

## **Co-Op Education Program Work Experience Policies and Procedures Manual**

Co-Op Educational Programs combine academic studies with relevant work experience for students. This programme is only available to international students. The policies and procedures listed below apply to the following programs:

- Esthetics Co-Op Diploma
- Nail Technician Co-Op Diploma
- Film Makeup Masters Co-Op Diploma
- Professional Makeup Artist Co-Op Certificate
- Film Acting Conservatory Co-Op Diploma
- Co-Op Film Acting 1 Diploma

### **Work Period Requirements and Employment Criteria**

- Student must have a Co-Op work permit for the term of their work period within their Co-Op program.
- Student is available to accept work within regular business hours.
- Each employment position needs to take place in Canada and be approved by the Co-Op Department as a suitable and appropriate placement to meet the learning outcomes required for completion of the Program.
- The student will engage in meaningful and practical experience through hands-on learning during the work period of their Program.
- The student will receive remuneration for the work performed.
- The student's progress on the job is monitored monthly by the Co-Op Department at New Image College.
- The student's performance on the job is supervised and evaluated by the student's Co-Op employer;
- Time spent in a work period must be no more than 50% of the time spent in the program of study and follow a formalized sequence.
- The student will be responsible for any cost related to the CO-OP work program including, but not limited to, transportation to and from the interview and placement, criminal record checks, etc.

## **Responsibilities**

### **New Image College**

- To ensure the integrity of the Co-op program and compliance with various levels of provincial legislation and accreditation standards.
- To develop and maintain a relevant curriculum, which reflects the needs of both employers and students.
- To provide relevant academic training for students in their chosen career field.
- To ensure that the learning outcomes of each Co-op Program are clear and followed through.

### **Students**

- Be available to work.
- Submit all necessary document to Student Services. Please see the next page with the checklist.
- Exercise ethical workplace conduct.
- Set and accomplish goals for learning.
- Work on enhancing their academic, professional, and personal skills.
- Maintain employer confidentiality.
- Accept feedback and suggestions for improvement in a positive manner.
- Participate in work-site visits.
- Advise the employer and their coordinator of any concerns or problems with their work assignment or environment as soon an issue arises.
- Keep in contact with the New Image College Co-Op Department
- Maintain their monthly attendance records.

### **Employer**

Complete all necessary documents pertaining to New Image College's Co-Op Placement as follows:

#### **At the Start of Employment**

- Sign the last page of the host company/employer manual and give only the signature page to the Co-Op student. This document must be submitted before commencing of the Co-Op work term.
- Employment Contract: complete and sign the document and give it to the Co-Op student. This document must be submitted before commencing of the Co-Op work term. Please note work must be remunerated.

#### **At the End of Employment**

- Joint Evaluation: complete and sign the document and give it to the Co-Op student.
- Receive a copy of the Work Period Report written by the student. Please contact the College should you not receive this.

## Co-Op Education Program Work Period Checklist

### STUDENT

Please ensure your host company completes documents immediately. You are responsible to make sure New Image receives these documents.

#### 1. At the Start of Employment

- Give Co-Op Work Experience Policies and Procedure Manual to Host Company/Employer
- Please ensure your host employer read and sign the signature page to Student Services.  
Scan and email or deliver in person to Student Services at New Image College within 1 week of the employment start date. **You must submit this document before starting your Co-Op.**
- Give Co-Op Employment Contract to Host Company/Employer
- Please have them complete and signed contract to Student Services.  
Scan and email or deliver in person to Student Services at New Image College within 1 week of the employment start date. **You must submit this document before starting your Co-Op.**

#### 2. Throughout your Employment

- Submit monthly attendance to Student Services
- Please send the completed attendance form to: Scan and email or deliver in person to Student Services at New Image College at the end of each calendar month.

