



Summer Cadet Co-op Readiness Assignments

Complete the following assignments and submit your work to your teacher by email or mailbox at the training centre.

Assignment 1 - Roles & Responsibilities

Welcome to Co-op! To begin the course, it is important for you to understand the roles and responsibilities of a Cadet Co-op Student

A co-op student is expected to:

1. Comply with all Training Center rules as to dress, safety codes, work schedule, SOPs.
2. Work in a courteous, responsible, and positive social manner and show appropriate initiative.
3. Observe and comply with the rules and regulations of the placement and the Training Center, including confidentiality requirements.
4. Comply with Training Center attendance policies in both the course and training sessions.
5. Submit assignments as required.
6. Inform the Platoon/Company/Division/Flight Commander and the cooperative education teacher in advance if they are unable to report to their placements.
7. Participate in the development and implementation of their co-operative education learning plan.
8. Participate with their Commander and instructors in the assessment of their own performances.
9. Complete their course requirements to obtain credits towards the Ontario Secondary School Diploma and complete your summer training.
10. Work with Commander and instructors to ensure that problems are dealt with immediately.

Complete the following assignment and submit your work to your teacher by email or mailbox at the training centre.

Examine the list of Cadet responsibilities and answer the following questions:

1. Rank them in order from those that will be the easiest for you to fulfill to those you think will be the hardest for you to fulfill.
2. Choose the two responsibilities that will be the most difficult for you and give reasons why you think you will struggle with them.
3. Suggest at least two ways you can overcome each of these possible challenges.

Assignment 2 Employability Skills

Employability skills are the skills you need to enter, stay in and progress in the world of work - whether you are self-employed or work on a team. Employability skills are the skills, attitudes, and behaviours that you need to be to participate in today's world of work.

In the past, many people went to school, got a job and remained at the same job until they retired. This is not the case anymore. More than likely, you will change jobs several times throughout your life.

Making a career choice can be a very difficult decision. You have probably heard the analogy that you can't get a job without experience, but how are you supposed to get experience without a job.

Complete the following assignment and submit your work to your teacher by email or mailbox at the training centre.

Take some time to look over the [Employability Skills](#) (click here to access or review on following pages)

It is divided up into three categories:

- Fundamental Skills
- Personal Management Skills
- Teamwork Skills.

Under each category (Fundamental, Personal Management and Teamwork Skills), select at least three things that you feel you are good at.

FUNDAMENTAL SKILLS

The skills needed as a basis for further development

You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological, and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather, and organize information using appropriate technology and information systems
- access, analyze, and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools, and technology
- make estimates and verify calculations

Think and Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific, and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology, and mathematics as ways to think, gain, and share knowledge, solve problems, and make decisions
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement

PERSONAL MANAGEMENT SKILLS

The personal skills, attitudes, and behaviours that drive one's potential for growth
You will be able to offer yourself greater possibilities for achievement when you can:

Demonstrate Positive Attitudes and Behaviours

- feel good about yourself and be confident
- deal with people, problems, and situations with honesty, integrity, and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative, and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money, and other resources to achieve goals
- assess, weigh, and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

- work independently or as part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with them

TEAMWORK SKILLS

The skills and attributes needed to contribute productively

You will be better prepared to add value to the outcomes of a task, project, or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, and be open to and supportive of the thoughts, opinions, and contributions of others in a group
- recognize and respect people's diversity, individual differences, and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects and Tasks

- plan, design, or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise, and implement
- work to agreed-upon quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve

Assignment 3 Career Research

Complete the following assignment and submit your work to your teacher by email or mailbox at the training centre.

Go to forces.ca website and explore careers with the Canadian Armed Forces

<http://forces.ca/en/careers>

Select **two** careers in the Canadian Armed Forces to research. The two jobs chosen **cannot** be in the same field.

For **each** career, you need to answer the following questions in a report format (200 words per career):

- A description of the career
- List 5 specific duties of the career
- List the education requirements or opportunity for education with the Canadian Armed Forces
- The salary of each career.

In the last paragraph, decide which career you would prefer and why?

Assignment 4 Job Application

Typically, when you apply for a job, you will be required to complete a job application. An application form that is filled out with care can give a potential employer a good first impression of you.

Some helpful hints for completing an application are as follows:

- Use a black or blue pen, never red.
- PRINT neatly.
- Leave no blank spaces; if something doesn't apply to you (e.g., military experience), write N/A (not applicable).
- Where it says, "salary desired" write "open" or "negotiable."
- Be organized and prepared. Most application forms have a reference section. Be prepared to include the names, addresses, and phone numbers of all your past employers.
- When completing a job application, be brief, concise, and accurate with your information.
- Proofread your application and ensure that there are no spelling or grammatical mistakes.
- Try to avoid crossing things out or using white out.

Complete the following assignment and submit your work to your teacher by email or mailbox at the training centre.

Complete the following job application effectively and without spelling or grammatical errors.

APPLICATION FOR EMPLOYMENT

Personal

Last Name			First Name			Middle
Apt. No.	No.	Street	City	Province	Postal Code	Tel. No.
						()
Position(s) applied for			Rate of pay expected? \$ per			
Referred by:						
Are you applying for a full or part time position?				No. of hours:		
Specify the days and hours that you are available during the week.						
How did you learn about our company?						
Are you legally entitled to work in Canada? Yes <input type="checkbox"/> No <input type="checkbox"/>						
Have you ever been convicted of a criminal offence for which a pardon has not been granted? Yes <input type="checkbox"/> No <input type="checkbox"/>						
If hired, on what date will you be available to start working?						

