



# **CO-OPERATIVE EDUCATION**

**Information Guide for Employers**

**2023/2024**

# OUR CO-OP EMPLOYERS

Over the years, Niagara College Co-op students have worked with thousands of esteemed employers. We look forward to adding your organization to that list!

Our Co-op students are ready to work in the following business sectors:

Accommodation & Food Services  
Administration & Business Support  
Agriculture  
Culinary Management & Food Innovation  
Engineering  
Environment & Forestry  
Finance and Insurance  
Government Agencies  
Hospitality  
Information Technology  
Landscaping Services  
Manufacturing  
Technical Services  
Tourism  
Trades

And more!



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## WELCOME EMPLOYERS!

This information guide will help answer any questions you may have about Co-operative Education at Niagara College, and get you started on your journey to find a student who is right for your business!

## WHO WE ARE

Located in the Heart of the Niagara Region – just minutes from one of the world’s most well-known tourism destinations – Niagara College offers more than 130 innovative programs, including 22 diverse co-op programs between our state-of-the-art campuses in Welland and Niagara-on-the-Lake. Together our campuses provide unique living laboratories and top-notch facilities that deliver hands-on applied learning opportunities; world-class applied research; and smaller class sizes in an intimate and friendly environment. Our programs immerse students within a highly experiential learning environment, enhanced by digital technologies. Our graduates possess cultural and global competencies; they are innovative, adaptable, and entrepreneurial, pushing the boundaries of the possible for industry in Niagara, throughout Canada, and abroad.





## WHAT IS CO-OP?

Co-operative education is an important component for many of the programs at Niagara College to help bridge the gap between education and work. Students work full-time for at least one semester in a paid position related to their major field of study, giving them the opportunity to apply the knowledge they have acquired in a hands-on, real-world situation. This gives students an opportunity to gain practical experience, enhance their marketable skills, and establish contacts with potential employers and connections within their industry.



## HOW STUDENTS ARE PREPARED FOR CO-OP

In addition to meeting academic eligibility requirements, Niagara College prepares students for success by offering co-op prep sessions which cover subjects such as resume and cover letter creation, identifying personal strengths and skills, how to effectively network and search for industry-specific jobs, and interview preparation. After completion of these sessions, students will then have the opportunity to work with their assigned Career Services team members to further prepare for their co-op job search and work term.

Career Services team members provide industry-specific guidance to students as they conduct their job search and continue to provide one-on-one coaching throughout a student's cooperative education experience. By supporting and coaching students before their job search even begins, Niagara College has taken steps to ensure that you can easily find tomorrow's talent today.

# HIRING INCENTIVES

Co-op students have a long history of providing their employers with many benefits and advantages. There are so many reasons to bring them aboard!

Co-op students are diverse, enthusiastic, and have the latest industry skills



Students can cover peak and seasonal periods at your workplace



Streamlined hiring process through Niagara College's MyCareer Portal



Lowered recruitment costs help to save fees from advertising online or using recruitment agencies



Take advantage of the Ontario Co-op Tax Credit and funding supports through the Student Work Place Program



Co-op students can become future employees, trained and ready to meet your organization's needs



## FUNDING SUPPORTS FOR EMPLOYERS

Several wage subsidies, grants and tax credits are available to help businesses hire students. This funding can help you offset the costs associated with hiring Niagara College Co-op students.

### Ontario College Co-operative Education Program

A refundable tax credit (up to \$3,000) may be available to employers who hire students enrolled in a recognized Ontario college co-operative education program. The Canada Revenue Agency (CRA) administers the program on behalf of Ontario through the federal income tax system.

For more information and to view the CETC eligibility requirements, visit the Ontario Ministry of Finance website at <https://www.ontario.ca/page/co-operative-education-tax-credit>

### Student Work Placement Program (SWPP)

Funded by the Government of Canada, the Student Work Placement Program offers wage subsidies for employers who are hiring students involved in a work-integrated learning opportunity, which includes a co-op work term. Supports are available to help cover up to 70% of a co-op student's wages.

