

## Job Twinning Process At-A-Glance (\*refer to handouts)

1. Student shows interest in an occupation.



2. Teacher speaks with cooperative education teacher about pairing student with a cooperative education student for a job twinning experience.



3. Cooperative education teacher suggests an appropriate match for the student based on student's interest and availability of cooperative student.



4. Teacher and cooperative education teacher discuss forms, procedures and protocols (i.e. consent forms, etc).



5. Teacher informs student of the opportunity. Student is given all necessary forms as per Board policy. ***Parent signature needed because it is a field trip.***

6. Student is made aware of location of workplace, his/her expected behaviour, and assignment expectations (see **\*Student Organizer**).



7. Student meets with cooperative education teacher and cooperative education student to discuss the job twinning placement.



8. Teacher introduces Essential Skills Research. Student reflects on his/her own use of essential skills.



9. Teacher accesses student's prior learning about the job twinning workplace. (***\*Ready Set Go Whoa! Graphic Organizer***)



10. Student meets with cooperative education student and records answers in the **\*Job Twinning Interview Questions** handout.

11. Student completes ***Passport to Safety*** online test and submits certificate to teacher prior to job twinning experience.



12. Student has the job twinning experience. Based on observation at the workplace, student records information in the **OSP Skills and Work Habits Tracker** and the **RSGW! Graphic Organizer** as appropriate.



13. Student reviews the information gathered from his/her prior knowledge, interview with cooperative education student and observation while at the workplace. Summary notes are made in the **Whoa!** section of the RSGW! Graphic Organizer.



14. Student completes an assignment such as the **Job Twinning Reflection or Visual Report**. (See **Notes for Teachers** for other suggestions).