

OIEG Oxford International Education Group		03981
Name of Institution		Institution Number
Work Experience Policy	1st Nov 2021	July 5, 2022
Name of Policy	Effective Date	Revision Date
Diploma in Hospitality Management		
Name of Program		960
[Cooperative]		
Type of Work Experience		Duration in Hours

1. The work experience is a required part of the Diploma in Hospitality Management Program in which the student obtains practical skills relevant to the learning objectives of the program.
2. Definitions:

Cooperative Placement: a type of work experience component

- (a) that consists of not more than 50% of the total hours of the program, (1920 hours) and
- (b) for which a student is paid;

Work Experience (WE) Host: an employer/organization that is qualified in a career occupation relevant to the student's program.

3. The requirements for participation in the work experience are as follows:
 - Completion of application form
 - Proof of ID (eg passport)
 - Provide a satisfactory criminal record
 - Valid Study Permit and Co-op Work Permit covering program dates in full.
 - Successfully completed all pre-WE required academic components of the course.
 - Be 19 years of age or older.
4. The process by which the student will be placed in a work experience is as follows:
 - Attendance of a pre-program orientation, in which students are informed of work experience objectives, performance expectations, monitoring and evaluation processes, and all other administrative requirements pre-start date.
 - Approximately 4-6 weeks prior to Co-op work placement, students will take part in a one-to-one meeting with a program coordinator to review placement options. Ahead of this meeting, students must provide the program coordinator with an updated resume.
 - In the event a student is successful in finding a placement with an WE host, the Work Experience Agreement (attached) is signed by the WE host representative, the student, and OIEG Oxford International Education Group, with a copy provided to each party and filed accordingly, prior to the start of the student's WE start date.
 - In the event a student is unsuccessful in the interview process, the program coordinator will arrange further interviews.
 - Students are encouraged to find their own WE host if they so wish, but they must receive approval from the program coordinator before signing the Work Experience Agreement to ensure the WE host is suitable and relevant to the program.

5. The process by which the student will be evaluated in relation to the work experience component is as follows:
 - Students will submit a monthly report, via email, to the program coordinator every four (4) weeks. The report will include details of the work they have completed and skills they have learned/developed/practiced during this period, and allow them to flag any issues or concerns for the program coordinator to address.
 - The WE host representatives will provide feedback on a student's performance on a monthly basis, either via phone, virtual meeting, or in writing.
 - The program coordinator will conduct site visits to observe the student on placement and meet with WE host representatives to gather feedback on performance, as required.

6. OIEG Oxford International Education Group will monitor the student during the work experience by reviewing:
 - each **week** whether the student is attending the work experience; and
 - each **month** whether the student is meeting the learning objectives of the Diploma in Hospitality Management program.