

# Co-operative Placements – 2024

## Undergraduate Student Information

### FREQUENTLY ASKED QUESTIONS (FAQS)

<b>How long is a Co-op Placement?</b>	Co-op Placements are 60 working days over 12 weeks (full-time) or 450 hours over an extended period (part-time).
<b>Do I get academic credit (CP) for completing a Co-op Placement?</b>	<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"> <li>• Engineering students would use ENGIN2001 or COOPC2005 (depending on year of enrolment).</li> <li>• Business students: 1 x co-op placement equals 1 x WIL unit.</li> </ul>
<b>When can I do a Co-op Placement?</b>	<p>The timing of your Co-op Placement will be determined by your study plan.</p> <p>Student Administration (and your Course Co-ordinator) can assist with questions regarding your study plan, unit options and course progression:</p> <ul style="list-style-type: none"> <li>• Either log an enquiry through our CRM portal - <a href="https://fred.federation.edu.au">FRED (Federation Request and Enquiry Dashboard): fred.federation.edu.au</a></li> <li><i>or</i></li> <li>• Book a 1:1 appointment with a Student Administration Officer: <a href="mailto:StudyAdvice@federationuniversity.onmicrosoft.com/bookings">StudyAdvice@federationuniversity.onmicrosoft.com/bookings</a></li> </ul> <p><i>Note:</i> Co-op Placements are typically undertaken in a student's 2nd or 3rd (or 4th) year of study.</p>
<b>Do I need to do a Co-op Placement?</b>	<p>Undertaking a Co-op Placement is <u>optional</u> for students that commenced their undergraduate degree <u>prior</u> to 2024.</p> <p>For students who commenced their degree in 2024, please seek guidance from Student Admin (or your Course Coordinator) regarding your mandatory requirements.</p> <p>In some Courses, undertaking a placement is mandatory. If this is applicable in your Course, a Co-op Placement may be able to meet that requirement.</p>
<b>How do I know if a Co-op Placement fits in my study plan and/or if I have an elective available?</b>	<p>Student Administration can assist with questions regarding your study plan, unit options and course progression.</p> <p>To contact them:</p> <ul style="list-style-type: none"> <li>• Either log an enquiry through our CRM portal - <a href="https://fred.federation.edu.au">FRED (Federation Request and Enquiry Dashboard): fred.federation.edu.au</a></li> <li><i>or</i></li> <li>• Book a 1:1 appointment with a Student Administration Officer: <a href="mailto:StudyAdvice@federationuniversity.onmicrosoft.com/bookings">StudyAdvice@federationuniversity.onmicrosoft.com/bookings</a></li> </ul> <p>Alternatively, contact your Course Coordinator directly.</p>

<p><b>Why should I consider a Co-op Placement?</b>  <b>What are the benefits?</b></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><b>There are other placement requirements in my Course, how will a Co-op Placement impact these?</b></p>	<p>Some Courses have mandatory placement requirements.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• <u>Vet &amp; 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.</li> <li>• <u>Engineering students</u> can meet ENGIN2001 expectations in a number of ways, including with a Co-op Placement.</li> <li>• <u>Business students</u> who commenced prior to 2024 are required to complete either 15 CP or 30 CP of WIL. A Co-op Placement will count towards 15 CP of WIL.</li> </ul>
<p><b>Is a Co-op Placement graded?</b></p>	<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 <a href="#">here</a>.</p>
<p><b>Are Co-op Placements paid?</b></p>	<p>Yes. Students are inducted and onboarded as employees with the organisation where they are undertaking placement.</p>
<p><b>How much will I be paid on a Co-op Placement?</b></p>	<p>Students will be paid by the employer at the minimum award wage (or above) for the industry sector.</p>
<p><b>Which organisations are the Co-op Placement with?</b></p>	<p>The University has many Industry partners. Co-op placements are available with a number and variety of Organisations.</p>
<p><b>Where can I find the list of available Co-op placements?</b></p>	<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: <a href="https://inplace.federation.edu.au/">https://inplace.federation.edu.au/</a>.</p>
<p><b>How do I apply for Co-op Placements?</b></p>	<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>
<p><b>Are there any costs for me to participate in a Co-op Placement?</b></p>	<p>Yes. Unit fees apply, further <a href="#">details found here</a> 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"> <li>• Transport to and from placement</li> <li>• Pre-requisite documentation (Police check, White card etc.)</li> </ul>
<p><b>How do I enrol in the Co-op Placement unit?</b></p>	<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"> <li>• COOPC2023 Business</li> <li>• COOPC2024 Information Technology</li> <li>• ENGIN2001 Engineering</li> <li>• COOPC2026 Science</li> </ul>
<b>Can I apply for more than 1 Co-op Placement?</b>	<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>
<b>What happens if I am unsuccessful in obtaining a Co-op Placement?</b>	<ul style="list-style-type: none"> <li>• Seek feedback on why your application was deemed unsuccessful.</li> <li>• Work with the <a href="#">FedUni Careers and Employability team</a> to make improvements to your next application eg:             <ul style="list-style-type: none"> <li>○ Review cover letters and resumes</li> <li>○ Assist with practice interviews</li> <li>○ Appointments can be easily made via <b>EDGE</b>: <a href="https://federation-csm.symplicity.com">federation-csm.symplicity.com</a></li> </ul> </li> <li>• Complete online placement preparation: <a href="#">Career Accelerate Program (CAP)</a>.</li> <li>• Try again or enrol in an alternative elective.</li> </ul>
<b>What happens once I am successful with my co-op application?</b>	<p>After Industry advise the outcome of the applications/interviews, and the successful student/s accept their offer, enrolment in the Co-op units will be actioned by the Co-op Co-ordinators.</p> <p>Following enrolment, the Co-op Coordinators will arrange an initial meeting with the successful student/s, Industry and Academic Supervisor/s to talk through Co-op Placement expectations.</p>
<b>Can I self-source my own Co-op Placement?</b>	<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 prospective placement.</p>
<b>Are Co-op Placements onsite or online?</b>	<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 and needs. Each opportunity will have all the industry expectations noted. Some may be onsite, online or a combination, hybrid model.</p>
<b>Will Co-op Placement payment count as income and impact my Centrelink benefits?</b>	<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>
<b>I am an international student can I complete a Co-op placement</b>	<p>Yes, absolutely! International students do however have extra considerations before committing to a co-op placement. These include:</p> <ul style="list-style-type: none"> <li>• Working rights</li> <li>• Visa &amp; COE conditions – <i>refer to the International Student Co-op Placement Considerations</i></li> </ul>

