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AUT CO-OP PARTNERS PACK

CO-OPERATIVE EDUCATION (CO-OP)
CAPSTONE EXPERIENCE (BUS5701)

WHAT IS CO-OPERATIVE EDUCATION?

Co-operative education is an applied learning experience where Bachelor of Business students gain real-world industry experience in their final year of study.

- A work-integrated learning capstone course completed in the student's final year.
- Placements run for nine weeks, with students working 35–37.5 hours per week.
- Students also complete academic coursework focused on professional and personal development (completed in their own time).
- There are five placement intakes each year for organisations to host a student (please contact us for specific dates).
- An alternative option is the gig model, which suits smaller organisations that may not have enough work for a full-time placement (15–20 hours per week).
- Students may be engaged as employees or volunteers:
 - Employees must be paid at least the applicable minimum wage.
 - Volunteers may receive reimbursement for expenses.
 - Volunteer placements must align with official placement start and end dates.

WHAT TYPE OF ACTIVITIES CAN STUDENTS UNDERTAKE?

A wide range of entry-level graduate activities relevant to your organisation. 40–50% of tasks should align with the student's major, including:

- Accounting
- Economics
- Finance
- Human Resource Management & Employment Relations
- Information Systems
- International Business & Strategy
- Management & Leadership
- Marketing

OUR VISION IS:

**Transforming lives,
transforming business.**

HOW CAN WE GET INVOLVED?

- Organisations can register and advertise placements through our free online recruitment platform. Please contact us for the registration link and further information.
- Students are responsible for securing their own placements. They are expected to:
 - Prepare a professional CV
 - Apply for placements
 - Actively seek opportunities
 - Attend interviews

International students are responsible for ensuring they hold the appropriate visa to undertake full-time work during the official placement period.

WHAT DOES AUT EXPECT OF THE ORGANISATIONS?

- Work may be completed on-site or remotely, provided appropriate supervision is in place.
- Each organisation must assign a placement mentor to:
 - Provide guidance and support
 - Offer constructive feedback
- Two short forms are required during the placement:
 - A commencement confirmation form
 - A final performance feedback form

WHAT ARE THE BENEFITS FOR ORGANISATIONS?

Hosting a co-operative education student offers several advantages:

- Identify and assess potential future talent.
- Contribute to developing the next generation of professionals.
- Gain fresh ideas, enthusiasm and up-to-date academic insights.
- Increase organisational capacity through meaningful project support.



“The programme helps build awareness amongst students of our six brands, helps us keep aligned with latest industry learning trends, provides leadership opportunities for our permanent employees and can be a great way to identify future talent for our business.”

Kim Nicholas

HR Lead, Talent Acquisition
The Warehouse Group

Employers can advertise opportunities free of charge via our internal Business Co-op Job Board
employers.aut.ac.nz

CONTACT THE
BUSINESS CO-OP TEAM
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for any other questions