

2024 Co-operative Placements – Undergraduate Student Information

FREQUENTLY ASKED QUESTIONS (FAQS)

<p>How long is a Co-op Placement?</p>	<p>Co-op Placements are 60 days duration and can be full-time or part-time. This is equivalent to 450 hours (<i>approximately 3 months full-time or 6 months part-time</i>).</p>
<p>Do I get academic credit (CP) for completing a Co-op Placement?</p>	<p>Yes. Business, IT and Science students will use 1 x 15 CP elective for a Co-op Placement.</p> <ul style="list-style-type: none"> • Engineering students would use ENGIN2001. • Business students: 1 x co-op placement equals 1 x WIL unit.
<p>When can I do a Co-op Placement?</p>	<p>The timing of your Co-op Placement will be determined by when you have allocated elective space/s (or mandatory WIL) available in your study plan.</p> <p>Please contact your Course Coordinator or the Co-op Coordinators for further assistance.</p> <p><i>Note:</i> Co-op Placements are typically undertaken in a student's 2nd or 3rd year of study.</p>
<p>Do I need to do a Co-op Placement?</p>	<p>No. Undertaking a Co-op Placement is <u>optional</u> for students that commenced their undergraduate degree prior to 2024.</p> <p>However, in some Courses and Degrees, undertaking a placement is mandatory. If this is applicable in your Course, a Co-op Placement may be able to meet that requirement.</p>
<p>How do I know if a Co-op Placement fits in my study plan and/or if I have an elective available?</p>	<p>The Co-op Coordinators will be able to assist students, as will the Course Coordinators.</p>
<p>Why should I consider a Co-op Placement? What are the benefits?</p>	<p>Co-op Placements are an exciting way to take a degree out of the classroom.</p> <p>They help build your industry network, experience a professional workplace and explore where your degree can take you – all while developing your skills with meaningful paid employment.</p>
<p>There are other placement requirements in my Course, how will a Co-op Placement impact these?</p>	<p>Some Courses have mandatory placement requirements, these must be completed prior to committing to an optional Co-op Placement. For example:</p> <ul style="list-style-type: none"> • <u>Vet & Wildlife students</u> must complete SCCOR3015. This is a priority over a Co-op Placement, however you could undertake both if you also have an available elective. • <u>Engineering students</u> can meet ENGIN2001 expectations in a number of ways, including with a Co-op Placement.

	<ul style="list-style-type: none"> • <u>Business students</u> are required to complete either 15 CP or 30 CP of WIL. A Co-op Placement will count towards 15 CP of WIL.
Is a Co-op Placement graded?	<p>No. They are ungraded. Students receive a satisfactory or unsatisfactory result.</p> <p><i>Note:</i> An ungraded pass and an ungraded fail grade does not impact a student's GPA - click here.</p>
Are Co-op Placements paid?	<p>Yes. Students are onboarded as employees with the organisation where they are undertaking placement.</p>
How much will I be paid on a Co-op Placement?	<p>Students will be paid by the employer at the minimum award wage or above for the industry sector.</p>
Which organisations are the Co-op Placement with?	<p>The University has many Industry partners. Co-op placements are available with a number and variety of Organisations.</p>
Where can I find the list of available Co-op placements?	<p>As Co-op Placements become available, they are listed on InPlace (our student placement system) where students can both view and apply for the available University approved opportunities: https://inplace.federation.edu.au/.</p>
How do I apply for Co-op Placements?	<p>Via InPlace, and with submission of a resume and cover letter. Eligible applications will be forwarded to industry for consideration. Industry will shortlist students, and interview accordingly. The employer will offer the successful candidate the placement.</p>
Are there any costs for me to participate in a Co-op Placement?	<p>Yes. Unit fees apply, further details found here or by contacting the University. There may also be some additional considerations, dependent on individual circumstances. For example:</p> <ul style="list-style-type: none"> • Transport to and from placement • Pre-requisite documentation (Police check, White card etc.)
How do I enrol in the Co-op Placement unit?	<p>Students can self-enrol in a Co-op unit however, a Co-op Placement is only <u>confirmed</u> to proceed after the student has been formally offered and accepted the placement by industry plus completed the pre-placement requirements and documentation.</p> <p>The 2024 Co-op Placement units are:</p> <ul style="list-style-type: none"> • COOPC2023 Business • COOPC2024 Information Technology • ENGIN2001 Engineering • COOPC2026 Science
Can I apply for more than 1 Co-op Placement?	<p>Yes. Students can apply for as many Co-op Placements as they wish. All eligible applications will be considered.</p> <p><i>Remember to tailor your resume and cover letter for each application.</i></p>
What happens if I am unsuccessful in obtaining a Co-op Placement?	<ul style="list-style-type: none"> • If students are unsuccessful in being offered a Co-op Placement, they remain in an elective. • Seek feedback on why your application was deemed unsuccessful.