For more information and to view the various SWPP options, visit <https://mycareer.niagaracollege.ca/employer/fundingopportunities.htm>

**The Student Work Placement Program is delivered external to Niagara College. Interested employers are encouraged to connect with a SWPP delivery organization to apply for funding. Please note, funding may be subject to change depending on renewal and availability.**

After applying for funding, please ensure you connect with your dedicated Employer Relations Consultant at [nccareerservices@niagaracollege.ca](mailto:nccareerservices@niagaracollege.ca)



## RECRUITMENT DATES

Niagara College's MyCareer Job Board is available to employers who are offering in-person or remote co-operative education employment opportunities. There are three work terms: Spring/Summer (May to August), Fall (September to December) and Winter (January to April). Recruitment typically begins in the semester prior to the co-op work term; we are always looking for prospective jobs for our students!

**January** – Spring/Summer job board opens

**May** – Fall job board opens

**September** – Winter job board opens

To help you identify the best time to hire a Co-op student, use the following chart to see which semester(s) students will be available and determine your business needs.

	Fall	Winter	Spring
<b>BUSINESS &amp; MANAGEMENT</b>			
Bachelor of Business Administration - Human Resources			✓
Business Administration - Accounting			✓
Business Administration - Human Resources			✓
Business Administration - Marketing			✓
Business Administration - Supply Chain & Operations Management			✓
Law Clerk	✓		
Office Administration - Executive			✓
<b>ENVIRONMENT &amp; HORTICULTURE</b>			
Environmental Technician - Field & Laboratory			✓
Greenhouse/Horticulture/Landscape Technician			✓
<b>CULINARY, HOSPITALITY &amp; TOURISM</b>			
Bachelor of Business Administration - Hospitality			✓
Culinary Innovation and Food Technology			✓
Culinary Management	✓	✓	✓
Hospitality - Hotel and Restaurant Operations			✓
Tourism Management - Business Development			✓
<b>TECHNOLOGY</b>			
Carpentry and Renovation Technician	✓	✓	✓
Computer Programming and Analysis			✓
Electrical Engineering Technology	✓		✓
Electronics Engineering Technology	✓		✓
Mechanical Engineering Technician	✓	✓	✓
Motive Power Technician - Automotive	✓	✓	✓

## EVENTS FOR EMPLOYERS

As part of your recruitment strategy, we encourage co-op employers to participate in our annual Career Fair and other events throughout the year.

For more information, please visit

<https://mycareer.niagaracollege.ca/employer/eventsandfairs.htm>



## HOW TO HIRE A CO-OP STUDENT

At NC Career Services, making connections is our business. It is our focus and primary concern every day, all year round. Let our consultants help connect you with high-value, job-ready employees who are the right fit for your company - ready to immediately add value and help your business grow.

Begin your recruiting experience by following these steps:

1. Register as a Niagara College Employer via our MyCareer Portal
2. Post your job opportunity on the My Career Co-op Job Board - an Employer Relations Consultant will review and activate the posting or contact the employer for clarification or to provide relevant information for consideration
3. Review applications, interview and select successful candidates

Hiring a student has never been easier!







## How does the MyCareer Portal work?

The MyCareer Portal is an online platform where employers are able to post job opportunities for Niagara College students, and is one of the main resources our students are using to find their co-op positions.

Once you are logged into your account and ready to post, you will be asked to select one of two job boards. Please select the Co-op Job Board and proceed with completing the job posting. The purpose of this posting is to attract student applicants, so here are a few tips to help write a great job posting:

- Use clear and easy to understand language
- Job Title should be clear, specific and related to the position
- Introduce the company – utilize a sentence or two to highlight your organization
- Describe the opportunity you are providing
- Distinguish between essential and non-essential job requirements
- Use inclusive language which is respectful and accepting of all
- Indicate one or more related programs to ensure that posting is to a targeted student group

You will have the option for students to apply directly to you, or applications can be collected by Niagara College and distributed to you after the deadline date.

Job postings and on-campus recruitment must be consistent with standards outlined in the Ontario Human Rights Code and the Ontario Employment Standards Act.

