August 28, 2020

Hello Hamilton Community!

We hope you are doing well and staying healthy. As you know this year has certainly been different, but what hasn’t changed is the need for experiential learning opportunities for our local high school students. As we draw closer to the start of a new school year in September, we are looking to businesses and organizations in the Hamilton Area to consider hosting an in-person or a virtual cooperative education placement for one or more students. Placements are welcome from any sector and can be morning or afternoon only, or full-day and will run for a full semester (September 2020 to January 2021 or February 2021 to June 2021).

Please know that prior to a student being placed in a Co-op position, and as a safety measure, the employer must fill out the [Province of Ontario Employer COVID-19 Workplace Safety Plan](https://files.ontario.ca/mltsd-safety-plan-template-en-2020-06-16.docx). The plan must also be approved by the School Board before the placement can begin. Also, as part of the Co-op process, a Placement Assessment will be conducted by the Co-op Teacher ahead of the student start date.

If you are interested in offering placements, or have questions about how to get involved, please connect with us at IEC Hamilton. We will discuss options with you and connect you with the appropriate teams at the Hamilton-Wentworth and Hamilton-Wentworth Catholic District School Boards.

We look forward to hearing from you and helping connect you with your future workforce.

Sincerely,

Susan Clarke

Programs Manager

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