	<ul style="list-style-type: none"> • Work with the FedUni Careers and Employability team to make improvements to your next application eg: <ul style="list-style-type: none"> ○ Review cover letters and resumes ○ Assist with practice interviews • Complete online placement preparation: Career Accelerate Program (CAP). • Try again or enrol in an alternative elective.
What if I do not like any of the Co-op Placements that are available?	<p>Undertaking a Co-op Placement is optional. Students are encouraged to follow their study plan and enrol in an elective in the semester they are scheduled to run.</p> <p>When placement is confirmed, your enrolment can then be amended.</p>
What happens once I am successful with my co-op application?	<p>After Industry advise the outcome of the applications and interviews, the successful student/s enrolment will either be amended or actioned (depending on if they have self-enrolled or yet to enrol for that semester). They will be swapped from the elective to the relevant co-op placement unit for their study area/degree (where applicable).</p>
Can I self-source my own Co-op Placement?	<p>If students know of a potential Co-op Placement opportunity, they should contact the Co-op Co-ordinators who will consult with industry to discuss the placement.</p>
Are Co-op Placements onsite or online?	<p>Industry will provide details of the Co-op Placement opportunity they are offering, and each placement may be different. Industry will provide details that align with their workplace model.</p> <p>Each opportunity will have all the industry expectations noted. Some may be onsite, online or a combination.</p>
Will Co-op Placement payment count as income and impact my Centrelink benefits?	<p>Students that undertake Co-op Placements are onboarded as employees. Students should contact Centrelink to find out what impact co-op paid placement may have.</p> <p>Financial Information Service (FIS) Officers can talk to you about financial matters.</p>
I am an international student can I complete a Co-op placement	<p>Yes, absolutely! International students do however have extra considerations before committing to a co-op placement.</p> <p>These include:</p> <ul style="list-style-type: none"> • Working rights • Visa & COE conditions – <i>refer to the International Student Co-op Placement Considerations</i>
Will I still be expected to enrol in other units while undertaking a Co-op Placement?	<p>When a student commits to a Co-op Placement, they need to consider how they will manage the commitment with other obligations in their life. Here are a few examples:</p> <ul style="list-style-type: none"> • How will this impact my ability to study? • How many other units will I be enrolled in and completing while I am on placement? • I have existing employment, can I/how can I commit to both my existing employment and a Co-op Placement?

