

Co-operative Learning Information for Industry Supervisors

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Contents	
Organisation committed to Federation University co-op placements	2
Sourcing co-op placements	2
Onboarding of a co-op placement	2
Completion of co-op placement	2
Student conduct	2
Student payments	3
Workplace health and safety	3
Workplace tasks	3
Workplace supervisors and documentation	3
Student assessment tasks	3
Academic supervisor	3
Placement hours and absences	4
Disputes or issues	4
Co-operative coordinators contact details	4

Organisation commitment to Federation University co-op placements:

- Sign the Federation University Co-op Partner Agreement.

Sourcing co-op placements

- Prepare a position description detailing the meaningful work that students will complete during their 60-day placement. A template is available should you need.
- Opportunity advertised to students on the Co-op placement portal.
- Shortlist and interview candidates
- Provide useful feedback to unsuccessful candidates.

Onboarding of a co-op placement

- Arrange an employment contract for the successful candidate/s
- Assign a supervisor/s to the student for the duration of the experience
- Undertake induction to the workplace, including access to systems and resources
- Initial Co-op placement meeting between student, supervisor, co-op placement team coordinator and academic supervisor.
- Support the development of learning agreement with the student at commencement of placement
- Provide a mentor for the student (this could be the supervisor) while on placement to impart their knowledge and experience in the industry and the organisation
- Provide appropriate level of direction for tasks allocated
- Provide regular feedback directly to the student on work performed (both positive and negative)
- Evaluate the student's performance in a similar manner to staff appraisals using the Fed Uni Learning Agreement template or your organisation's equivalent.

Completion of co-op placement

- Complete feedback surveys to Co-operative team of any concerns, issues or problems concerning the student's placement.
- Consider future placements.

Student conduct

Students are expected to conduct themselves professionally at all times. During placement, a student is subject to workplace rules and regulations as per the employment contract and also the University Code of Conduct.

Student payments

Co-operative Placements are an employment arrangement. Students are to be paid according to the appropriate award for that industry sector.

Workplace health and safety

The host organisation must maintain a safe and healthy workplace. If any health and safety incidents are relevant to the student on placement, please inform Federation University as soon as possible.

Students are required to comply with the organisation's requirement for work attire including any PPE required. The supervisor should clarify this to the student prior to commencement of placement.

Workplace tasks

Students are to be assigned meaningful work during placement as per the advertised opportunity and agreed upon at the commencement of placement. Changes to these arrangements can be negotiated during placement; however, please check with the Co-op team to ensure the tasks are still relevant to the student's academic course.

Students may not have been exposed to the type of work, projects, or skills that you are asking them to be involved in at your organisation. Please provide the appropriate level of direction and guidance to assist them in completing their tasks successfully.

Workplace supervisors and documentation

- During a co-op placement, a workplace supervisor may be asked to view or verify the following documents:
- Learning agreement will be prepared by the student at commencement of placement and will be confirmed by the workplace supervisor and academic supervisor. This document will also be used at the completion of placement to verify outcomes and will be signed by the workplace supervisor.
- Evaluation and Feedback forms. Regular checks ins will be undertaken throughout placement. Please complete and provide any feedback to assist us in improving processes and providing any assistance that may be required.

Student assessment tasks

Students will be required to complete assessment tasks as part of their placement. This is the students responsibility and there is no requirement for the workplace to provide time or assist with these tasks.

Academic supervisor

Each student is allocated an academic supervisor to help them develop, prepare, and complete their academic assessment tasks. Academic Supervisors will assist in confirming the learning

agreement and goals the student has set during the placement and clarifying the academic requirements of the placement.

Placement hours and absences

Students are required to observe the work hours/patterns accepted as normal within your organisation, and in the team to which the student is assigned.

Students are to follow the workplace leave policy. Annual/holiday leave will require approval from their workplace supervisor. Sick/personal leave days will not count towards placement hours. Arrangements will need to be made to make up time to ensure 60 days total are completed.

Disputes or issues

At times there may be issues with the student on placement in your organisation. These issues may be related to the program itself, or they may be related to the student's performance, work, or attitude.

Please discuss student-related issues with the student in the first instance.

Meetings can be arranged to discuss any issues or challenges of the co-op placement so that an agreed solution can be found. In extreme circumstances, the placement may be terminated. We will work with you to support you through any issues as they arise.

We thank you for supporting our students and the university.

Co-operative coordinators contact details

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