

Co-operative Placements – 2025

Undergraduate Student Information

FREQUENTLY ASKED QUESTIONS (FAQS)

How long is a co-op placement?	Co-op placements are 60 working days which can be undertaken full time over 12 weeks or part time over an extended period. 60 working dates equates to approximately 450 hours.
Do I get academic credit for completing a co-op placement?	Yes. All co-op placements receive credit. Please refer to your course structure for further details.
When can I do a co-op placement?	<p>The timing of your co-op placement will be determined by your study plan and the pre-requisites required.</p> <p>Co-op placements are typically undertaken in a student's 2nd or 3rd (or 4th) year of study and do not need to align with semester dates.</p>
Do I need to do a co-op placement?	<p>Co-op placements are mandatory in co-op courses. Please refer to your study plan for additional information.</p> <p>Students who have sufficient elective space in their course are also welcome to consider undertaking a co-op placement.</p>
How do I know if a co-op placement fits in my study plan and/or if I have an elective available?	<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"> • Either log an enquiry through our CRM portal - FRED (Federation Request and Enquiry Dashboard): fred.federation.edu.au <i>or</i> • Book a 1:1 appointment with a Student Administration Officer: StudyAdvice@federationuniversity.onmicrosoft.com/bookings <p>Alternatively, contact your Course Co-ordinator directly.</p>
Why should I consider a co-op placement? What are the benefits?	<p>Co-op placements are an exciting way to gain practical work experience that aligns with your studies.</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>
Do I receive a result for a co-op placement?	<p>Yes. You will receive a satisfactory or unsatisfactory result. As this is an ungraded result, it will not impact your GPA - click here.</p>
Are co-op placements paid?	<p>Yes. You will apply and undertake a competitive recruitment process. You will be inducted and onboarded as employees with the organisation where you are undertaking placement.</p>

How much will I be paid on a co-op placement?	Payment will be at the minimum award wage (or above) for the industry sector. Salary rates will be provided when the opportunity is advertised.
Which organisations are the co-op placement with?	The University has many Industry partners. Co-op placements are available with a number and variety of organisations.
Where can I find the list of available co-op placements?	As co-op placements become available, they are listed on the Co-op Placement Portal. You will be sent a link to this portal when you undertake your Professional Identity course.
How do I apply for co-op placements?	Applications will be via the Co-op Placement Portal. You will be able to create a CV and upload a customised cover letter. Your application will be forwarded to industry for consideration. If short-listed, you will be contacted for an interview. The employer will offer the successful candidate the placement. The portal will provide you with the ability to view the status of your applications at any time.
Are there any costs for me to participate in a co-op placement?	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: <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?	Students can self-enrol in a co-op unit however, a co-op placement is only confirmed to proceed after the student has been formally offered and accepted the placement by Industry plus completed the pre-placement requirements and documentation.
Can I apply for more than 1 co-op placement?	Yes. Students can apply for as many co-op placements as they wish. All eligible applications will be considered. <i>Remember to tailor your cover letter for each application.</i>
What happens if I am unsuccessful in obtaining a co-op placement?	<ul style="list-style-type: none"> • Seek feedback on why your application was deemed unsuccessful. • 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 ○ Appointments can be easily made via EDGE: federation-csm.symplicity.com
What happens once I am successful with my co-op application?	After being advised of your selection, you will receive an offer of employment. Once accepted, enrolment in the co-op units will be actioned by the Co-op Co-ordinators. Following enrolment, the Co-op Co-ordinators will arrange an initial meeting with the successful student/s, Industry and Academic Supervisor/s to talk through co-op placement expectations.

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 prospective placement.</p> <p>If you are employed in a role that you feel is directly related to your studies, please contact the Co-op team as it may be possible to undertake your placement as part of your current role.</p>
Are co-op placements onsite or online?	<p>Co-op opportunities are able to be undertaken in a variety of modes and the placement opportunity will details the options. Flexible working arrangements may also be able to be negotiated at interview.</p>
Will co-op placement payment count as income and impact my Centrelink benefits?	<p>Your placement will be undertaken as an employee, and you will be paid accordingly. Please 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
Will I still be expected to enrol in other units while undertaking a co-op placement?	<p>This will depend on your study plan, your outside commitments, the timing and mode of the placement (full time/part time). Please consider the following questions when applying for an opportunity:</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? • 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 so 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 placements are not specific or limited to campus-based students or locations. Please login to the co-op placement portal 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 Co-ordinators to discuss the process.</p>

<p>Can students undertake a co-op placement with their current Employer?</p>	<p>Potentially. In order for this to be accepted, the employer must be able to host a placement student within the placement parameters. All co-op placements require approval by the University prior to a student commencing. For further information please contact the Co-op Co-ordinator team.</p>
<p>I have a Learning Access Plan (LAP), how will the co-op placement employer support me?</p>	<p>You are encouraged to disclose whatever you believe will impact the co-op placement and workload required. 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 Co-ordinators). The University, and our Industry partners, are committed to supporting students for successful placement experiences.</p>
<p>What if I do not have a licence or a car?</p>	<p>We understand that our students are dispersed in regional, remote and metro locations and you have your own personal circumstances to navigate whilst at University. We are therefore sourcing a diverse range of co-op placement options. 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>Can I find my own co-op placement?</p>	<p>Yes, you 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. If you are interested in sourcing your own co-op placement, please speak with the Co-op Co-ordinators.</p>
<p>Are there any academic expectations while on placement?</p>	<p>You will be required to complete the assessment tasks as per the unit outline. Information will be found in the appropriate Moodle shell.</p>
<p>What support will be available to me while on placement?</p>	<p>You will have a Workplace Supervisor to guide your work and support you in the workplace. You will also be assigned an Academic Supervisor to answer any questions regarding the academic requirements for the placement. For all other questions and concerns students can contact the Co-op Co-ordinators.</p>
<p>Are there any accommodation options available?</p>	<p>Yes. FedUni Living has preferential rates for accommodation at Berwick, Mt Helen & Gippsland available. (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?

As co-op placements are a compulsory component of your course of study, it will not affect your work rights.

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 your Co-op Co-ordinators with any questions:

Email: cooperativeplacement@federation.edu.au

Phone: +61 03 5327 6002

Information correct 5/02/2025