

Co-operative Education Employer Frequently Asked Questions

<p>What is Co-operative Education?</p>	<p>In their final year of study Bachelor of Business (BBus), students undertake Co-operative Education. Co-operative Education is an applied approach to learning where learning takes place in the workplace. Students learn "on the job", applying their classroom learning to real situations and problems and develop aspects of their professional practice. They also complete a programme of academic activities focused on their development.</p>
<p>Timing of Placements</p>	<p>There are five Co-operative Education Intakes scheduled during the year. Contact kate.coleman@aut.ac.nz for the current schedule.</p>
<p>How long do students spend on their Co-operative Education Work Experience?</p>	<p>The minimum requirement for Co-operative Education is for a student to work fulltime (360 hours) in the workplace over a nine week period. 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-operative Education Employer that starts before, and ends after, the 9 week compulsory period; other students incorporate their Co-operative Education Work Experiences into their full time, permanent employment.</p>
<p>What academic activities are involved in Co-operative Education? How much time will my Co-operative Education student spend on completing these activities?</p>	<p>Students are expected to complete Co-operative Education academic activities in their own time. For example, they are required to complete intensive Co-operative Education workshops before and after their Co-operative Education Work Experience. During their placement they are required to complete 2 Portfolios in which they reflect on the progress they are achieving in the work place in developing their competency in the Bachelor of Business Learning Goals.</p>
<p>What type of work could I expect a Co-operative Education student to do?</p>	<p>Co-operative Education students undertake a wide variety of work placements that enable them to experience the complexity of the business world first hand. It is essential that they have "hands on" practical experience with processes, projects or tasks related to their field of study. Examples of study options and tasks can be found on P6 of the Employer Brochure (ADD LINK TO BROCHURE)</p>
<p>What are the benefits for the employer?</p>	<p>Co-operative Education 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. It is also an effective way of identifying future talent for your organisation.</p>

<p>What will my role be?</p>	<p>AUT's minimal expectations of Co-operative Education employers are to:</p> <ul style="list-style-type: none"> • Provide a 9 week fulltime (360 hours) placement and the resources needed to do that placement safely and effectively at your place of work. • Be well informed about AUT's expectations of students during Co-operative Education 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 ongoing constructive feedback about his/her performance. • To complete standard Co-operative Education forms three times in the Co-operative Education process: <ol style="list-style-type: none"> 1. to confirm the offer of a Co-operative Education placement and provide a job description 2. to confirm the student is "on the job" and has discussed their learning goals with you 3. to give feedback on the student's performance at the end of their Co-operative Education Work Experience.
<p>What will AUT's role be?</p>	<p>AUT has overall responsibility for students during their Co-operative Education semester. AUT's role is to:</p> <ul style="list-style-type: none"> • Ensure the Co-operative Education 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-operative Education Work Experience either by phone, via 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-operative Education student before or during the Co-operative Education Work Experience (please contact kate.coleman@aut.ac.nz Employer Relations Manager (Co-operative Education))

How do I employ a Co-operative Education student?

Self-placement is one of the principles underlying Co-operative Education 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-operative Education students.

E-Lab is an online recruitment tool where potential Co-operative Education employers can post advertisements for Co-operative Education vacancies.

If you have an Employment opportunity for a Co-operative Education student you would like to advertise on E-Lab please contact:

Kate Coleman
 Co-operative Education Manager
 Tel: 09 921 9323
 Email: kate.coleman@aut.ac.nz

Note: International students are responsible for organising the appropriate Visa to undertake their Co-operative Education Work Experience and during the official placement period can work full time.