



CAMBRIAN  
COLLEGE

*Co-op Diploma  
Apprenticeship Program*



# Optional Co-op Apprenticeship **Overview for Students**



## *Co-op Diploma Apprenticeship Program*



**Cambrian College, through the Skills Technology Institute (SkyTech), offers students the opportunity to participate in the Co-op Diploma Apprenticeship program.**

## **Preparing students for career opportunities is one of our main goals at Cambrian College.**

### **The Co-op Diploma Apprenticeship program is an optional co-op.**

The co-op is not required in order to graduate from your regular postsecondary program. You can choose to complete your postsecondary program, and graduate with a diploma, without participating in the co-op option. However, if you are a postsecondary student in an applicable program who chooses, and qualifies, to participate in this optional Co-op Diploma Apprenticeship program, you will become a registered apprentice sponsored by SkyTech. This means that while earning a postsecondary diploma, you will also have the opportunity to participate in two paid co-op placements. The combination of your academic curriculum and your co-op placement experience will enable you to receive completions for all three levels of in-school apprenticeship training.

### **Through the optional Co-op Diploma Apprenticeship program, you will:**

- \* Be a registered apprentice in a trade.
- \* Complete all or part of the in-school portion of your apprenticeship.
- \* Have the opportunity to participate in two paid co-op placements (subject to qualification).
- \* Earn a certificate or diploma in your postsecondary program.
- \* Be well on your way to becoming a journey person in your trade.

By completing the Co-op Diploma Apprenticeship program, you will benefit from having gained substantial knowledge and hands-on experience and will have the advantage of having put those skills to work in the industrial setting. The combined experience and knowledge will enable you to become a highly skilled and educated worker.

## Skilled Trades Shortage

We all know that those currently working in the trades are retiring at a rapid rate and that a shortage of skilled tradespeople is looming. A large number of new apprentices are needed to replace these skilled workers as they retire.

The Co-op Diploma Apprenticeship program at Cambrian College is meeting the demand for skilled workers by generating highly-employable workers for industry. Employers who are reluctant to hire apprentices who have not completed their in-school training, can be confident that when hiring a Cambrian College graduate who has also completed the optional Co-op Diploma Apprenticeship program, they will be hiring a skilled worker who has completed the in-school portion of the trade, and who will not only have the additional knowledge, but also the practical skills necessary as an apprentice.

## SkyTech

Students who participate in the Co-op Diploma Apprenticeship program will be sponsored by the Skills Technology Institute (SkyTech), a consortium of stakeholders consisting of representatives from industry, labour, government, and Cambrian College who work together to address skills shortages and to ensure the on-going availability of qualified employees within a wide variety of industries.

### SkyTech Management Board:

Members of the SkyTech Management Board have included Vale Inco, Xstrata Nickel, Domtar and Ontario Power Generation, as well as Cambrian College and the Ministry of Training, Colleges and Universities (MTCU). For a complete listing of board members, please visit our homepage at [www.cambriancollege.ca/skytech](http://www.cambriancollege.ca/skytech).



## Co-op Diploma Apprenticeship Program

### SkyTech model (Postsecondary and Apprenticeship Sequence)

Two-year Programs		Three-year Programs	
<b>Cambrian College</b> Postsecondary Sequence	<b>MTCU*</b> Apprenticeship sequence and completions earned	<b>Cambrian College</b> Postsecondary Sequence	<b>MTCU*</b> Apprenticeship sequence and completions earned
<b>Academic Semester 1</b>	Registration as Apprentice with MTCU – entry into optional Co-op Diploma Apprenticeship program	<b>Academic Semester 1</b>	Registration as Apprentice with MTCU – entry into optional Co-op Diploma Apprenticeship program
<b>Academic Semester 2</b>		<b>Academic Semester 2</b>	
<b>Graduation</b> (selected programs) Techniques Certificate		<b>Graduation</b> (selected programs) Techniques Certificate	
Summer or Fall Break	<b>Co-op Placement 1</b>	Summer or Fall Break	<b>Co-op Placement 1</b>
	<b>Completion of Level 1 (Basic)</b> in-school training		<b>Completion of Level 1 (Basic)</b> in-school training
<b>Academic Semester 3</b>	<b>Completion of Level 2 (Intermediate)</b> in-school training	<b>Academic Semester 3</b>	
<b>Academic Semester 4</b>		<b>Academic Semester 4</b>	<b>Completion of Level 2 (Intermediate)</b> in-school training
<b>Graduation</b> Technician Diploma		<b>Graduation</b> Technician Diploma	
	<b>Co-op Placement 2</b>	Summer or Fall Break	<b>Co-op Placement 2</b>
	<b>Completion of Level 3 (Advanced)</b> in-school training	<b>Academic Semester 5</b>	
Entry into workforce for continuation of on-the-job training (apprenticeship)		<b>Academic Semester 6</b>	<b>Completion of Level 3 (Advanced)</b> in-school training
		<b>Graduation</b> Technology Diploma	
		Entry into workforce for continuation of on-the-job training (apprenticeship)	

\* MTCU = Ministry of Training, Colleges and Universities

## How to Participate in the program

The Co-op Diploma Apprenticeship program is currently offered for the following fields of study:

Postsecondary Program	Trade Name
Electrical Engineering - Industrial Techniques/Technician/Technology	Industrial Electrician
Heavy Equipment Techniques/Technician	Heavy Duty Equipment Technician
Industrial Mechanical Millwright Techniques/Technician	Industrial Mechanic (Millwright)
Mechanical Techniques and Technician - Tool and Die Machining	General Machinist
Welding and Fabrication Technician	Metal Fabricator