<p><b>Will I still be expected to enrol in other units while undertaking a Co-op Placement?</b></p>	<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"> <li>• How will this impact my ability to study?</li> <li>• How many other units will I be enrolled in and completing while I am on placement?</li> <li>• I have existing employment, can I/how can I commit to both my existing employment and a Co-op Placement?</li> <li>• How/when can I make time to undertake a Co-op Placement when I have caring responsibilities?</li> </ul>
<p><b>Will I need to take time off work to complete a Co-op Placement?</b></p>	<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>
<p><b>What co-op options are available to me as an online/interstate student?</b></p>	<p>Co-op Placements are not specific or limited to campus-based students or locations. Please login to InPlace to view the opportunities available.</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 academic approval). If you are considering either of these options, please reach out to our Co-op Coordinators to discuss the process.</p>
<p><b>Can students undertake a Co-op Placement with their current Employer?</b></p>	<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><b>Important:</b> All co-op placements require approval by the University prior to a student commencing. For further information please contact the Co-op Coordinator team.</p>
<p><b>I have a Learning Access Plan (LAP), how will the Co-op Placement employer support me?</b></p>	<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>
<p><b>What if I do not have a licence or a car?</b></p>	<p>We understand that our students are disbursed 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>

<p><b>Do I need to complete any paperwork before a Co-op Placement?</b></p>	<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"> <li>• Working with Childrens Check (WWCC)</li> <li>• Police Check</li> <li>• White Card</li> <li>• Vaccinations</li> </ul> <p>Please read the details of each opportunity, prior to application to ensure you can meet the expectations of the placement.</p>
<p><b>Can I find my own Co-op Placement?</b></p>	<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>
<p><b>Are there any academic expectations while on placement?</b></p>	<p>Students are required to work with an Academic Supervisor to establish a Student Learning Agreement and meet this requirement.</p>
<p><b>What support will be available to me while on placement?</b></p>	<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 agreement and support any academic requirements for the placement.</p> <p>For all other questions and concerns students can contact the Co-op Coordinators.</p>
<p><b>Are there any accommodation options available?</b></p>	<p>Yes. FedUni Living has preferential rates for accommodation at Berwick, Mt Helen &amp; Gippsland for students on placement (subject to availability). Please feel free to contact <a href="mailto:fedliving@federation.edu.au">fedliving@federation.edu.au</a> for further information.</p> <p>Link to their webpage: <a href="https://federation.edu.au/about-us/facilities-and-services/commercial-services/fedliving/fedliving-home">https://federation.edu.au/about-us/facilities-and-services/commercial-services/fedliving/fedliving-home</a>.</p>

## INTERNATIONAL STUDENT CO-OP PLACEMENT CONSIDERATIONS

<p><b>As an International student, how will Co-op paid placement impact me?</b></p>	<p>International students are strongly encouraged to participate in placement however, Co-op Placements are <u>not</u> a compulsory requirement of your Course in 2024.</p> <p>Therefore, hours undertaken on a Co-op Placement will contribute to your work rights on your student visa (e.g. 48 hours per fortnight (<i>rolling fortnight</i>) total.</p> <p>If you have employment, in addition to a Co-op Placement, there will be limitations on how many hours you can commit to work &amp; placement.</p>
<p><b>Can I 'pause' my current placement to undertake employment hours at my other job.</b></p>	<p><u>Important:</u></p> <ul style="list-style-type: none"> <li>• Co-op Placement hours must be continuous.</li> <li>• 48 hours of paid employment a fortnight encompasses Co-op Placement hours plus any other employment (if applicable).</li> </ul>
<p><b>As an international student, what visa and COE conditions do I need to consider?</b></p>	<p>Final year students need to have completed their Co-op Placement hours, by their Confirmation of Enrolment (COE) date.</p>

**Please contact your Co-op Coordinators with any questions:**

Email: [cooperativeplacement@federation.edu.au](mailto:cooperativeplacement@federation.edu.au)

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*Information correct 16/09/2024*