



## BRIAN J. FLEMING CATHOLIC ADULT LEARNING CENTRE

870 Queen St. W., Mississauga, ON. L5H 4G1  
Phone: (905) 891-3034 Fax: (905) 891-6602  
www.dpcdsb.org/coopcentre

# NEW TO CANADA ? LOOKING FOR WORK IN YOUR PROFESSION?

## JOIN OUR CO-OP PROGRAM WITH WORK PLACEMENT !

### *What is Co-op?*

It is the opportunity to volunteer yourself in a company so that you gain Canadian work experience in your *occupation* or *field*.

### *Why do Co-op?*

You're probably looking for a job right now, but with little success. Co-op is the opportunity to work within a company where you will meet others in your field, get Canadian experience, learn about the current market, get a letter of reference and learn about other companies that may be hiring. And of course, you have an opportunity for a paid job from the volunteer placement (50% of our students get jobs this way).

### *How long is the program?*

Our program is a full-time program and regular attendance is a mandatory requirement of this program. The classroom portion is from Monday to Friday, 8:30 am to 3:30 pm for approximately 7.5 weeks. The work placement is typically a Monday to Friday 40 hour work week for approximately 9 weeks. You will be graded on your assignments throughout the classroom portion, and we will visit you while on placement to offer you support and guidance. You must achieve a passing grade in the classroom portion in order to be placed in a company.

### *To be accepted into the program:*

- English is your second language and your English is at a level 6 in speaking and at a level 5 for reading and writing
- Legally eligible to study in Canada
- You know how to use the computer well
- You have a professional degree and related work experience in your home country, but you **do not** have Canadian experience in your field or occupation
- A special note about technical skills: we can only place you if you have **up-to-date skills & experience** that companies need **today**
- You demonstrate the suitability and appropriateness required in the Canadian workplace

Your appointment is on: Date \_\_\_\_\_ Time: \_\_\_\_\_

## ***FREQUENTLY ASKED QUESTIONS...***

### ***Who can join this class?***

If English is your second language, you are foreign-trained, **your degree and related work experience is in your country but not in Canada**, then you may be eligible. You must be willing to come *every day and on time*. We offer Canadian experience only...**WE ARE NOT AN EMPLOYMENT AGENCY, AND WE DO NOT OFFER PAID JOBS.**

### ***Which occupations do you take?***

While we strive to accept *most* occupations, the local economy and current market trends will dictate the availability of professional opportunities. This will be discussed with you at the time of registration. Most important, you must realize that all of our students are placed in junior positions, but in their field of choice. It's more important to get your foot in the door than to worry about what your duties are. Once in the company, you can show your magic!

### ***Can I just take the volunteer placement?***

**NO!** You must receive a passing grade in the classroom portion of the course or we cannot send you on a volunteer placement. As well, we prepare you to work in Canada and teach you to look for a job.

### ***Will I get a paid job after I finish the volunteer work placement?***

There are no guarantees. It depends. How hard will you work? Will you have a positive attitude on the job? Will the company have the resources to hire you? What we can guarantee is that if you're placed, you will get: Canadian experience, make contacts and network, get a reference letter, build your confidence at work, improve your English, learn new skills and have an *opportunity* to get a paid job...the rest is up to you!

### ***What will you teach in class?***

Our programs parallel secondary school co-operative education programs. You will be enrolled in the courses *Designing Your Future (GWL30)* and *English as a Second Language (ESLC0)*, as well as Specialized Language Training for your specific profession\*\*. You will learn job search strategies, resume and letter writing skills, interviewing and being successful at work. We consider the needs of our students and place them in their occupation or field, not just any place that has nothing to do with their occupation. And because we have so many years of experience, we have also developed contacts with *hundreds* of companies and we are well known in the community.

### ***How many students get paid jobs after taking the co-op program?***

In the recent school year, **70%** of our students found paid jobs after they completed the entire program. About 50% from the volunteer placement and 20% job searched after they got their Canadian experience and found a paid job in their own field. Either way...**CO-OP WORKS!**

**DON'T DELAY...CALL TODAY!**

**BRIAN J. FLEMING CATHOLIC ADULT LEARNING CENTRE**

**905-891-3034**

**[www.dpcdsb.org/coopcentre](http://www.dpcdsb.org/coopcentre)**

**\*\* Specialized Language Training Program is funded by the Ministry of Citizenship and Immigration for the Province of Ontario**