#### 3. At the End of Employment

- Give Co-Op Work Period Evaluation to Host Company
- Please send the completed evaluation to Student Services.  
Scan and email or deliver in person to Student Services at New Image College within 1 week of the employment end date. **You must submit document to successfully graduate.**
- Complete Co-Op Work Period Report (see guidelines)
- Please send 1 copies of typed completed Work Report to Student Services.  
Scan and email or deliver in person to Student Services at New Image College within 1 week of the employment end date. **You must submit document to successfully graduate.**

Please note, that a representative from Student Services may contact you on a monthly basis to assist in any matters pertaining to the Co-Op student. Should you need any assistance in relation to the Co-Op work period, please contact Student Services at NEW IMAGE College by phone at (604) 685 8807 or email [studentservices@newimage.ca](mailto:studentservices@newimage.ca).

**CO-OP PROGRAM HOURS AND THE REQUIRED LEARNING OBJECTIVES**

**Professional Makeup Artists CO-OP**

Total Program Length	44 weeks / 880 hours
Co-Op Study Period	22 weeks / 440 hours
Co-Op Work Period	22 weeks / 400 hours
Credential	Diploma
<p>Learning Outcomes</p> <ul style="list-style-type: none"> <li>● Product knowledge</li> <li>● Retail sales</li> <li>● Customer service</li> <li>● Beauty makeup application</li> <li>● Hair design</li> <li>● Body painting</li> <li>● Event production</li> <li>● Speed and accuracy in application</li> </ul>	

**Film Makeup Masters Co-Op**

Total Program Length	100 weeks / 2000 hours
Co-Op Study Period	50 weeks / 1000 hours
Co-Op Work Period	50 weeks / 1000 hours
Credential	Diploma
<p>Learning Outcomes</p> <ul style="list-style-type: none"> <li>● Product knowledge</li> <li>● Retail sales</li> <li>● Customer service</li> <li>● Beauty makeup application</li> <li>● Hair design</li> <li>● Body painting</li> <li>● Event production</li> <li>● Speed and accuracy in application</li> <li>● Photography</li> <li>● Film character makeup, fantasy makeup, and special effects</li> <li>● Communication skills</li> </ul>	

**Nail Technician Co-Op**

Total Program Length	40 weeks / 800 hours
Co-Op Study Period	20 weeks / 400 hours
Co-Op Work Period	20 weeks / 400 hours
Credential	Diploma
<b>Learning Outcomes</b> <ul style="list-style-type: none"> <li>● General hand and foot maintenance</li> <li>● Customer service</li> <li>● Retail sales</li> <li>● Nail design</li> <li>● Artificial nails</li> <li>● Speed and accuracy in application</li> <li>● Event production</li> <li>● Communication skills</li> <li>● How to own and operate a spa or salon</li> </ul>	

**Esthetics Co-Op**

Total Program Length	94 weeks / 1974 hours
Co-Op Study Period	47 weeks / 987 hours
Co-Op Work Period	47 weeks / 987 hours
Credential	Diploma
<b>Learning Outcomes</b> <ul style="list-style-type: none"> <li>● General hand and foot maintenance</li> <li>● Customer service and Communication skills</li> <li>● Retail sales</li> <li>● Nail design</li> <li>● Speed and accuracy in application</li> <li>● Event production</li> <li>● Spa bookings and clientele management</li> <li>● Body massage and Hair removal</li> <li>● Dermatology and skin care and analysis</li> <li>● Understanding and management of salon business</li> <li>● Introduction to aromatherapy</li> <li>● Physiology and histology</li> <li>● Esthetics product knowledge</li> <li>● How to own and operate a spa or salon</li> </ul>	

**Film Acting Conservatory Co-Op**

Total Program Length	113.5 weeks / 2920 hours
Co-Op Study Period	65.5 week / 1960 hours
Co-Op Work Period	48 weeks / 960 hours
Credential	Diploma
<p>Learning Outcomes</p> <ul style="list-style-type: none"> <li>● Theatre acting</li> <li>● On-camera acting</li> <li>● Background acting</li> <li>● Voiceovers, movement, voice and speech training</li> <li>● Text analysis</li> <li>● Scene study</li> <li>● Event productions</li> <li>● Live performance</li> <li>● Public speaking</li> <li>● Action for actors</li> </ul>	

