CRICOS Provider No. 00103D
RTO Code 4909
TEQSA No. PRV12151 (Aust Uni)

# Co-operative Placement Checklist for Industry

|  |  |  |
| --- | --- | --- |
|  | Activity | Status |
|  | Sign Co-op Partner Agreement and return to FedUni |  |
|  | Complete placement opportunity template |  |
|  | Shortlist candidates and arrange interview |  |
|  | Conduct interviews and determine successful candidate/s |  |
|  | Advise all candidates of outcome |  |
|  | Negotiate start/end date and hours of work with successful candidate/s |  |
|  | Advise FedUni of successful candidate/s |  |
|  | Arrange employment contract  |  |
|  | Allocate workplace supervisor |  |
|  | Make arrangements for commencement (desk, equipment, access to systems etc) |  |
|  | Attend initial placement meeting and confirm learning agreement |  |
|  | Conduct staff induction on first day |  |
|  | At completion of placement, confirm hours and complete learning agreement |  |
|  | Provide feedback to FedUni on the co-op placement process.  |  |

Info correct 19/06/2024