

Student FAQs

(Frequently Asked Questions)

WORK PLACEMENT

Where do I get advice or assistance for finding a work placement?

You are responsible for finding your own work placement. This process will help you develop skills for finding employment in the future. Considerable support is available from AUT to help you find a work placement. Employers that take Business students advertise on the Career Hub. <https://careerhub.aut.ac.nz/Login.chpx>

How do I go about introducing or “selling” Co-op to an employer?

There is a section on the Co-op page of the AUT website which provides information for employers (<http://www.aut.ac.nz/study-at-aut/study-areas/business/for-businesses/employing-a-business-student>). Employers are also welcome to contact the Co-op Manager – Kate Coleman. You will find the Employer Brochure on *AUTonline* (https://AUTonline.aut.ac.nz/webapps/portal/frameSet.jsp?tab_group_id=21&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D15673%26url%3D) and a covering letter on Career Hub.

Does the employer have to contact or write to AUT?

- ◆ Employers are required to complete the following in the Co-op process –
 1. to confirm the offer of a Co-op placement for your application form
 2. to confirm you have started the placement and they have discussed your learning framework with you
 3. to give feedback on your performance at the end of your Co-op Work Experience.

What can employers expect from me? And can I expect anything from them beyond the employee/employer relationship?

Your role is as an employee. Your employer can expect you to perform your job at an acceptable level. In addition, your employer is expected to have an understanding that there are academic requirements that you must meet in Co-op. The employer will play a role in facilitating this. You will discuss with your employer your framework for your learning goals during your work placement.

Can I work in a family business?

This depends on the circumstances and the nature of the family business. You must be supervised in your work placement by someone other than a family member. You will need pre-approval to work in a family business. Contact coophelpdesk@aut.ac.nz for more information.

RECOGNITION OF PRIOR LEARNING

Am I able to use past experience from the organisation I am with?

Following a review of Co-operative Education and resultant changes in the delivery of the paper, Prior Nonformal Learning is **no longer recognised** for the purpose of credit in Co-operative Education. There are alternative ways to complete Co-op for senior students. To find out more contact coophelpdesk@aut.ac.nz.

All students are expected to complete Co-operative Education intensive workshops prior to, and at the conclusion of their Co-op Work Experience.

VISA ISSUES

My student visa states the maximum number of working hours is 20 hours per week. If I have to work 40 hours per week, how do I get my visa extended?

You should approach the International Student Support Service at AUT about any visa issues regarding being employed full-time for Co-op.

DURATION AND HOURS OF WORK

How many hours do I have to work to fulfil my Co-op requirements?

You must work full time over 9 weeks - approximately 360 hours.

Can I get a variation of Co-op dates?

Generally, there is no variation of Co-op work placement dates.

How do I calculate my Co-op hours if I am already working in an organisation?

If you are already working in an organisation in either a permanent or a temporary role, your Co-op hours are calculated from the end of the Preparing for Co-op workshop. Please note that you are strongly recommended to attend the workshop – there are evening options for students who are working full time.

What happens if something goes wrong and I have to leave my job? Do I have to do Co-op over again?

If you have difficulties in your placement and there is a possibility you might have to leave your job you should contact coophelpdesk@aut.ac.nz, as soon as possible so that the situation can be addressed. All the circumstances of your situation would be considered and a decision made on an appropriate course of action.

If I am absent from work do I have to make it up later?

Brief absences due to sickness or for other reasons are acceptable and do not have to be “made up”. However, if you are absent from work for an extended period of time there may be some difficulties in fulfilling the requirements of the Co-op paper. In these circumstances you should contact your academic supervisor and coophelpdesk@aut.ac.nz as soon as possible.

TYPE OF WORK

What kind of work do I have to do at the workplace? Does my placement have to relate directly to my major?