**Co-Op Film Acting 1**

Total Program Length	96 weeks / 1920 hours
Co-Op Study Period	48 weeks / 960 hours
Co-Op Work Period	48 weeks / 960 hours
Credential	Diploma
<p>Learning Outcomes</p> <ul style="list-style-type: none"> <li>● Theatre acting</li> <li>● On-camera acting</li> <li>● Background acting</li> <li>● Voiceovers, movement, voice and speech training</li> <li>● Text analysis</li> <li>● Scene study</li> <li>● Event productions</li> <li>● Live performance</li> <li>● Public speaking</li> <li>● Action for actors</li> </ul>	

**[Co-Op Attendance Policy]**

Students are required minimum attendance of 60% of the total program hours (study period + work period) to graduate. The Host Company must keep a record of the student's attendance during their Co-Op work experience, and the student must report it to New Image College monthly (on or before the 10th day of the following month of work). Late submission of Co-Op work attendance will result in loss of marks and may result in dismissal if reported to IRCC.

**[Study and Work Permits Instructions]**

You will need a study and student work permit as an international student participating in a Co-Op program. Working in Canada without a valid work permit is illegal. Failure to comply could result in a variety of consequences, including deportation from Canada.

If your permits are set to expire during your program, you must apply for extensions for both your Study and Work permits. The student is required to comply with all Canadian Immigration regulations regarding any program changes that may affect their authorized permit.

**[Appropriate Work Experience]**

Before a student confirms a placement with a host company (or employer), New Image College must assess the position's appropriateness and relevance to the program's learning outcomes. There must be a clear link between the program's learning outcomes and the duties and responsibilities that the student will have in the job placement. New Image College also monitors the student's tasks and duties within their host company to ensure that they meet the program's prescribed learning outcomes.

**[Work Experience Hours]**

To receive a diploma for a program, the student must complete the program outline's required average percentage. The instructor will keep track of your attendance during the study period. Attendance during the work period will be recorded by the host company, submitted by the student to New Image College monthly.

**[Correct Sequence of Work Experience]**

Students must adhere to a structured sequence of program and study periods within their program. Students must first complete the study period portion before beginning their work term.

**[Final Work Report]**

Co-Op students must complete a Co-Op work term final report, which is a report on their work experience. Two copies of the work term report must be submitted within one week of the completion of the Co-Op work term, one to the employer and the other to New Image College (studentsupport@newimage.ca ).

**[Meetings]**

Students at New Image College must meet with the Co-Op department at least once a month, either in person, by phone, or by email. During these opportunities, the student will provide the attendance sheets that their host company has recorded and discuss any concerns or issues that have arisen.

**[Consultation and Evaluation]**

New Image College will also provide ongoing consultation and evaluation regarding the work placement and its suitability for the program's learning outcomes.

Consultation consists of a meeting, a phone call, or an email to assist students in achieving their prescribed learning outcomes within the Host Company. If necessary, it may also entail contacting the Host Company.

Attendance, preliminary documents, joint evaluation, student work report, and punctuality are all included in the evaluation of the work experience and general throughout employment.

**[Joint Evaluation]**

The host company will be responsible for answering the work term evaluation. Any appeal regarding employment evaluation should be addressed immediately and directly to the employer.

Upon completion of the required hours of the work term, the New Image College Co-Op representative or Senior Academic Officer and the host company representative conduct a joint assessment and evaluation of the Co-Op student's work before the student's final marks are confirmed. A student must complete both the study period and work period of the program to receive a diploma and transcript.

