

CO-OPERATIVE EDUCATION

STUDENT FREQUENTLY ASKED QUESTIONS

APPLICATION FORM	
When do I have to submit the Application?	See Co-operative Education Key Dates on <i>AUTonline</i> for the due date for the Application – click here . Remember you must hand in TWO hard copies of the Application Form to the Assignment Box on WF Level 1.
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: <ul style="list-style-type: none"> • Presented on the standard form • 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-operative Education 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 it will not be processed until all the Applications have been received.
If I cannot find a job by the deadline what happens?	You will need to defer Co-operative Education until another Intake.
If I have a problem when completing my Application, who can I ask for help?	Workshops on Preparing your Applications are held throughout the year (see Co-op Key Dates on <i>AUTonline</i> for dates and times). These workshops are designed to address the questions and issues that have arisen as you have been writing your Application. <ul style="list-style-type: none"> • Please bring your draft Application and your questions about your application to the workshop. <p><i>You will also find some guidelines on <i>AUTonline</i> to help you.</i></p>
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-operative Education 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-operative Education Workshop who your Academic Supervisor will be.
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-operative Education to an employer?	There is a section on the Co-operative Education 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 . <ul style="list-style-type: none"> • Employers are also welcome to contact the Co-operative Education Manager – Kate Coleman via email kate.coleman@aut.ac.nz • You will find the Employer Brochure on <i>AUTonline</i> under Employer Information – click here 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-operative Education process: <ol style="list-style-type: none"> 1. Confirm in writing the offer of a Co-operative Education placement for your Application form 2. Confirm in writing you have started the placement and that they understand what you will be doing for AUT for your assessment programme 3. Provide feedback on your performance at the end of your Co-operative Education Placement.
What can employers expect from me? 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-operative Education. The employer will play a role in facilitating this. You will discuss with your employer your goals during your work placement.
Can I work for 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 an immediate family member. <ul style="list-style-type: none"> • You will need pre-approval to work in a family business. Contact coophelpdesk@aut.ac.nz for more information.
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: <ul style="list-style-type: none"> • Your discipline skills • Personal and professional capabilities • 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 • 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 in the assessment programme.
I am doing an accounting major. Do I have to work in a chartered accounting firm to meet NZICA/ CPA Australia 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.
DURATION AND HOURS OF WORK	
How many hours do I have to work to fulfil my Co-operative Education requirements?	You must work full time over 9 weeks – approximately 360 hours.
Can I get a variation of Co-operative Education dates?	Generally, there is no variation of Co-operative Education work placement dates.
How do I calculate my Co-operative 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-operative Education hours are calculated from the start of the official placement period. <ul style="list-style-type: none"> • Please note that you are strongly recommended to attend the workshop – there are evening options for students who are working full time.



<p>What happens if something goes wrong and I have to leave my job? Do I have to do Co-operative Education over again?</p>	<p>If you have difficulties in your placement and there is a possibility you might have to leave your job, you should contact us at coophelpdesk@aut.ac.nz as soon as possible so that the situation can be addressed.</p> <p>All the circumstances of your situation would be considered and a decision made on an appropriate course of action.</p>
<p>If I am absent from work do I have to make it up later?</p>	<p>Brief absences (1-2 days) 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 a longer period of time there may be some difficulties in fulfilling the requirements of the Co-operative Education paper.</p> <p>In these circumstances you should contact your academic supervisor and coophelpdesk@aut.ac.nz as soon as possible.</p>

CO-OPERATIVE EDUCATION OVERSEAS

<p>What is the difference between doing Co-operative Education overseas and doing it locally?</p>	<p>If you choose to complete your Co-operative Education Work Experience overseas in some exceptional circumstances you may need to complete the Preparing for Co-operative Education workshop before you leave NZ. Contact coophelpdesk@aut.ac.nz for further information or advice.</p> <p>However, time to travel has been built into the programme for students who complete Co-operative Education overseas, and this may be sufficient for your needs.</p> <p>Materials will be provided on <i>AUTonline</i> to assist you in completing your Co-operative Education Report. While you are completing your Co-operative Education Work Experience overseas you should have regular contact with your Workshop and Academic Supervisor through feedback.</p>
<p>How do I hand in my assessments and do oral presentations if I am overseas?</p>	<p>All assessments are submitted electronically through <i>AUTonline</i>. Your oral brief will be conducted using appropriate technology</p>

ASSESSMENTS AND CLASSES

<p>Are there any classes?</p>	<p>All students should attend the Preparing for Co-operative Education Workshop prior to beginning their Co-operative Education Placement class, materials are available on <i>AUTonline</i> one week prior to the start of each Intake.</p>
<p>What type of assessments am I expected to undertake in Co-operative Education?</p>	<p>There are four pieces of summative assessment throughout the Co-operative Education semester.</p> <p>This is subject to change. Any changes would be communicated at the preparatory workshops and in the Intake documentation.</p>
<p>Am I able to do another paper alongside Co-operative Education?</p>	<p>No. This would only be allowed in exceptional circumstances. Remember that Co-operative Education is 60 points and equivalent to four 15 point papers. To be considered for an additional paper you will need to apply for a variation of study.</p>
<p>Do I need to provide proof of the work I did?</p>	<p>The evidence of completion of work will vary from student to student and you should discuss this with your Workshop Supervisor. However, Employers are required to complete a standard feedback form at the end of the Co-operative Education placement for all students.</p>

RECOGNITION OF PRIOR LEARNING (RPL)

<p>Am I able to use past experience from the organisation I am with?</p>	<p>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-operative Education for senior students. To find out more contact coophelpdesk@aut.ac.nz.</p> <ul style="list-style-type: none"> All students are expected to complete Co-operative Education intensive workshops prior to their Co-operative Education Placement.
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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-operative Education – [click here](#).

