

Employer FAQ's

(Frequently Asked Questions)

What is co-operative education?

Co-operative Education (Co-op) is an applied approach to learning where learning takes place in the workplace. In their final year of study on the BBus, students undertake a Co-op Work Experience and complete a programme of academic activities focused on exploring various Co-op Learning Dimensions. This includes reflecting on the value their Co-op role is adding to their Co-op employer organisation.

Students learn "on the job", apply their classroom learning to real situations and problems and develop aspects of their professional practice.

How long do students spend on their Co-op Work Experience?

The minimum requirement for Co-op is for a student to work fulltime in the workplace over a nine week period (360 hours). However, many students have a work placement that is longer than this minimum period. For example, some students might have a 3 month placement with the Co-op employer that starts before, and ends after, the 9 week compulsory period; other students incorporate their Co-op Work Experiences into their full time, permanent employment.

What academic activities are involved in Co-op? How much time will my Co-op student spend on completing these activities?

Students are expected to complete Co-op academic activities in their own time. For example, they are required to complete intensive Co-op workshops before and after their Co-op Work Experience. During their Co-op Work Experience they are required to complete Progress Reports in which they reflect on the progress they are making in the work place in developing the five key dimensions of Co-op Learning.

What type of work could I expect a Co-op student to do?

Co-op students undertake a wide variety of work placements that enable them to experience the complexity of the real world of business first hand. It is essential that they have "hands on" practical experience with processes or tasks related to their field of study.

What are the benefits for the employer?

Co-op students have the potential to contribute a great deal to your organisation. They will carry out their specific role and complete the tasks assigned to them. As well, they will bring with them some of the latest thinking from their field of study and their fresh ideas, youthful energy and enthusiasm that can add a new and different dimension to your organisation.

What will my role be?

AUT's minimal expectations of Co-op employers are to:

- ♦ Provide a job and the resources needed to do that 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 role of the workplace supervisor is to oversee the student in the workplace, to give the student proper guidance on the requirements of the job and on-going constructive feedback about his/her performance
- ◆ To complete standard Co-op forms three times in the Co-op process –
 1. to confirm the offer of a Co-op placement
 2. to confirm the student is “on the job” and has discussed the learning framework with you
 3. to give feedback on the student’s performance at the end of their Co-op Work Experience.

What will AUT’s role be?

AUT has overall responsibility for students during their Co-op semester. AUT’s role is to:

- ◆ ensure the Co-op work placement is safe and appropriate
- ◆ allocate an academic supervisor to support the student with the academic requirements. The academic supervisor will communicate with the student during their Co-op Work Experience either by phone, vial email or by a visit to the workplace. The academic supervisor is available for discussion with the workplace supervisor
- ◆ to resolve any queries or issues you may have with the employment of a Co-op student before or during the Co-op Work Experience (please contact the Co-op Manager).

How do I employ a Co-op student?

Self-placement is one of the principles underlying Co-op at AUT Business – students are responsible for finding their own positions. They are expected to create a CV, hunt out opportunities, apply for positions and participate in your standard recruitment processes. Payment is negotiated between you and your Co-op students.

AUT has an area on their website where potential Co-op employers can post advertisements for Co-op vacancies.

If you have an employment opportunity for a Co-op student you would like to advertise on our AUT Co-op Web page please contact:

Kate Coleman
Co-op Manager

Tel: **09 921 9999 x5439**;

Email: kate.coleman@aut.ac.nz

International students are responsible for organising the appropriate Visa to undertake their Co-op Work Experience.