EMPLOYMENT HISTORY

(LIST IN ORDER OF PRESENT/LAST EMPLOYER)

From/To	Position	Name and Address of Employer	Supervisor's Name	Tel. No.	Duties and Responsibilities	Reason(s) for leaving
/				()		
/				()		
/				()		
/				()		

Education and Training

School	Address	Highest Grade Completed	Degree, Diploma, Licence, or Certificate
High school			

College/University			
Vocational/Business Or Other			
List any other Professional Designations			
Other Special Skills and Training:			
Typing/Computer skills (Indicate proficiency in particular software):			
Extra-curricular activities, awards, etc.			
Personal References			
Name	Occupation	Phone No.	
		()	
		()	
		()	
The details of this application are true and complete. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.			
Applicant's signature: _____		Date: _____	

The above application has been adapted from: <http://www.globaltranslations.com/jobform2.htm>

Assignment 5 Resume

Your resume is a key part of the job application process. It gives you the opportunity to tell an employer why you should be hired. Both format and content are important aspects of a resume.

A *résumé* is a one or two page portrait of your work-related skills and accomplishments. It is a marketing tool that is used to present yourself and your skills to a prospective employer. Its purpose is to convince the employer that he or she should meet with you for an interview. A *résumé* alone will not get you a job, but it will increase your chances of getting an interview.

An employer will most likely spend less than a minute reading your résumé. For it to be read as quickly and clearly as possible, do two things:

1. Tell the employer what you want to do for the company (in the Objective section)
2. Demonstrate that you are the best applicant for the job (in the Summary of Qualifications section)

You must ensure that your *résumé* clearly sets you apart from the dozens or hundreds of other *résumés* the employer will see. The best way to do this is to focus on what the employer *needs*. Imagine you are the employer, and think about the *skills, experiences and qualities that the ideal candidate for this job would possess*.

Brainstorm a list of your skills, experiences and accomplishments that match the employer's needs. Consider all areas of your life, not just your employment history when identifying your strengths. This information will be presented in the Summary of Qualifications section of your *résumé*. The rest of your *résumé* will contain evidence that supports these statements.

The main sections of a *résumé* are listed below. They usually appear on a *résumé* in this order.

1. Contact Information
2. Work Objective or Career Goal
3. Summary of Qualifications/Skills Summary
4. Education
5. Work Experience
6. Awards/Scholarships
7. Volunteer Experience
8. Activities and Interests
9. References

When describing your experience, it is important to start each point with a verb. A search of google may give you some really good words to help describe yourself.

You will find a *sample student resume* on the next page to help you complete (or modify) your own

Complete the following assignment and submit your work to your teacher by email or mailbox at the training centre.

Create your own resume. Base your resume on one of the careers you feel you are best suited for from Activity 3.

2833 Third STREET • Cornwall, ON K6H 5F7
PHONE 613-446-2080 • E-MAIL SUZIE.STUDENT@GMAIL.COM
SUZIE STUDENT

OBJECTIVE

- Seeking part-time retail sales clerk/cashier position at Walmart

SUMMARY OF QUALIFICATIONS

- Customer-focused self-starter with proven client services skills
- Energetic achiever and communicator, with strong listening skills
- Quick learner, eager to learn and follow directions
- Excellent team player who thrives in teamwork situations
- Responsible and reliable, with record of professionalism

EDUCATION

- TR Leger School of Adult, Alternative and Continuing Education
- Expected Graduation Date – June 2024

HONORS AND DISTINCTIONS

- Achieved Honor Roll, TR Leger, 2020-2021
- Earned Certificate of Achievement for Outstanding Performance in Math, 2022
- Earned Athletic Award, TR Leger Soccer Team, 2022-2023

WORK HISTORY

Bagger, Publix Super Markets Cornwall, ON 2021 to present

- Prepared bagged groceries to customer specifications
- Assisted in loading groceries into customer vehicles
- Secured shopping carts
- Provided customer service to average of 60 customers per shift

Babysitter, Suzie's Babysitting Services Cornwall, ON 2019 to 2021

- Maintained satisfied clientele of 6 families
- Provided quality care for children aged newborn to 12 years
- Provided safe and educational entertainment and prepared nutritious meals

COMMUNITY SERVICE

- Supplied 45 volunteer hours at Woodland Towers Retirement Community, August 2011 to October 2013
- Donated more than 200 hours to Cornwall Museum of Art, Fall 2020 and Spring, 2021

SKILLS

- Customer relations, customer service
- Computer literate in both Windows and Mac platforms

Certifications

- WHMIS - May 22, 2023
- Worker Awareness if Four Steps – May. 22, 2023

References Available Upon Request

Assignment 6 Cover Letter

The cover letter is a critical part of the job search process. When you are applying for a job, a cover letter should always accompany your resume.

Unlike the "snapshot" resume, the cover letter allows you to provide more detail about yourself, your experiences and your abilities and to tell the employer why you would be a good candidate for the job you are applying for. The cover letter can also include some additional information that is not included in your resume that specifically matches the job description.

Cover letters show potential employers more of your personality than what is found in a resume. It allows you to show off your professionalism and your writing and computer skills. By writing a cover letter you also show that you are organized and are already working hard to prove yourself.

Complete the following assignment and submit your work to your teacher by email or mailbox at the training centre.

Prepare a letter setting out your reasons for going to camp and your expectations for both yourself and the camp experience. You should list what expectations you have of yourself as well as what things you are looking to learn or what responsibilities you are hoping to acquire.

This should be at least **two** to **three** paragraphs