



AUT



AUT BUSINESS SCHOOL

CO-OPERATIVE EDUCATION
INFORMATION FOR EMPLOYERS



INTRODUCTION

What is Co-operative Education?

Co-operative Education is a 9-week (360 hours) work placement for Bachelor of Business students who are in their final year of study. The programme is a formal part of the Bachelor of Business degree and it is an important final step before graduating.

Through these placements, you help our students gain workplace experience that complements their academic learning and supports them to become effective professionals. They apply what they have learnt to real work situations and challenges, analyse their experiences and respond to challenges.

What is unique to the AUT Bachelor of Business programme is that every student is assigned an academic supervisor who mentors them in developing their skillset and preparing for a career in their chosen field.

Our students are equipped with the latest business knowledge and new ideas, which they can share with your organisation.

Co-operative Education creates a dynamic relationship between employers, students and AUT, and develops valuable networks and future opportunities.

What kinds of companies take on students?

Almost any organisation seeking business assistance can take on a Co-operative Education student for a placement. The key is that the placement should align with one of our intakes (we have 5 each year), and the student must work in a role that gives them the opportunity to draw on their chosen major. Whether you're a large or small company, not-for-profit or government, there are many opportunities for you to link in with our Co-operative Education programme.

Key reasons to consider an AUT Co-operative Education student

Co-operative Education offers your organisation additional resource and flexibility, and the opportunity to identify and develop future talent for you and your industry.

Co-operative Education students can:

- Provide assistance in busy periods
- Work on special projects
- Release existing staff for other duties
- Cover for staff on leave (eg maternity, secondment etc)

Co-operative Education students bring:

- The latest thinking from their field of study
- Fresh ideas
- Enthusiasm
- A willingness to learn

Due to the high calibre of our business students, many employers offer permanent employment to their Co-operative Education students at the end of the placement. This saves time and costs involved in recruiting new staff and your organisation gains an employee who is already familiar with your mission, values and company culture.

WHAT EMPLOYERS SAY

“The Warehouse Group has supported the AUT Co-operative Education programme since 2012.



Retail is exciting, fast-paced and packed with variety which allows us to offer participating students work that adds real value to them as well as our business. Working in an agile environment provides numerous opportunities to develop new skills and professional experience. We ensure our students feel inspired, supported and proud of the work they do while with us. We also benefit as an organisation. 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

“At Auckland DHB, we’re passionate about providing students with the opportunity to develop their professional skills, as well as exposing them to the non-clinical roles within Healthcare. We trialled the programme in the Organisational Development team to start with, but five years later many other teams at Auckland DHB are now involved: our Communications team, Performance Improvement team, various services within the HR team and even the General Management team in Adult Health. And now it’s getting a lot of interest from other teams across our business. The calibre of our students has been impressive – they’ve been able to work independently, take the initiative, go the extra mile and use their knowledge to support our work. Most importantly, we’ve been able to offer some of our students employment here at the DHB, and that in turn is feeding our talent pipeline for future roles.”



Sarah Mcleod

Director – Organisational Development
& Recruitment
Auckland DHB

“Breast Cancer Foundation NZ has had the pleasure of being involved in the AUT Co-operative Education programme for many years.



We’re a small team, so having AUT students join us during our busiest times is invaluable. We’ve found that students are well-prepared, enthusiastic, and keen to learn, and we’ve gone on to offer some of them permanent roles at the Foundation. We’ve also been impressed with AUT’s willingness to support students as they balance study and work.”

Nicky Sinclair-Perkins

Campaigns Manager
Breast Cancer Foundation NZ



WHAT KIND OF WORK CAN STUDENTS UNDERTAKE?

Students need to work in a role that relates to the major/s they are studying. This provides them with experience in their field and gives your organisation the benefit of specialised knowledge and skills.

Our students can work at an entry or graduate level, as long as they are given instruction and guidance as required. Depending on previous work experience, some students may be able to perform at a higher level.

