



Hospitality Management Co-op Diploma Employer Information – FAQ's

[Why should I hire a Co-op student?](#)

[Placement Qualifications](#)

[When are the Co-op semesters?](#)

[Where are we looking for placements?](#)

[What types of jobs are suitable for a Co-op work term?](#)

[How much should I pay a Co-op student?](#)

[What are the responsibilities of the employer?](#)

[Who does an employer contact at VPC?](#)

Why should I hire a Co-op student?

- ◆ An employer greatly benefits from hiring a Co-op student. Given the nature of the current labour market, staffing shortages are becoming critical. By hiring a Co-op student, employers realize the following benefits:
 1. Access to a year-round supply of highly motivated, capable & qualified students.
 2. A cost-effective means of evaluating future employees.
 3. Meet short-term needs due to vacation schedules, transfers, promotions, training commitments, peak workloads or special projects by hiring co-op students.
 4. The ability to increase effective utilization of permanent employees and an opportunity for employee development in the area of (co-op student) supervision.

[↑ Back to top](#)

Placement Qualifications

Co-op students will need to meet the following requirements before being accepted into the program:

- Interview with Co-op Coordinator
- Complete two semesters of hospitality studies (with such topics as rooms division, food & beverage, sales & marketing, communication and teamwork skills) with a grade point average of 2.33
- Evaluation of personal skills

*NOTE: International students will have valid work permits and Social Insurance Numbers prior to being available to work. In addition, their English level will be strong enough to succeed in the workplace.

[↑ Back to top](#)

When are the Co-op semesters?

- ◆ Students are placed three times per year: January, May & September. The duration of the work term is four months. There is some flexibility around student Co-op start and end dates. Please contact us for further information.

[↑ Back to top](#)

Where are we looking for placements?

- ◆ We are looking for placements in all branches of the hospitality industry! While our main focus is hotel and food & beverage, we realize that many of the skills our students are trained in are transferable to other aspects of the hospitality and tourism industry. We are seeking placements in such enterprises as: hotels, restaurants, catering companies, resorts, golf clubs, ski hills, casinos, attractions & convention centres.

[↑ Back to top](#)

What types of jobs are suitable for a Co-op work term?

- ◆ VPC welcomes any positions that employers wish to post, so long as they are within a branch of the hospitality and tourism industry. Our students have the skills, experience & language capabilities to meet and exceed performance standards in positions ranging from entry level to management. Please check with the Co-op coordinator about the suitability of a position you have.

[↑ Back to top](#)

How much should I pay a Co-op student?

- ◆ Ideally, a student on a Co-op should be paid a competitive training wage based on the business, market and time of year. In addition, benefits such as meal discounts, subsidized accommodations and travel for out of town placements are welcomed. Due to the competitive nature of the process, employers who provide more comprehensive employment packages have a better chance at attracting their preferred candidates.

[↑ Back to top](#)

What are the responsibilities of the employer?

- ◆ Post available positions – Send positions to Co-op Coordinator
- ◆ Interview & select students – Based on a competitive system & your regular hiring procedures
- ◆ Orientation – Provide relevant information to students, such as safety information and a job description
- ◆ Supervision – Give student direction where required
- ◆ Evaluation – Provide constructive feedback to the student and complete provided forms

[↑ Back to top](#)

Who does an employer contact at VPC?

Rob Potts

Co-op Coordinator

Email: robertp@vpcollege.com

Tel: 604.730.1628 ext 118

[↑ Back to top](#)