**[Assistance]**

If you require assistance or advice at any time during your study or work period, please contact the Co-Op Department to make an appointment for any issues, including but not limited to:

- Language concerns.
- Your academic performance and marks.
- Creating and polishing your resume, how to perform in a job interview, and common questions to prepare for
- Potential work placements and job opportunities
- Referral information of Immigration Consultant for assistance with study and work permits.

**[Co-Op Graduation Documents]**

Graduation documents for Co-Op Programs will be issued only upon completion of both study and work portions of the Program.

**[Co-Op Job Placement]**

The New Image College Co-Op department will assist students in finding Co-Op work placements, which will be posted as they become available. When offers are made to students, they must decide whether to accept the position immediately (within 48 hours), and if the position is accepted, students must forego any other interviews. Students can also plan their own work placement; however, the appropriateness of the employer must be evaluated



by New Image College first. Students are in charge of delivering the Co-Op manuals and related documents to the host company. If a student is unable to work during regular business hours due to personal circumstances, New Image College will no longer assist with placements.

**[Job Interview]**

New Image College will coordinate the provision of work placement opportunities and assist students in arranging job interviews with participating host companies. Interviews will be held at the host company on the date and time requested by the host company, in order to accommodate the student's schedule. Students must travel to and from the interview on their own time and expense.

**[Confirming Placement]**

Acceptance will be verbally confirmed with the employer and student once New Image College has confirmed that the student and employer match. If the offer is accepted, the employer will be given the employment policies and contract to review and sign. Students will be placed based on a variety of factors that may be set by New Image College or the employer, such as:

- The availability of the employer.
- The timing of the placement period.
- English language level (both written and verbal).
- Assessed academic level and experience.
- Personal Interview.
- Learning Outcomes.

**[Students obtaining their own Co-Op Experience]**

Students may conduct their own research, set up interviews, and accept or reject an offer at their discretion. Students who accept a job offer, on the other hand, must adhere to all Co-Op placement forms and guidelines. Students who accept an employment offer must confirm with New Image College Co-Op department that the placement meets the required learning outcomes for the program of study. Therefore, before beginning any Co-Op work obtained on their own, students must submit the Host Company information to New Image College and request for approval by New Image College with regards to the adequacy of the employer prior to commence Co-Op work. Please also make certain that your employer abides by labour relations laws (<http://www.lrb.bc.ca/>).

**[Unforeseen Situations]**

Occasionally, students find themselves in circumstances beyond their control that prevent them from successfully completing a work term (e.g., serious illness, company financial difficulties/receivership, labor problems, strike or lay-off). In any of the aforementioned cases, the student must meet with New Image College and submit a written report detailing the unforeseen situation (or a medical note in case of illness). If approved by the New Image College, the College will assist the student in finding an alternate placement.

**[Co-Op Withdrawal]**

If a student withdraws from the work term after agreeing to a placement, New Image College will no longer be able to assist with future placements. In these cases, it is the student's responsibility to notify the appropriate government body of the cancellation of their study and work permit.

**[Co-Op Program Changes]**

Cancellation/Withdrawal of the Co-Op Term

If the student desires a credential just for the study period of the program, they must submit this request in writing 1 week before the study end period. There is a program change administrative fee of \$250.

Joining the Co-Op Term

A student that wishes to join a Co-Op work term must follow all the requirements described above. There is a program change administrative fee of \$250, and subject to the new program tuition difference.

**Co-Op Education Program Work Experience Policies and Procedures Manual**  
**STUDENT**

I agree with the above terms and conditions and I understand the Co-Op Work Period Requirements and Employment Criteria

STUDENT NAME (PLEASE PRINT)

REPRESENTATIVE SIGNATURE

DATE SIGNED (YYYY/MM/DD)

Please note, a representative from Student Services may contact you on a monthly basis regarding to any matters pertaining to your Co-Op.

Should you need any assistance in relation to your Co-Op work period, please contact Student Services at NEW IMAGE College by phone on (604) 685 8807 or email [studentservices@newimage.ca](mailto:studentservices@newimage.ca).