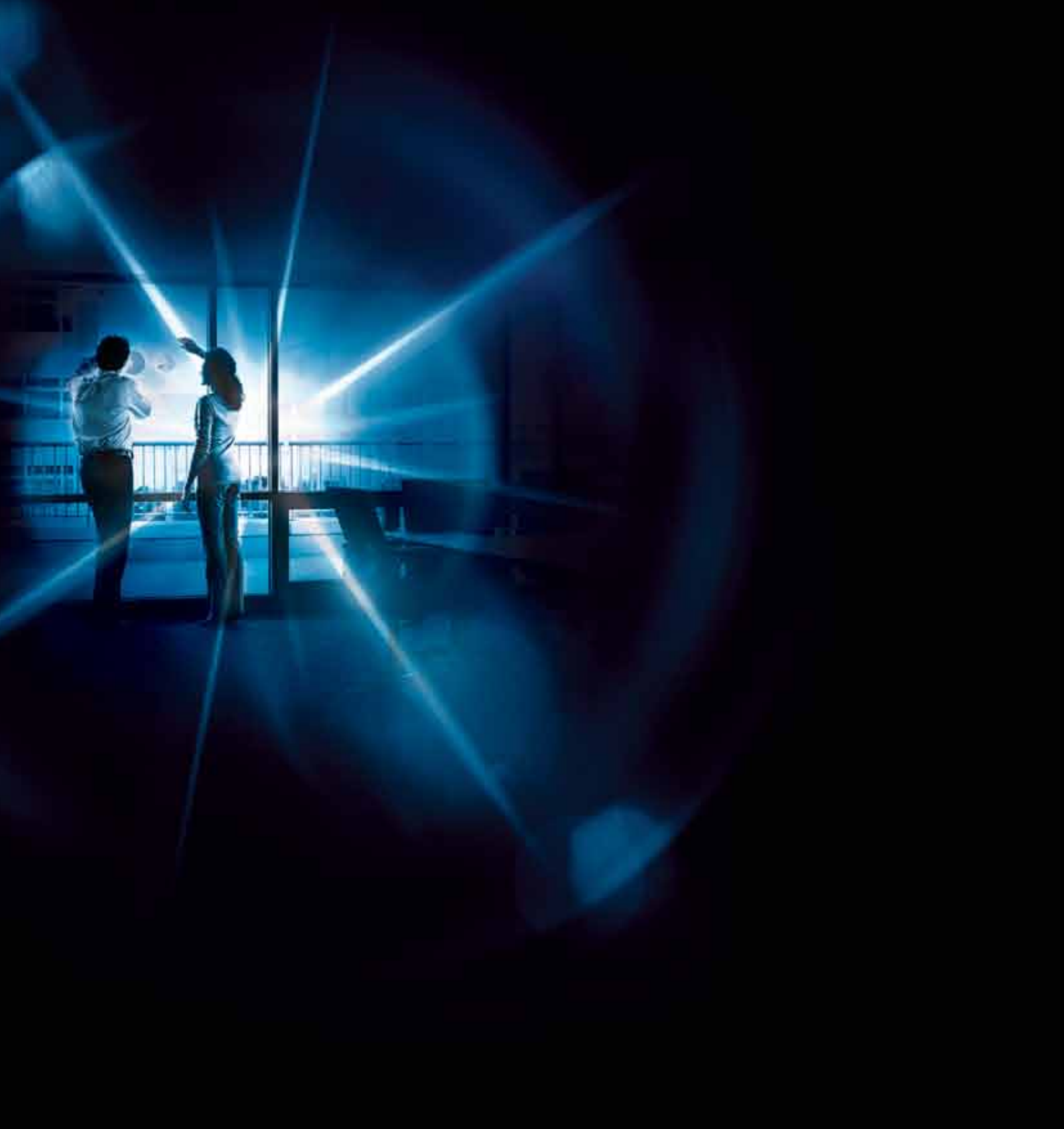


**CO-OPERATIVE EDUCATION**  
**AUT BUSINESS SCHOOL**  
INFORMATION FOR EMPLOYERS



## EMPLOYER'S ROLE

AUT asks that Co-op employers:

