



## INFORMATION ABOUT THE CANADIAN ARMED FORCES CO-OPERATIVE EDUCATION PROGRAM

Parental/guardian consent is required before student participation in the Co-operative Education program with the Canadian Armed Forces can be considered. 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.

Interested students should first talk with a Cooperative Education teacher or Guidance counsellor to assess their academic standing for the following year and determine if they meet the requirements for this program.

**Please Note:** A student must have successfully completed **15 secondary school credits** and is **16 years of age or older** prior to submitting the Canadian Forces application package. The Canadian Forces online application is found at <https://forces.ca/en/apply-now/> and must be completed prior to 31<sup>st</sup> of October 2024\*. Refer to page 5 for more information on the application process. *Applications after this date will not be accepted.*

\* *Exceptions for students turning 16 in Nov or Dec.*

### IMPORTANT:

Under the Privacy Act, information regarding the student cannot be assessed by the parent/guardian through the Recruiting Center once parental consent has been given. Information will be made available directly to the student, who must relay this information to parents/guardians and cooperative education teacher.

## General Program Information

- 31 & 32 Brigade will be offering the Co-op program in 2025 during the second semester in the **Barrie, Owen Sound, Borden and Aurora** locations.
- Students will earn **4 credits** towards their Ontario Secondary School Diploma.
- Students will be paid during their placement in the Canadian Forces Reservist Co-op.
- For all programs, students will be required to participate in the *pre-placement portion* of the Co-op course at their home schools. This will take place during the first week of the second semester and before the Canadian Forces Co-op Program start date. *Students are not paid during the pre-placement instructional time at their high school.*
- All students will be offered full time summer employment (FTSE) on completion.
- **There are 3 programs offered in BARRIE and OWEN SOUND:** Infanteer, Financial Services Administrator and Human Resources Administrator.
  - **Infanteer:** 3 courses (Basic Military Qualification, Driver Wheel and Developmental Period 1) as well as a combination of Distance Learning courses.

## General Program Information (Continued)

- **Financial Services \* / Human Resources Administrator(s) \***: 2 courses (Basic Military Qualification and Driver Wheel) As well an On Job Training (OJT) package (prep for Trades Training) with a combination of Distance Learning courses.

\* May not be available in all locations, case by case basis.

- **In addition, there are 3 programs offered in BORDEN and AURORA:** Signal Operator (Borden), Armoured Soldier (Aurora) & Human Resources Administrator (Both Locations)

- Same Courses as listed above. (BMQ, Driver Wheel, DP1 or OJT \*)

**For more information on these trades please visit:**

<https://forces.ca/en/career/infanteer/>

<https://forces.ca/en/career/signal-operator/>

<https://forces.ca/en/career/financial-services-administrator/>

<https://forces.ca/en/career/armoured-soldier/>

<https://forces.ca/en/career/human-resources-administrator/>

Note: Accepted students will become a serving member of the Canadian Armed Forces Reserves.

### Program Overview - Important Dates

- Start date: 18 February 2025
  - End date: Mid to end June 2025 (On completion of Trades Training)
  - Timings: Monday – Friday / 8:00 am - 5:00 pm \*
- \* Subject to change plus 2-3 weeks may be spent residing at an Area Training Centre as well as 1 evening per week (day determined by unit)*

- Holidays: There will be No Co-op on statutory holidays or March Break
- BMQ Graduation: TBD – likely End March - everyone invited.

This is to celebrate the completion of the Basic Military Qualification Course (the first course in the Army Reserve Program)

## Recruiter Contact Information

- Barrie and Owen Sound      Sgt Christina Young / Grey & Simcoe Foresters  
Infanteer \*      [christina.young@forces.gc.ca](mailto:christina.young@forces.gc.ca) (705) 728-3761 x 4825
- Borden and Aurora      Sgt Andy Karistinos / 32 CBG HQ  
Signal Operator / Armoured Soldier \*      [andrea.karistinos@forces.gc.ca](mailto:andrea.karistinos@forces.gc.ca) (705) 220-3059

\* Human Resources / Financial Services – May not be available in ALL Locations, case by case basis.

## Transportation

Daily transportation to and from the selected Army Reserve program is the responsibility of the student.

