

# CO-OP INFORMATION



Okanagan College transforms lives and communities. We educate, train and support our students to excel in the workplace, to succeed in further education and to become lifelong learners.

## CO-OP INFO

We have an in depth online [Employer handbook](#) which provides lots of information about the process and the benefits for employers.

## CO-OP PROVIDES...

- An opportunity to evaluate potential career employees
- A proven cost-effective method of meeting human resource needs
- An opportunity to reduce potential future recruiting costs
- Access to a pool of screened, motivated temporary employees for special projects, peak periods, vacation relief, or maternity leave coverage
- A means of contact with OC providing the opportunity to become involved and to be an influence in the education process

## WHAT WE OFFER FOR EMPLOYERS:

- Post your co-op or other job opportunities with us at no cost to you. View the posting options [HERE](#) or email the posting to [coop@okanagan.bc.ca](mailto:coop@okanagan.bc.ca)
- Exclusive job board targeted at co-op students
- All positions are advertised online and students are sent regular updates of available postings
- Students can apply directly to you or we can gather applications on your behalf
- Provide space on campus or help organize virtual interviews
- Site visit with co-op students & employer
- Feedback from students on their experience
- Employer events to share information and network with students



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## EMPLOYER GUIDELINES FOR CO-OP:

- Co-op positions need to be 12 to 16 weeks of full time (30+ hours per week) paid employment. Some programs have mandatory co-op terms i.e. Culinary Arts and Pastry Arts which require 10 weeks of co-op term
- Employment that is related to the student's field of study
- Accurate, informative job descriptions
- An orientation to familiarize the incoming student with the employer's situation and expectations
- Supervision of students by individuals who understand and are interested in Co-op
- A co-op coordinator to conduct a monitoring visit with the student(s)
- An employer evaluation to be completed by the student's supervisor/HR manager

## FUNDING OPTIONS. . .

Here are links to funding information for employers. In general, funding ranges between \$5,000 to \$7,500. There is sometimes the possibility to stack federal and provincial funding to access \$10,000 in support. Click [HERE](#) for ACE-WIL and [HERE](#) for CEWIL funding options.



Please email your job postings to  
**[coop@okanagan.bc.ca](mailto:coop@okanagan.bc.ca)**  
or upload your posting online [here](#)