In order to participate in the Co-op Diploma Apprenticeship program, you must complete **ALL** of the following steps:

- Be enrolled in the first semester of one of the applicable postsecondary programs.
- Sign an agreement to participate in the Co-op Diploma Apprenticeship program (available from the Coordinator of Co-op Placements).
- Register as an apprentice with the Ministry of Training, Colleges and Universities, Employment and Training Division before the apprenticeship registration deadline. You must see the Coordinator of Co-op Placements to sign up for an apprenticeship registration session.
- Secure a co-op placement.
- Maintain a minimum Grade Point Average (GPA) of 2.0 and have no deficiencies (W, F or I grades) in any of the courses in your current program.
- Complete a Workplace Details Form with your employer and submit to the Coordinator of Co-op Placements for approval, before you start your co-op placement.
- Arrange and complete any and all training required by the employer.
- Register for the co-op placement – this includes signing a Student Registration Form and paying the co-op tuition fee.
- Maintain ongoing communication with the Coordinator of Co-op Placements and with the employer.
- Successfully complete the co-op placement. Your performance will be evaluated by the employer. This evaluation will determine the grade (Pass/Fail) for the co-op placement.

## **Finding a co-op placement**

The Coordinator of Co-op Placements is responsible for posting enough co-op placement opportunities for those students who are eligible to participate in the program. This does not, however, guarantee you a co-op placement. Once an opportunity is posted, you must first qualify and then apply for the position.



You are encouraged to secure your own co-op placements. If you find an employer who is prepared to offer you a placement, the procedure and requirements are:

- The work must be relevant to your trade.
- You must be supervised by a qualified person in a relevant trade.
- A Workplace Details form must be completed and approved by SkyTech and the MTCU (This form is available on Student411 and also from the Coordinator of Co-op Placements).

## **Posted co-op opportunities**

### **Qualification, Evaluation, and Scoring**

In order to qualify to apply for SkyTech-sponsored co-op placements, you must have completed all of the steps required to be a participant in the Co-op Diploma Apprenticeship program.

During your academic semester, your faculty will be evaluating your performance throughout the semester based on the 13 criteria listed in the chart that follows.

When you apply for a posted co-op opportunity through the Coordinator of Co-op Placements, a list of qualified applicants, along with their résumés is submitted to the employer. The students on the list are ranked based on each student's score. The score is calculated by combining each student's evaluation by faculty (weighted at 50% of the score) and each student's previous semester GPA (also weighted at 50%).

**Once the résumés have been submitted, the hiring process is determined by the employer.**

## 13-Point Evaluation by Faculty

### Criteria Definitions

Point	Criteria	Scale and Definitions
1	Wears Personal Protective Equipment (PPE)	4 – Wears Personal Protective Equipment (PPE) 3 – Has received one or two reminders to wear PPE 2 – Has received more than two reminders to wear PPE 1 – Has received a PPE violation
2	Use of hand tools and equipment in a safe manner	4 – Always uses hand tools and equipment properly, identifies and reports any damage with a proactive attitude 3 – Uses hand tools and equipment correctly 2 – Has used hand tools and equipment inappropriately 1 – Requires repeated reminders on proper and safe use of hand tools and equipment
3	Attendance	4 – Always attends classes 3 – Missed up to two classes, with notification AND valid reason 2 – Often leaves early 1 – Missed more than one without notification
4	Punctuality	4 – Never late 2 – Late once or twice 1 – Late more than twice
5	Assignments/Projects on time	4 – All in by due date 3 – One late with acceptable reason 2 – Two-three times late, no reason 1 – More than three times late
6	Work ethics	4 – Exceeds expectations 2 – Meets expectations 1 – Does not meet expectations
7	Planning and Organizing	4 – Prioritizes for higher efficiencies 2 – Utilizes time effectively 1 – Does not make effective use of time
8	Interaction with others	4 – Is a role model 2 – Always interacts appropriately 1 – Interacts inappropriately
9	Good Housekeeping Practices	4 – Cleans own area and assists in other areas 3 – Cleans own area 2 – Needs reminding to clean own area 1 – Leaves area without cleaning
10	Works well on own	4 – Works well on own 3 – Works well with minimal supervision 1 – Needs additional one-on-one supervision to work effectively
11	Attitude	4 – Respects authority and reacts positively to feedback 3 – Accepts constructive criticism 2 – Indifferent to feedback 1 – Defensive to feedback
12	Follows instructions and standard practices	4 – Follows instructions/standard practices, exhibits critical thinking 3 – Follows instructions/standard practices 2 – Reluctant to follow instructions/standard practices 1 – Doesn't read or follow instructions/standard practices
13	Written and verbal communication skills	4 – Uses appropriate trade-related written and verbal communication skills 2 – Needs improvement in either written OR verbal skills 1 – Has difficulty communicating

Please note: A score of "0" on any one of the 13 points means that the criteria is not applicable.

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To obtain further details about our programs  
and procedures, please visit our homepage at:  
[www.cambriancollege.ca/skytech](http://www.cambriancollege.ca/skytech)

For more information, please contact:

**Coordinator, Co-op Placements**

School of Skills Training/SkyTech

Tel: (705) 566-8101, extension 7707 or 7564

Toll-free in Ontario 1-800-461-7145



**Cambrian College  
of Applied Arts  
and Technology**

1400 Barrydowne Road  
Sudbury, Ontario  
Canada P3A 3V8

(705) 566-8101

Toll-free in Ontario 1-800-461-7145

[www.cambriancollege.ca](http://www.cambriancollege.ca)

