

VGC WORK EXPERIENCE CO-OP PLACEMENT POLICY: DIPLOMA IN BUSINESS COMMUNICATIONS WITH CO-OP

INTRODUCTION

VGC International College (hereafter VGC) has developed and built relationships with potential employers in major industries in British Columbia. VGC's Diploma in Business Communications with Co-Op program is designated as co-operative ("Co-Op") and is in accordance with PTIB Regulations and Canadian Immigration guidelines. The total number of hours for the Co-Op portion of the program is 540 hours.

POLICY, PROCEDURE AND EVALUATION

1. The Co-Op placement is a required part of the Diploma with Co-Op Program in which students obtain practical skills relevant to the learning objectives of the program.
2. The requirements for participation in the Co-Op placement are as follows:
 - a. Students must achieve **70%** in all required courses, including Job Search, prior to receiving an official job confirmation.
 - b. Students must have a minimum attendance of **80%** in all courses, including Job Search.
 - c. Students must have a Co-Op Work Permit and Study Permit for the dates of the program.
Note: students can add Co-Op to their program a maximum 2 months into the study portion of the program. This will also depend on IRCC processing times and the ability for the student to start the Co-Op on time
3. The Co-Op portion of the program must not exceed **50%** of the total study hours of the program. The Co-Op must be related to the study portion of the program, be located in the Lower Mainland, cannot be a remote position and must receive written authorization from VGC in order to begin the Co-Op placement.
4. The process by which VGC prepares the Co-Op placement for students is as follows:
 - a. *Introduction:* On the first day of the program, the Co-Op Job Placement Manager introduces themselves and briefly explains who they are and when they will speak to the students again.
 - b. *Orientation:* Three months prior to the start of the student's Co-Op portion, the Co-Op Job Placement Manager will hold a mandatory orientation at VGC. The orientation includes a detailed explanation of the Co-Op placement process. Students will be able to schedule an individual consultation with the Co-Op Job Placement Manager.
 - i. *Withdrawal:* Following the orientation, if a student wishes to withdraw from the Co-Op portion of the program, the student must notify the Director of Studies in writing. Refund requests will be processed according to our Tuition Refund Policy.
 - ii. *Dismissal:* The same applies if students are dismissed from the Diploma with Co-Op Program.
 - c. *Co-Op Consultation & Interview Preparation:*
 - i. During the consultation, the Co-Op Job Placement Manager will discuss and help the students in the following ways: interview coaching and preparation, resume feedback and revisions, Co-Op opportunities and communication, collection of Co-Op practicum descriptions, and interview arrangements.
 - ii. Students will sign the VGC Co-Op Placement Registration Form which includes Co-Op Placement Terms and Conditions.
 - iii. Once students are ready for the Co-Op placement, the Co-Op Job Placement Manager will contact a host organization to discuss a possible placement, and training plan, and to arrange an interview.
 1. *Withdrawal:* If a student wishes to withdraw from the Co-Op portion of the program following the first consultation with the Co-Op Job Placement Manager, they must do so immediately and in writing to the Director of Studies. Refund requests will be processed according to our Tuition Refund Policy.
 2. *Dismissal:* The same applies if students are dismissed from the Diploma Program.

5. **Self-Placement Process and Policy:** If a student wishes to find their own placement, they must inform the Co-Op Job Placement Manager. The student must find an acceptable self-placement for their entire Co-Op period and must have it approved by the Co-Op Job Placement Manager at least 4 weeks prior to the expected start date of their Co-Op.
 - a. *If a student finds an appropriate Co-Op placement and it is approved by VGC:* The student and the host organization will be provided with the Host Agreement & Training Plan. See point seven (7) for more information.
 - b. *If no placement is secured:* The Co-Op Job Placement Manager will assist the student in finding a placement to ensure that they can start their Co-Op on time.
 - c. *Withdrawal and Dismissal:* VGC follows the same policies stated in point four (4).
 - d. *If a student has their self-placement approved, but during the placement, VGC finds out that their job no longer meets the objectives of the program:* The student will be asked to find another job or will be dismissed from the Co-Op portion of the program with no refund.

