



Co-operative Education Canadian Forces Co-op Program Second Semester Information



INFORMATION ABOUT THE CANADIAN FORCES CO-OP PROGRAM

PLEASE KEEP THIS FOR FUTURE REFERENCE.

Your written consent is required before your son/daughter participates in the Co-operative Education program with the Canadian Forces. The unique out-of-school component of this program necessitates a variety of modes of instruction that do not fit into the usual school routine or timetable.

Please Note: A student must have successfully completed 15 secondary school credits before he or she submits the Canadian Forces application package. A student may attend the Information Session prior to achieving 15 credits

IMPORTANT: Under the Privacy Act, information regarding the student cannot be accessed by the parent/guardian through the Recruiting Centre once parental consent has been given. Information will be made available to the student who must relay this information to parents/guardians.

General Program Information - This program is a second semester, afternoon program, Tuesdays to Fridays. Students participate in the pre-placement portion of the co-op course in their home schools before the Canadian Forces Co-op Program start date. Throughout the semester, students will spend some Mondays in their home school for Integration sessions and will spend four to five days a week at the Armoury. Students will earn their *BMQ (Basic Military Qualifications) and BMQ Land (Soldier Course)*. **Students may spend some weekends and possibly up to a week away from school at an Area Training Centre. Specific dates and times will be available when the program begins.** There are opportunities for part-time employment upon completion of the course.

Transportation – Daily transportation (Tuesday to Friday) to and from the Armoury is the responsibility of the student.

Attendance - Attendance at all classes is mandatory including designated weekends and the week long exercise. When students are ill, they must call the local Armoury and submit a **Doctor's note** explaining the reason for the absence. If students miss a class due to a previously scheduled appointment, permission from the supervisor/instructor must be obtained prior to the appointment. There may be no opportunity to make up missed training. **Missing more than two days for any reason may result in removal from the Canadian Forces Co-op Program.**

Additional Training - Students will be expected to train Thursday evenings in addition to the regular Co-op hours of 12:30 p.m. – 5:30 p.m. All students may be participating in week long or week end training. During these times students will be solely under the direction and supervision of the Canadian Forces. It is expected that students will commit to continue with their military career through summer training following the Co-op program. NOTE: There are no mandatory deployment requirements for reservists.

Uniforms - Uniforms will be provided. It is not acceptable to wear any part of the uniform in civilian life. The combat uniform must not be worn in the school and will result in disciplinary action. Students may wear the uniform on the way to the course and on the way home at the discretion of the course staff.

Purchases - Students will be required to purchase a boot polishing kit, Kiwi cloth and boot bands, the cost of which will not exceed \$20.00.

(See over)

Swearing In Ceremony - Students will be sworn in no later than the month of January 2017.

Smoking and Drinking - Smoking, drinking of alcoholic beverages and consumption of narcotics will not be permitted.

Haircuts / Piercings - For males - hair must not touch the collar or the ears; female students must wear longer hair tied back in a bun. Males are *not* permitted to have piercings; females are permitted to wear one set of small stud earrings in the ear lobes *only*.

Discipline - All soldiers are subject to the National Defence Act which encompasses the Code of Service Discipline. Each student will be taught the main regulations that apply to him/her. Physical punishments will **NOT** be used or tolerated. Each student will be given continuous feedback from the instructors. If there is a problem with a student, the guidelines set out in the Standard Operating Procedures (SOP) will be used (i.e., Counselling, Initial Warning, Formal Warning, Progress Review Board, Cease Training).

Use of Firearms - An integral part of soldiers' training is familiarization, handling and firing of a number of small arms and ammunition. All weapons are used for military purposes only with a heavy emphasis on safety.

CF Harassment Policy - The Canadian Forces (CF) are committed to providing a respectful workplace by promoting prevention and prompt resolution of harassment. All CF members have the right to be treated fairly, respectfully and with dignity in a workplace free of harassment, and they have the responsibility to treat others in the same manner. Harassment in any form constitutes unacceptable conduct and will not be tolerated. No CF member shall subject any person in the workplace to harassment. Any member who subjects another person to harassment is liable to disciplinary and administrative action.

Physical Fitness - Physical Fitness Testing requirements have been updated to reflect common physical demands of modern CAF occupations. **IMPORTANT:** Students **MUST** pass the FORCE Physical Fitness Test before their file will be sent for final processing. Students are encouraged to maintain a regular physical fitness regimen. Interval training is highly recommended in preparation for the SPRINT phase of the test. (See **Minimum Standards and Protocols** for more information about this test.)

General Information	Test Item	Minimum Standard
Materials handling are important aspects of Military service. This test component assesses participants' physical capacity with military materials handling tasks. The sandbag weighs 20kg and may represent a variety of environmental or trade-specific materials.	Sandbag Lift (20 kg sandbag, 1 metre above the floor)	30 repetitions in 3 minutes 30 seconds or less
Carrying objects is a common task with a variety of military applications, as equipment and supplies need to be moved from location to location. This test is designed to measure the participant's ability to perform repeated carries.	Intermittent Loaded Shuttles (carrying a sandbag for 40 metres X 10 repetitions)	5 minutes 21 seconds or less
The purpose of the 20 metre Rushes is to assess the participant's ability to move quickly over short distances while changing body positions every 10 m.	20 metre Rushes	51 seconds or less
Pulling strength is an important component of many common military tasks. This test is designed to evaluate the participant's ability	Sandbag Drag	Complete 20 m drag without stopping. There is no time standard for this test item.

to drag a load continuously over a 20m distance.		
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Canadian Forces Evaluation - Performance Checks - Performance evaluation checks are based on performance objectives (PO) which consist of: written tests; daily tests; a final written test on each PO. All practical aspects of the course will be tested in a physical manner. Physical demonstrations of the physical performance objectives will be required.

Student Monitoring - Each student will be evaluated by the military using the **Student Weekly Assessment and Counselling** form. **This evaluation is for Canadian Forces use only.** Teachers, in co-operation with the supervisor, will complete regular monitoring assessments. They will co-ordinate these assessments with the course officer. Each student will receive a weekly file with a narrative summary of all tests. Any counselling given will also be recorded. The teachers may meet with the Section Commander once every three to four weeks. At the end of the course, the students will also receive a course report summarizing how they performed throughout the program.

Co-op Logs and Journals – it is the student’s responsibility to complete the logs as required by the school.

Location of Program –Waterloo Armouries, located at B1-550 Parkside Ave Waterloo.