## Attendance

- Attendance at all classes is **mandatory** including up to a week full time. When students are ill, they must call the local Armoury and may be required to submit a doctor's note explaining the reasons 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 not be an opportunity to make up missed training. Missing more than two days for any reason may result in removal from the program.

## Additional Training

- All students may participate in full time training up to one week in length as well as 1 evening per week (day determined by unit). During these times, students will be solely under the direction and supervision of the Canadian Armed 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. Kitting date to be provided after enrollment.
- *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.

## Swearing in Ceremony

Students will be sworn in prior to the start of their course. Guests are encouraged to attend.

## **Smoking and Drinking**

Smoking, drinking of alcohol beverages and consumption of narcotics will not be permitted.

## **Discipline**

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

## **Use of Firearms**

- An integral part of the soldiers training is familiarization, handling and firing of a number of small arms and ammunition. All weapons are used for military purpose only with a heavy emphasis on safety.
- The instruction will be conducted by an experienced service member (Master Corporal or Sergeant) using a C7 service rifle. The range training will be under strict supervision of staff and a Range Safety Officer (RSO).

## **CAF Harassment Policy**

The Canadian Armed Forces (CAF) are committed to providing a respectful workplace by promoting prevention and prompt resolution of harassment. All CAF 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 CAF 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 reflect common physical demands of current CAF occupations. Fitness expectations and competencies are outlined on next page:

## Physical Fitness (Continued)

### IMPORTANT:

- *Students MUST pass the FORCE Physical Test.*
- Students are encouraged to maintain a regular physical fitness regimen. Interval training is highly recommended in preparation for the 20 m rushes phase of the test. (See Minimum Standards and Protocols for more information about this test.)

*Explanation and Videos* can be watched on You Tube: <https://youtu.be/QxoVsBFTqJ8>

Test Item	General Information	Minimum Standard
Sandbag Lift	Materials handling are important aspects of Military service. This test component assesses participant's physical capacity with military materials handling tasks. The sandbag weighs 20 kg and may represent a variety of environmental or trade-specific materials.	30 repetitions in 3 minutes 30 seconds or less
Intermittent Loaded Shuttles	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.	5 minutes 21 seconds or less
20 m Rushes	The purpose of the 20 m rushes is to assess the participant's ability to move quickly over short distances while changing body positions every 10 m.	51 seconds or less
Sandbag Drag	Pulling strength is an important component of many common military tasks. This test is designed to evaluate the participant's ability to drag a load continuously over a 20 m distance.	Complete 20 m drag without stopping. There is no time standard for this test item.

## Canadian Forces Evaluation

**Performance Checks** – Evaluation checks are based on performance objectives (PO). These consist of written tests; daily tests; and a final written test on each PO. Physical demonstrations of the performance objective will also be required.

## Student Monitoring

- Each student will be evaluated by the military using a Student Weekly Assessment and Counseling form. This evaluation is for Canadian Forces use only. Each student will receive a weekly file with a narrative summary of all tests. Any counseling given will be recorded.
- With the cooperation of the Section Commander, teachers will coordinate monitoring visits with their student(s) once every three to four weeks. The teacher will discuss their progress, Co-operative Education Learning Plan, Co-op assignments, school and school communications. This is also an opportunity to receive feedback from the Course Officer or Section Commander.
- At the end of the course, the students will also receive a course report summarizing how they performed throughout the program.

## Co-op Assignments and Assessment

It is the student's responsibility to complete assignments as required by the Co-operative Education program at their school. The Co-operative Education teacher will work with the student and their Section Commander to create and assess their Cooperative Education Learning Plan.

### The Application Process

- STEP 1: Make sure that you are registered for full-day (4 credit) Co-op in the spring semester of 2025
- STEP 2: Apply online at <https://forces.ca/en/apply-now/>
  - *Log out and then back in to validate your application.*
  - *Your application must be completed prior to 31st of October 2024.*
  - ***Email the recruiter to change your application to Co-op***
- STEP 3: Book All-Day testing session for **aptitude test** and **fitness test**
- STEP 4: Interview/Medical (Part 1 & Part 2)
- STEP 5: Background processing (done by Military)
- STEP 6: Enrollment, Kit Issue and Course