For more information, or for a list of Niagara College's Career Services policies, please see the Recruitment Guidelines for Employers at

<https://mycareer.niagaracollege.ca/employer/employerresources.htm>

## Who do I contact if I have any questions or experience a problem using MyCareer?

You may contact us by email at [nccareerservices@niagaracollege.ca](mailto:nccareerservices@niagaracollege.ca) or by phone **905-641-2252 ext. 4165** or **905-735-2211 ext. 7777** Our office hours are Monday – Friday 8:30am – 4:30pm.

# SUPPORTING STUDENTS IN THE WORKPLACE

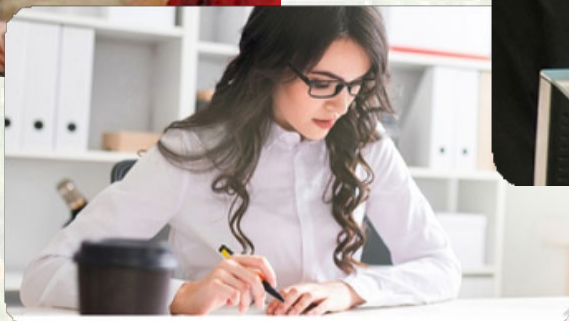
Niagara College recognizes the importance of building and upholding positive ethical relationships with employers and organizations looking to recruit students. To ensure the co-operative work experience is positive for the student, Niagara College, and the employers, it is requested that employers:

- Prepare their work environment and staff for the arrival of the co-op student
- Provide a detailed orientation which outlines the company's vision and goals, workplace behaviour and professionalism, the student's role, workplace confidentiality, and more
- Provide appropriate Health and Safety training and instructions
- Assign a supervisor who will mentor and train the student, keep track of the work they are responsible for, and outline expectations for them
- Offer appropriate remuneration for the job expectations
- Provide meaningful work related to the co-op student's academic program
- Assume responsibility for the co-op student and treat them as they would any other employee
- Schedule regular check-ins to assess the student's progress, offer feedback, and adjust the workload and responsibilities
- Participate in a monitoring visit (in-person/virtual/phone call/email) to discuss student performance and provide feedback

## What if you have any questions or concerns during a co-op work term?

If you wish to discuss anything about the co-op student or their work term, please contact your dedicated Employer Relations Consultant (ERC). They will work with you and the student to ensure you are both experiencing a beneficial co-op work term and help to resolve any concerns.

ERC contact information can be found on the confirmation email sent to the supervisor, or by contacting [nccareerservices@niagaracollege.ca](mailto:nccareerservices@niagaracollege.ca)



# INFORMATION FOR INTERNATIONAL EMPLOYERS

Every year, many Niagara College students are looking to travel and build their work experience with companies all around the world.

The co-op hiring process for international employers is the same as domestic employers. Employers from outside of Canada must also follow their country's specific labour laws when hiring and paying employees.

To begin a work term internationally, students will need legal authorization. Each country has different types of legal authorizations, and it is the student's responsibility to ensure they have met all legal requirements to participate in an international co-operative education work term. Niagara College can support students through this process but does not hold accountability for fulfilling a student's legal responsibilities.

## Working in the U.S.A.

To work a co-operative education term in the United States of America, the J-1 Visa is a requirement for all students. The J-1 Visa is meant for students who will receive employment which is directly related to their academic program, and students must receive their J-1 Intern status prior to departure for their co-op work term.

To receive this status, students must be sponsored through an educational or not-for-profit institution, accredited through the Exchange Visitor Program designated by the U.S. State Department. Employers act as hosts for co-op students, not sponsors. Not all applicants for the Exchange Visitor Program are accepted.

For more information on Exchange Visitor Visas, please visit

<https://travel.state.gov/content/travel/en/us-visas/study/exchange.html>

## Working internationally (outside of Canada and U.S.A.)

To work internationally, students will require legal authorization as designated by laws within that country. The most recent information about acquiring legal authorization can be found within the destination country's embassy or consulate in Canada.

