

ISS Language and Career College of BC

CO-OP STUDENT WORK EXPERIENCE GUIDE



604-684-2325

info@LCC.issbc.org

601 - 333 Terminal Avenue, Vancouver, BC V6A 4C1



**WRITE
RESUME**

EMPLOYMENT RESOURCES

Free resume and interview consultations.

To schedule an appointment please email:
coopwork@LCC.issbc.org



Career Co-op Employer List

Students can send resumes to the contacts on this list.
Please identify yourself as an LCC Co-op student to
receive an updated copy of this list.



ISSofBC Job Board & Job Fairs

Check in with the co-op coordinator
for information about upcoming job fairs.





MORE EMPLOYMENT RESOURCES

Job search engines are a good sources for finding current job postings.

- **Fresh Gigs** - Canada's Jobsite for Qualified Marketing, Communications and Creative Professionals
- **Canada Indeed** - A comprehensive Canadian job search engine
- **CareerBuilder** - Online recruitment service
- **Go2HR** - Canada's Hospitality and Retail Job Site
- **Craigs List** - Job listings in Vancouver, BC
- **jobpostings eMagazine** - View employers looking to recruit students this year
- **jobshark.com** - International job search engine
- **Monster** - Some BC job postings
- **Workopolis Campus** - Canada's largest national job site for students
- **WorkBC** - Information for job-seekers within British Columbia
- **WowJobs** - "Canada's largest job search engine"

CO-OP WORK TERM JOBS (NOC)



Check the approved job list (NOC) as your work needs to be related to your diploma program(s).

Leadership Preparation

- 0421 Administrators - post-secondary education and vocational training
- 6211 Retail sales supervisors
- 6316 Other service supervisors
- 6211 Retail sales supervisors
- 6314 Customer and information services supervisors

Professional Communication & Marketing

- 1123 Advertising, Marketing and Public Relations
- 1241 Administrative assistants
- 1414 Receptionists
- 4163 Business Development and Marketing Researchers and Consultants
- 6421 Retail Salespersons

Global Tourism

- 6311 Food Service Supervisors
- 6513 Food and Beverage Servers
- 6511 Maîtres d'hôtel and hosts/hostesses
- 6711 Food counter attendants, kitchen helpers and related support
- 6531 Tour and travel Guides
- 6521 Travel Counselors
- 6313 Accommodation, travel, tourism, and related services supervisors

International Business Management Skills

- 1411 - General office support workers
- 1241 - Administrative assistants
- 1521 - Shippers and receivers
- 6314 - Customer and information services supervisor
- 6311 - Food service supervisors
- 6316 - Other services supervisors



FINDING A CO-OP WORK PLACEMENT

Students are encouraged to look for an appropriate work placement with support from LCC's Co-op Coordinator, instructors and staff.

By becoming involved in the job search process, students will be able to apply the knowledge gained in their coursework and take on an active role in their career development.

Please review your copy of LCC's [Work Experience Policy](#) for more information.

PREPARING FOR YOUR CO-OP WORK TERM

Review the co-op work experience documents provided to you by the school.



Work Experience Agreement Form

An agreement between the student, LCC and the employer. Outlines the terms of the student's employment.



Work Experience Time Sheets

Records the number of co-op hours performed every month.



Work Experience Monthly Progress Reports

Allows students to give feedback about their experience.



Work Experience Evaluation Form

Allows employers to give feedback about the student's performance.

PREPARING FOR YOUR CO-OP WORK TERM

At least one month before you start your co-op work term make an appointment with a co-op advisor and check the following.

1. Will you complete your academic requirements?

You cannot start your co-op work experience unless your study term is complete and your work placement has been approved.

2. Do you have a co-op work placement?

If **NO**, make an appointment with a co-op advisor.

If **YES**, submit your **Work Experience Agreement Form**.

The **Work Experience Agreement Form** should be submitted to the office at least two weeks before you start your work experience component.

You cannot begin your co-op work term until this agreement is approved by the school.



UNDERSTANDING YOUR CO-OP WORK HOURS

The maximum number of co-op hours you can complete during your work term **is equal to the total number of hours you studied.**

For example:

If your classroom instructional hours are **612**, you can only work up to **612 co-op hours** for your work experience.

The minimum number of hours students must work to complete their work experience:

- **350 hours** for a **24-week co-op work term**
- **380 hours** for a **32-week co-op work term**
- **514 hours** for a **48-week co-op work term**
- **584 hours** for a **56-week co-op work term**



OFF-CAMPUS WORK HOURS & CO-OP WORK HOURS.

OFF-CAMPUS HOURS.

You may be eligible to **work up to 20 hours per week during your academic term** (study term and work term). You do not need to report these work hours to LCC.



CO-OP WORK HOURS.

If you work for 24 weeks and your maximum number of co-op hours is 612, **you can work 25.5 hours per week.**

You **do** need to report these work hours to LCC.

HOW TO COMPLETE YOUR CO-OP WORK TERM DOCUMENTS.



1. BEFORE YOU BEGIN YOUR CO-OP WORK TERM

submit a copy of the Work Experience Agreement. This agreement needs to be approved by the school before your co-op work experience can begin.



2. EVERY MONTH WHILE YOU ARE WORKING

submit your Work Experience Time Sheet and Monthly Progress Report.



3. AT THE END OF YOUR CO-OP WORK TERM

have your Manager or Supervisor complete and submit your Work Placement Evaluation Form.

After you have submitted all of the above documents you need to schedule a **co-op post-work tutorial**.

NEED NEW DOCUMENTS?

All the work experience documents can be downloaded from the **Co-op Student Resources page** on our website.



HOW TO SUBMIT YOUR WORK TERM DOCUMENTS



All co-op documents can be delivered to the registration office or emailed to **coopwork@LCC.issbc.org**.



MAKE AN APPOINTMENT FOR YOUR POST-WORK TUTORIAL.

2 weeks before your co-op program end date, you need to make an appointment for your post-work tutorial.

You can email **coopwork@LCC.issbc.org** to book a date and time. Before your tutorial you will be sent the following documents:

- **Co-op Personal Improvement Plan;**
- **Co-op Future Work Plan.**

Please complete these documents and bring them to your co-op tutorial.



COMPLETING YOUR CO-OP PROGRAM

Students who successfully meet the program requirements of their study and work term will receive a **co-op diploma**.

Diplomas are generally available for pick-up at the registration office 3-4 business days after the student's program end date.

If you have any questions about your student records please contact:
certificates@LCC.issbc.org

Working after you complete your study program.

After you complete your study program, there are 2 ways you may be able to work full-time: you already applied for a work permit before your study permit expired or **you're starting a new study program**.

For full-requirements please check out IRCC's [guidelines](#).



DO YOU STILL HAVE QUESTIONS?

Make an appointment to speak with a co-op advisor.

coopwork@LCC.issbc.org