- Provide the resources needed to do the job safely and effectively
- Be well informed about AUT's expectations of students during Co-op and to encourage the student to meet those expectations
- Assign a workplace supervisor to the student (this could be yourself or someone to whom you have delegated responsibility). The work place supervisor oversees the student, gives guidance on the requirements of the job and feedback about his/her performance during the Co-op placement
- Negotiate any payment with their Co-op student

## AUT'S ROLE

AUT has overall responsibility for students during their Co-op semester. AUT will:

- Allocate an academic supervisor to support students with their programme of study during their Co-op placement.
- Be available to discuss any queries or issues you may have with the employment of a Co-op student before or during the Co-op placement.

## LENGTH OF CO-OP PLACEMENT

The minimum requirement is 360 hours over a nine week period. The start and end dates of the nine week period are set. Students must work this minimum set period to meet the Co-op requirement. However, the length of the student's employment can be extended depending on the needs of the employer.

## CO-OP PLACEMENT DATES 2011:

There are 5 Co-op placement options throughout the year. Employers and students choose the one that suits them best.

Intake	Proposal Due (Students must have confirmed employment)	Co-op Placement Dates (Students must work 40hrs per week on-site)
1	12 noon, 1 February	21 March-20 May
2	12 noon, 14 March	26 April-24 June
3	12 noon, 20 June	8 August-7 October
4	12 noon, 8 August	19 September-18 November
5	To be advised	To be advised

N.B. The Co-op placement can be extended beyond the dates listed above by either starting prior to the start date and/or finishing after the end date.



*"The Co-op program provided an opportunity for me to see theory and case studies in reality; this was evident during my experience at ACP Media Ltd. Through Co-op, I was able to reflect on, and fully grasp an understanding of the keys to future career success."*

**Margaret Sao**  
**Bachelor of Business Graduate**

## WHAT IS CO-OP?

Co-operative Education (Co-op) is a work placement undertaken by all Bachelor of Business students in their final year of study. Co-op is an applied approach to business education where students learn in the workplace as well as undertaking a related programme of academic study.

Students apply their classroom knowledge to real situations and challenges. They work towards becoming effective business professionals as they experience the reality of the working environment, analyse their experiences and respond to feedback.

Co-op fosters a dynamic relationship between the Business School, employers and students, providing opportunities for continuing association.

## BENEFITS FOR EMPLOYERS

Co-op offers your organisation flexibility and an opportunity to identify and develop future employees for you and your industry. Co-op students can be assigned to:

- Provide assistance in busy periods
- Release existing staff for other duties
- Work on special projects
- Cover for staff who are on leave

Co-op students bring some of the latest thinking from their field of study, fresh ideas, enthusiasm and a willingness to learn.

Many employers offer permanent employment to their Co-op students at the end of their placement. This saves time and costs involved in recruiting new staff and your organisation gains an employee who is already familiar with your mission and values.

## WHAT TYPE OF WORK CAN CO-OP STUDENTS UNDERTAKE?

Examples of roles and work completed by our Co-op students:

<b>Business Analyst</b>		Research and analysis of different sectors, reports on sector profiles, market intelligence reports.
<b>Agency Sales Co-ordinator</b>		Assisting with managing clients, selling, booking spots in shows.
<b>Recruitment Administrator</b>		Working on secondary schools recruitment project, assisting with recruitment administration.
<b>Territory Manager</b>		Sales calls, orders, presenting new products, reporting.
<b>Assistant Insolvency Manager</b>		Liquidations, analysis of accounts, maintenance of insolvency files, preparation of statements of affairs.
<b>Human Resources Administrator</b>		Support HR team in recruitment and remuneration review.
<b>Management Trainee</b>		Budgeting, variance analysis, financial statement analysis.
<b>Marketing Communications Assistant</b>		Managing communications approval process, assisting communications managers with projects.
<b>Accounts Administrator</b>		Accounts payable, bank reconciliations, payroll, month end reporting.