	<ul style="list-style-type: none"> • How/when can I make time to undertake a Co-op Placement when I have caring responsibilities?
Will I need to take time off work to complete a Co-op Placement?	<p>This depends on several factors as every student's situation differs. Some Co-op opportunities can be completed part time around a student's existing study load, workload, caring responsibilities, sporting commitments etc.</p> <p>Each Co-op Placement will have its own expectations, set by industry, please read all opportunities in full prior to application to ensure you are able to meet the requirements should you be the successful candidate.</p>
What co-op options are available to me as an online/ interstate student?	<p>Co-op paid placements are not specific or limited to campus-based students or locations. Online students are welcome to apply for any of the InPlace advertised opportunities. Where opportunities are located near one of our campuses, we can assist with discounted accommodation on campus if required but all other costs would be at your own expense.</p> <p>You can also source your own co-op placement or may be able to complete a co-op placement with your current employer (subject to approval). If you are considering either of these options, please reach out to our Co-op Coordinators to discuss the process.</p>
Can students undertake a Co-op Placement with their current Employer?	<p>Potentially. In order for this to be accepted, the employer must be able to host a placement student within the placement parameters.</p> <p>Important: <u>All</u> co-op placements require approval by the University prior to a student commencing. For further information please contact the Co-op Coordinator team.</p>
I have a Learning Access Plan (LAP), how will the Co-op Placement employer support me?	<p>Students are encouraged to disclose whatever they believe will impact the co-op placement and workload required.</p> <p>If you require special consideration or additional support to undertake a Co-op Placement, please seek guidance from the FedUni Disability Liaison team or the Co-op Coordinators. The University, and our Industry partners, are committed to supporting students for successful placement experiences.</p>
What if I do not have a licence or a car?	<p>We understand that our students are dispersed in regional, remote and metro locations. And each student has their own personal circumstances to navigate alongside their time at University. We are therefore sourcing a diverse range of Co-op Placement options.</p> <p>Co-op Placements will be available in numerous discipline areas and a variety of locations. When applying for a Co-op Placement, please read the details thoroughly and apply for opportunities to which you can commit.</p>
Do I need to complete any paperwork before a Co-op Placement?	<p>Yes. Students will be required to accept the Consent form (which found on InPlace).</p> <p>There may be additional paperwork required, depending on the individual placement eg:</p> <ul style="list-style-type: none"> • Working with Childrens Check (WWCC) • Police Check

	<ul style="list-style-type: none"> • White Card • Vaccinations <p>Please read the details of each opportunity, prior to application to ensure you can meet the expectations of the placement.</p>
Can I find my own Co-op Placement?	<p>Yes, students can self-source their own Co-op Placement. However, a placement will only be approved as a Co-op Placement after Academic endorsement and industry commitment. Students must <u>not</u> commence a Co-op Placement until pre-placement paperwork and university approval is finalised.</p> <p>If you are interested in sourcing your own Co-op Placement, please speak with the Co-op Coordinators to get all the information you need before commencement can occur.</p>
Are there any academic expectations while on placement?	<p>Students are required to work with an Academic Supervisor to establish a Learning Contract and meet this requirement.</p>
What support will be available to me while on placement?	<p>Students will be assigned a Supervisor in the workplace that should guide their work and support their experience while working within the organisation.</p> <p>Students will also be assigned an Academic Supervisor that will work with students to develop a learning contract and support any academic requirements for the placement.</p> <p>For all other questions and concerns students can contact the Co-op Coordinators.</p>
Are there any accommodation options available?	<p>Yes. FedUni Living has preferential rates for accommodation at Berwick, Mt Helen & Gippsland for students on placement (subject to availability). Please feel free to contact fedliving@federation.edu.au for further information.</p> <p>Link to their webpage: https://federation.edu.au/about-us/facilities-and-services/commercial-services/fedliving/fedliving-home.</p>

INTERNATIONAL STUDENT CO-OP PLACEMENT CONSIDERATIONS

As an International student, how will Co-op paid placement impact me?

International students are strongly encouraged to participate in placement however, Co-op Placements are not a compulsory requirement of your Course in 2024. Therefore, hours undertaken on a Co-op Placement will contribute to your work rights on your student visa (e.g. 48 hours per fortnight total).

If you have employment, in addition to a Co-op Placement, there will be limitations on how many hours you can commit to work/placement.

As an international student, what visa and COE conditions do I need to consider?

Final year students need to have completed their Co-op Placement hours, by their Confirmation of Enrolment (COE) date.

Please contact Co-op Coordinators with any questions:

Email: cooperativeplacement@federation.edu.au

Phone: +61 03 5327 6002