MAJOR	EXAMPLES OF TYPICAL WORK UNDERTAKEN	
Accounting	<ul style="list-style-type: none"> Budgeting, cash flow forecasting, journal entries, preparation of financial statements and management accounts Accounts receivable – billing, reconciliation, debt collection Accounts payable Data input 	<ul style="list-style-type: none"> Preparation of taxation returns for small businesses Audit procedures Preparation of GST returns Bank reconciliations
Economics	<ul style="list-style-type: none"> Investigating the impact of changes in government policies Undertaking cost benefit analysis and calculating returns of investments 	<ul style="list-style-type: none"> Report writing, data analysis, interpreting data Presenting information using economic modelling Developing predictive models of supply and demand for purchasing and merchandising
Finance	<ul style="list-style-type: none"> Financial analysis of proposed transactions and preparation of information memoranda 	<ul style="list-style-type: none"> Analytics in finance Researching of industry sector Foreign exchange
Human Resource Management and Employment Relations	<ul style="list-style-type: none"> Supporting HR team in recruitment and remuneration review Auditing OHS systems Developing customer service procedures and manual 	<ul style="list-style-type: none"> Co-ordinating and updating position descriptions, liaising with relevant managers to identify requisite KSAs and KPIs for each position Documenting key technical skills for different roles
Information Systems	<ul style="list-style-type: none"> Managing and supporting IT architecture planning Systems procurement and outsourcing Supporting process and systems analysis 	<ul style="list-style-type: none"> Supporting helpdesk, process improvement, documentation, project support, data management Modelling and designing business processes
International Business and Strategy	<ul style="list-style-type: none"> Conducting an environmental scan and analysis of the host or target company Conduct an analysis of organisational capabilities/resources 	<ul style="list-style-type: none"> Engaging in import/export activities including documentation Assisting an entrepreneurial start-up Aiding in the development of international marketing campaigns
Management and Leadership	<ul style="list-style-type: none"> Market survey / feasibility study Manager's assistant – work schedules, project management 	<ul style="list-style-type: none"> Developing customer service procedures and manuals Administration and consultancy alongside managers
Marketing	<ul style="list-style-type: none"> Assisting with projects, research, competitive analysis Creating and implementing a marketing plan Co-ordinating communication across multiple channels Media planning co-ordination Analysis of store design and display Analysis of restrictions and opportunities for franchisees Preparation of quotations Customer and supplier liaison 	<ul style="list-style-type: none"> Digital marketing Co-ordinating brand activities Co-ordinating internal and external advertising activities across the organisation Assisting with strategic planning for client campaigns Growth strategy identification and implementation Vertical integration strategies and opportunities Establishing new customers, maintaining existing customers

Employer's role

As a Co-operative Education employer, you:

- Provide the resources to do the job safely and effectively at your workplace
- Need to be aware of AUT's expectations of students during Co-operative Education and encourage the student to meet those expectations
- Assign a workplace mentor to the student (this could be yourself or someone to whom you have delegated responsibility). The workplace mentor oversees the student, gives guidance on the requirements of the job and feedback about the student's performance during the Co-operative Education placement.


Length and payment

The placement has a minimum requirement that the student must work – 360 hours across nine weeks.

The start and end dates of the 9-week period are set to align with our university semesters. While payment is not mandatory, we encourage you to consider reimbursement to the student. If you would like guidance on appropriate rates please contact:

Kate Coleman

Employer Relations Manager (Co-operative Education)

 (09) 921 9323

 kate.coleman@aut.ac.nz

 www.aut.ac.nz/business/co-op

Alternative placement options for students

Most placements involve students working in a role related to their major field of study, with one organisation, for the duration of their placement. However, a range of alternative employment opportunities are evolving, including:

- Project-based teams working on business problems (in one or two business areas)
- Virtual business units, where physical resources are limited, but people resourcing is needed
- Entrepreneurial opportunities where students seek business mentors for support.

Bachelor of Business

The Bachelor of Business is designed to turn today's students into tomorrow's sought-after professionals. Students build a broad understanding of business and develop the specialist skills needed for their career. Students can choose to specialise in a range of areas:

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

ABOUT AUT BUSINESS SCHOOL

At the AUT Business School we seek to inform, inspire and grow great citizens who will make a difference in the world of business and beyond.

At the heart of our teaching and research is collaborative engagement with business, the professions and the community.

We believe in high quality research that can make an on-the-ground difference, and we have leading strengths in work research, empirical finance, social data analytics, gender and diversity, and occupational health and safety.

Significant international connections contribute to a strong global outlook. Our students can undertake an international exchange with some of the best business schools in Europe, Asia, and North America.

All AUT Business School disciplines have been ranked in the QS World University Rankings by Subject, and our school is among an elite group of business schools worldwide with dual accreditation from AACSB International and EQUIS.

KEY CONTACTS FOR CO-OPERATIVE EDUCATION

Kate Coleman

Employer Relations Manager (Co-operative Education)



(09) 921 9323



kate.coleman@aut.ac.nz



www.aut.ac.nz/business/co-op

Jenni Boys

Academic Manager



jenni.boys@aut.ac.nz



OUR VISION IS:

**Transforming lives,
transforming business.**

SHADOW A
LEADER

INDUSTRY
ENGAGEMENT
EVENTS

Recruit
GRADUATES

APPLIED
projects

Employer
Scholarships

Guest
SPEAKERS

Alumni

INTERNATIONAL
WORK
PLACEMENTS

MBA

HOW TO CONNECT WITH THE AUT BUSINESS SCHOOL

Contact us with any questions or
suggestions you have about working
with the AUT Business School.

Melanie Barr

Director Student, Business and
Community Partnerships

 (09) 921 9336 or 021 242 1197

 melanie.barr@aut.ac.nz

COMMISSIONED
research

EMPLOYABILITY
WORKSHOPS

Student
CLUBS

PROFESSIONAL
MASTER'S
DEGREES

Student
mentor

CAREER
FAIRS

Sponsorships

CUSTOMISED
ACTIVITIES

Advisory
BOARD

Co-operative
education

X-Challenge