6. **Interviews Organized by the Co-Op Job Placement Manager:** The Co-Op Job Placement Manager will provide an interview for all Co-Op students that did not secure a Co-Op position through self-placement at least 4 weeks prior to their Co-Op start date.
 - a. *If a student is successful at the interview:* The Co-Op Job Placement Manager prepares the Host Agreement and Training Plan. See point seven (7) for more information.
 - b. *A student starts interviewing and accepts a job offer from a host organization and withdraws in writing from the Co-Op program:* The Co-Op placement will be cancelled.
 - i. The student will not be eligible for a refund of the Co-Op Fee.
 - ii. The student will receive an Executive Certificate for the study portion of their program.
 - c. *A student fails a course during the interview process or once they have accepted a job offer:* The Co-Op placement will be cancelled.
 - i. The student will not be eligible for a refund of the Co-Op fee.
 - ii. The student will not receive an Executive Certificate for the study portion of their program. The student may be eligible to receive a certificate(s) for the course(s) the student already completed.
 - d. If a student
 - does not show up to a scheduled interview, cancels, or fails the interview due to negligence OR
 - a student is hired after an interview but rejects the Co-Op placement/Job Offer arranged by the Co-Op Job Placement Manager OR
 - a student starts the Co-Op Placement and is terminated by the host organization due to just cause:
 No additional interviews will be arranged by the Co-Op Job Placement Manager.
 - i. The student will not be eligible for a refund of the Co-Op Fee.
 - ii. The student will be invited to a meeting with the Co-Op Job Placement Manager and may be given an option to do self-placement within a specified period of time.
 - iii. If the student decides not to do self-placement or if the student is not successful in finding an appropriate position, the student will be withdrawn from the Co-Op Program.
 - iv. The student will receive an Executive Certificate for the study portion of their program.

7. **Co-Op Agreement and Training Plan:** The Co-Op Placement Partner will prepare the agreement once the student has accepted a job offer that fulfills the program requirements. The agreement will detail the responsibilities the host and the student will undertake during the Co-Op placement. The agreement will take effect once it is signed by the host organization, the student and the Co-Op Coordinator. Copies of the documents are placed in the student's file and the student is given the original documents to deliver to the host organization.

8. **Following up during the Co-Op placement:** Once the student has started the Co-Op, the Co-Op Job Placement Manager plans a contact schedule with the student and the host. It will include monthly reports that a student must fill out via an online reporting system and by direct communication via phone, email, or an in-person visit at scheduled times throughout the Co-Op (results to be documented). The student will be provided with at least one written evaluation in relation to the Co-Op placement. VGC will monitor the student during the work experience by reviewing:
 - a. On the last business day of each month whether or not the student is attending the Co-Op, the number of hours they have worked, and any issues related to the placement. This monitoring is done via an online report.
 - b. On the last business day of each month, whether or not the student is meeting the learning objectives of the program via an online report.
 - c. After 2 months and again after 4 months of the Co-Op placement, the Co-Op Job Placement Manager will check in with the host by email, phone, or an in-person visit to check the student's progress.
9. **End of Assessment:** At the end of the Co-Op placement, the Co-Op Job Placement Manager will contact the placement host and the student to conduct an assessment of the student's performance throughout the Co-Op placement. The assessment is designed to evaluate the student's performance at the placement site, and the skills learned after the completion of the study portion of the program. The completed assessment and a Co-Op Placement Joint Evaluation Form are signed by the Co-Op Job Placement Manager and the Co-Op placement host. A copy of the assessment is given to the Co-Op placement host and the student. The original assessment is saved in the student's file.
10. **Attendance Expectation:** The students are expected to show up to work for every scheduled shift. If the student is unable to attend work due to personal reasons, they must notify their placement host and follow the guidelines provided to them.
11. **Communication:** Your Work Permit and Study Permit are reliant on being a VGC student and we expect you to answer all communication by email within 24 hours to either VGC or the Co-Op Work Placement Partner. **Failure to communicate can have serious repercussions on your program and may lead to dismissal from the program.**
12. **Minimum Passing Mark:** The student needs to collect a minimum of **80%** of the total duration of **540 hours** in order to complete Co-Op.
13. **Insurance:** All students must have the necessary insurance coverage while completing the Co-Op placement.
14. **Work Accidents:** As per Work Safe BC guidelines, all work-related accidents or accidents at the place of employment have to be reported to Work Safe BC within 72 hours of occurrence and proper documents need to be completed by the student.
 - a. *Documentation:* Co-Op students should inform the Co-Op Job Placement Manager immediately of any accident at the work place however minor it may seem. A copy of Work Safe BC documents should be filed with the Co-Op placement paperwork.
15. **Vacations and Leaves of Absence:** Students are expected to start their Co-Op within one week after completion of their study portion of the program. Vacations are not permitted during the entirety of the Co-Op placement, unless in the event of a personal or family emergency. In the event of an emergency, the student must provide the Co-Op Job Placement Manager with well-documented evidence that would allow VGC to evaluate the situation.