All international co-op jobs must first be approved by a Career Services team member. Additional supporting documentation may be requested in order to approve an international job posting. This applies to both in-person and remote positions.

For more information on hiring co-op students internationally, please contact [nccareerservices@niagaracollege.ca](mailto:nccareerservices@niagaracollege.ca)

## INCLUSIVE HIRING

Students enrolled in Co-operative Education programs at Niagara College come from a wide variety of backgrounds, cultures, identities, and abilities, representative of our diverse society. Niagara College is dedicated to upholding the Employment Equity Act by removing any barriers to meaningful work and through assisting all students in maximizing their employment potential.

We will work with your organization to ensure the equitable recruitment of Indigenous students, International students, and students with disabilities. These are students who come from groups which historically faced disadvantages, and continue to face higher levels of unemployment, underemployment, and workplace barriers. It is all our responsibility to ensure that qualified designated group members are not denied jobs based on factors unrelated to their ability.

You can promote an inclusive work environment by welcoming diverse students into your business.





## HIRING INDIGENOUS STUDENTS

Niagara College is dedicated to operate under the recommendations of the Truth and Reconciliation Commission's report, promoting reconciliation through action and conversation. Niagara College's goal is to help Indigenous students to explore their identity and achieve academic success. This goal extends into their co-operative education work terms.

### Why hire an Indigenous student?

You can help Canada's journey to truth, respect, and reconciliation by providing opportunities for Indigenous students to gain real-world skills and experience. Hiring an Indigenous student is a way for you and your organization to:

- ◆ Respond to the Truth and Reconciliation report's Calls to Action
- ◆ Deal with the discrimination and inequity which affects the Indigenous labour market
- ◆ Create relationships with Indigenous students and graduates
- ◆ Promote respect for Indigenous ways and customs
- ◆ Integrate Indigenous perspectives into your practices

Niagara College is committed to help employers support Indigenous students. For assistance regarding hiring Indigenous students or information on Niagara College's Indigenous Education program, please contact [nccareerservices@niagaracollege.ca](mailto:nccareerservices@niagaracollege.ca)





## HIRING INTERNATIONAL STUDENTS

Each year, Niagara College welcomes thousands of international students from countries all around the world. There are many reasons why hiring an international student would be beneficial to your organization, including:

- A fresh viewpoint in the workplace
- Fluency in multiple languages
- Links to global markets
- Adaptability and determination
- Cultural diversity has shown to improve team dynamics and business performance

International students who are registered to a co-op program must obtain a co-op work permit to legally allow them to work in Canada. We recommend that employers confirm that students have the appropriate work permit during the recruitment process.

If you have any questions, please contact [nccareerservices@niagaracollege.ca](mailto:nccareerservices@niagaracollege.ca)





## HIRING A STUDENT WITH A DISABILITY

Disabilities are often misunderstood, resulting in discrimination, negative stereotypes, and inadvertent barriers in our schools, places of work, and throughout our communities. However, disabilities rarely influence an individual’s ability to significantly contribute to their workplace. Under the Accessibility for Ontarians with Disabilities Act (AODA), the government of Ontario has developed mandatory accessibility standards that will identify, remove, and prevent barriers for people with disabilities in key areas of daily living, applying to both public and private sector organizations across Ontario.

When given the chance, individuals with disabilities succeed in the workplace. These students bring with them the knowledge and experience to provide real, proven advantages for your business. Employers can benefit from abilities and education that students with disabilities possess by offering them a co-op work experience. Typically, no changes will be necessary for the work environment to ensure the student will be able to work meaningfully and productively. When a work place accommodation is required many options are available at low to no cost.

For more information about accessibility and the AODA act, visit [www.aoda.ca/the-act/](http://www.aoda.ca/the-act/)





## Career Services

For more information about hiring students from any of our co-operative education programs, please contact us at

Phone: 905-641-2252 ext. 4165 or 905-735-2211 ext. 7777

Email: [nccareerservices@niagaracollege.ca](mailto:nccareerservices@niagaracollege.ca)

Web: <https://mycareer.niagaracollege.ca/>