Your work placement must relate to your major(s). However, the kind of work undertaken in the work placement varies from student to student. The most significant aspect of your work placement is that it provides you with an opportunity to develop:

- personal and professional capabilities and skills
- an awareness of how your work placement can contribute to your future career
- insights into how theory and practice are related
- an appreciation of the interdisciplinary nature of the workplace
- an understanding of the value of the work that you are doing in your work placement adds to the internal environment of your organisation
- and an understanding of the place of your organisation in the marketplace and in the wider world both within NZ and within the global economy

Is there a standard size of company I should choose?

No, students find work in a wide range of organisations. However, as a general rule if the work is of a more simple nature you would be better to be involved in a larger organisation so that there is sufficient material for an adequate analysis.

I am doing an accounting major. Do I have to work in a chartered accounting firm to meet NZICA requirements? Or can I work in any accounts department?

You will do your work placement in the accounting field. However, this does not have to be in a Chartered Accounting (CA) firm. You can undertake your work placement in the accounting function of any organisation.

OVERSEAS CO-OP

What is the difference between doing Co-op overseas and doing it locally?

If you choose to complete your Co-op Work Experience overseas you may need to complete the Preparing for Co-op workshop before you leave New Zealand. It is desirable that you return to New Zealand to complete the Reflection and Reporting workshop at the end of your Co-op Work Experience. However this is not compulsory. If you are unable to return to New Zealand to attend this then materials will be provided on *AUTonline* to assist you in completing your Co-op Report. While you are completing your Co-op Work Experience overseas you should have regular contact with your Academic Supervisor through feedback on your Progress Reports.

How do I hand in my assessments and do presentations if I am overseas?

All assessments are submitted electronically.

ASSESSMENTS AND CLASSES

Are there any classes?

All students should attend the two week Preparing for Co-op Workshop prior to beginning their Co-op Work Experience. At the end of the Co-op Work Experience there is a further workshop – Reflection and Report Writing. It is desirable that all students attend this. Students who are overseas and cannot return to New Zealand for this workshop can access *AUTonline* for materials to assist them in completing their Co-op Report.

What type of assessments am I expected to undertake in Co-op?

There are three pieces of summative assessment for Co-op. A Learning Framework submitted at the end of the first workshops. Progress Reports during the placement period. A Final Report after the placement finishes.

Am I able to do another paper alongside Co-op?

No. This would only be allowed in exceptional circumstances. Remember that Co-op is 60 points and equivalent to four 15 point papers.

Do I need to provide proof of the work I did?

The evidence of completion of work will vary from student to student and you should discuss this with your Academic Supervisor. However, employers are required to complete a standard feedback form at the end of the Co-op placement for all students. As well your portfolio will provide information about the work that you have completed and the learning that you have achieved.

Application Form for Co-op

When do I have to submit the Application?

See Key Dates on *AUTonline* for the due date for the Application. Remember you must hand in TWO hard copies of the Application Form.

Is the Application marked?

Your Application does not receive a grade. However, it must meet all the criteria in order to be approved. Your application must be:

- presented on the standard form
- word processed
- of a professional standard
- complete
- include an Employer Confirmation of Placement

What happens if I hand in my Application late?

Late applications will **not** be accepted.

If I already have a job organised for my Co-op work placement, can I hand in my proposal earlier than the due date?

You may hand in your Application at any time up to the due date, but will be processed with all the Applications.

If I cannot find a job by the deadline what happens?

You will have to defer Co-op until another Intake.

If I have a problem when completing my Application who can I ask for help?

Workshops on Preparing your Application are held throughout the year (see Key Dates on *AUTonline* for dates and times). These workshops are designed to address the questions and issues that have arisen as you have been writing your Application. Please bring your draft Application and your questions about your application to the workshop.

You will also find some guidelines on *AUTonline* to help you.

How specific does the application have to be?

The application should be as specific as possible – the clearer the information and the more professional your presentation, the more likely it is that your application will be approved. The application form clearly sets out what information is required and provides indications of the length of the answers required.

If I got my Co-op placement through a friend, do I still have to submit a CV?

Yes – preparation of a CV is one of the tasks which will assist you in your career development.

When will I be notified who my Academic Supervisor is?

You will be notified during the Preparing for Co-op Workshop who your Academic Supervisor will be.