## BENEFITS FOR STUDENTS

Co-op aims to help students:

- Develop as business professionals - they learn to manage themselves, to solve problems in the workplace, to work with others and to network
- Add value to their employer and organisation
- Apply theory to practice and learn from experience
- Learn about how business operates in today's complex business environment

Students earn academic credit for their Co-op placement.

## EMPLOYING A CO-OP STUDENT

AUT can help you in your search for Co-op students. This includes:

- Providing a Position Description template
- Advertising your Co-op vacancy on our job placement website CareerHub <http://careerhub.aut.ac.nz>
- Invitation to participate in our career fairs where you can talk directly with students
- Working with our University Career Services (UCS) to raise your profile as an employer of choice

To register your interest in being a Co-op employer please contact:

Kate Coleman

Co-op Education Manager

AUT Business

Tel: +64 9 921 9329

Mobile: +64 21 242 5854

Email: [kate.coleman@aut.ac.nz](mailto:kate.coleman@aut.ac.nz)



*"Being able to participate in the Co-op gave me an invaluable opportunity to work for a real company while still studying, and to apply the theories I had been learning – not to mention helping me to get a foot in the door at ASB Bank"*

**Nick Carter,**  
*Bachelor of Business Graduate*

*"I have found that exposure to a wide range of business activities benefits both the student and the host organisation. It does require investment of time and effort, but my experience is that this resource is well invested. Hayes Knight has been involved with AUT's Co-operative Education since 1996 and has taken on between 2 and 4 students each year since then. I have been consistently impressed with the quality of the students from AUT. The students have been well informed on the technical theory that I expect.*

*Importantly, they have also demonstrated very good communication skills and positive attitudes which I believe are the key to successful learning and high quality service provision to clients."*

**Craig Fisher , Chairman,**  
*Hayes Knight NZ Limited  
Chartered Accountants  
and Business Advisors*



## AUT BUSINESS SCHOOL

As New Zealand's economy faces new challenges, we need a new breed of business professional. AUT's Business School graduates are prepared to meet this demand. The school's teaching is student-centred and focused on engaging our students in their learning. Small interactive classes mean our students are challenged to ask questions, explain their ideas and work together to identify and solve problems. Our graduates are enterprising and eager to learn. They are critical thinkers and have the expertise and professional skills to meet the challenges of the modern economy.

## PREPARING TOMORROW'S BUSINESS LEADERS

Our programmes are structured to develop graduates for the business world of tomorrow. Through our Advisory Committees we engage industry leaders in the development of contemporary and relevant business programmes. For example, the Bachelor of Business in Sales was developed with senior executives from Vodafone, New Zealand Post, ANZ Bank and AMP.



AUT Business School, winner of the New Zealand Institute of Architects (NZIA) 2006 Supreme Award for Architecture.

AUT Business School, Winner of the Vero Excellence in Business Support Awards 2008 - *Best Education Provider*

## AUT BACHELOR OF BUSINESS

The Bachelor of Business is designed to turn today's students into tomorrow's sought after professionals. Students build a broad understanding of business through an interdisciplinary curriculum and develop the specialist skills needed for their professional career.

Students choose one or two majors for the 14 available:

- Accounting
- Advertising
- Business Economics
- Business Information Systems
- Commercial Law
- Design
- Finance
- Human Resource Management and Employment Relations
- International Business
- Management
- Marketing
- Retailing
- Sales
- Tourism

In the first year students learn about 'doing business', gaining an understanding of core business disciplines and how they interact and impact each other.

Students develop professional capabilities in leadership, decision-making, problem solving, critical analysis and research.

In the second and third year students complete the papers specific to their major(s), business ethics, and Co-operative Education (Co-op). Students find that their Co-op placement is invaluable in rounding off their academic study and preparing them for a professional career.



*"At DDB we are always impressed with the calibre of the AUT students we have working for us on Co-op. Typically they are enthusiastic, hard-working and prepared to do any job thrown their way"*

*Scott Wallace,  
CEO, DDB Advertising*

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