing tool that is used to present yourself and your skills to a prospective employer. Its purpose is to convince the employer that he or she should meet with you for an interview. A résumé alone will not get you a job, but it will increase your chances of getting an interview.

An employer will most likely spend **less than a minute** reading your résumé so it must, as quickly and clearly as possible, do **two** things:

1. Tell the employer what you want to do for the company (in the Objective section)
2. Demonstrate that you are the best applicant for the job (in the Summary of Qualifications section)

You must ensure that your résumé clearly sets you apart from the dozens or hundreds of other résumés the employer will see. The best way to do this is to focus on what the employer needs. Imagine you are the employer, and think about the **skills, experiences** and **qualities** that the ideal candidate for this job would possess.

Brainstorm a list of your skills, experiences and accomplishments that match the employer's needs. Consider all areas of your life, not just your employment history when identifying your strengths. This information will be presented in the Summary of Qualifications section of your résumé. The rest of your résumé will contain evidence that supports these statements.

The main sections of a résumé are listed below. They usually appear on a résumé in this order. Click on each section to see an explanation.

1. Personal Information
2. Work Objective or Career Goal
3. Summary of Qualifications/Skills Summary
4. Education
5. Work Experience
6. Awards/Scholarships
7. Volunteer Experience
8. Activities and Interests
9. References

When describing your experience it is important to start each point with a verb.

Assignment

Create your own résumé. Base your résumé on one of the careers you feel you are best suited for.

Activity Six:

When you are applying for a job, a cover letter should always accompany your résumé. It serves as an introduction, highlights specific qualifications or objectives you may have for this job. It also exhibits your written communication skills. Every résumé, whether faxed, e-mailed, or hand delivered, must include a cover letter. The cover letter can also include some additional information that is not included in your résumé that specifically matches the job description.

Assignment

Prepare a letter setting out your reasons for attending and participating in cadets as well as your expectations for both yourself and the camp experience. You should list what expectations you have of yourself as well as what things you are looking to learn or what responsibilities you are hoping to acquire.

This should be at least two to three paragraphs.