

WORK

INTEGRATED LEARNING IN

Management

How our work integrated learning students can contribute to your organisation...

Human Resource Management:

- Develop position descriptions, draft job advertisements, coordinate and conduct interviews
- Respond to employment enquiries
- Maintain and develop HR policies and procedures
- Maintain performance management systems, HR databases
- Interpret and analyse business reports
- Induction of new employees, implementation of training programs
- Succession planning

Management:

- Assist with training, salary and benefits schemes, procedures, WorkCover, recruitment
- Assist/develop management policies and initiatives
- Manage office resources and equipment

Service & Human Resource Management:

- Implement and maintain systems in OH&S, training and quality initiatives
- WorkCover and payroll administration
- Identify and implement HR processes and services
- Purchasing, inventory control
- Cost management analysis
- Support management improvements
- Produce and maintain records and systems

Strategic & Financial Management:

- Provide financial and administrative support
- Generate reports and prepare presentations
- Assist with the preparation of budgets
- Analysis of statistics



What employers have to say...

“Holden’s partnership with Victoria University’s co-operative education program has been extremely successful. Many high quality students have either been retained at Holden, or have used their competitive advantage to springboard their next career step. Co-operative students inject many valuable qualities into our workplace and in turn, receive full exposure to an extremely dynamic corporate culture. Companies should consider the value of including this program into their existing recruitment strategy”.

Purchasing Manager

HOLDEN LTD

“WageLine is recognised as a leading provider of workplace relations advice and information. We are pleased with the contribution that the VU Co-operative Education students have made to our success. They have proven themselves to be conscientious and quickly able to adjust to a professional work environment. We believe, that with this experience they will be well placed to advance their careers.”

Assistant Director

DEPARTMENT OF EMPLOYMENT AND WORKPLACE RELATIONS

Student testimonials...

“Co-op proved to be a most valuable experience for me as a human resources trainee, as I was able to put theory and the hands on experience I gained into practice. It was a great stepping-stone to move on to other high profile IT consulting firms such as Accenture and Fujitsu Australia. The mental grounding I received at a young age, working towards real deadlines and on complex HR issues was invaluable. In such a competitive graduate placement environment, industry based learning can put you one step ahead of the rest”.

Tamara

DELOITTE CONSULTING

“My co-op year has introduced me to the ‘real’ world in business. Theory does not always illustrate what happens in organisations, so I have learnt so much more working in industry. The experience was priceless. As a buyer, I was negotiating with suppliers and awarding million dollar contracts. This also gave me exposure to GM’s sourcing process, which is globally renowned. The skills learnt have enabled me to stay employed with GM Holden and to build strong foundations for my career”.

Thomas

GM HOLDEN

“Taking part in Work Integrated Learning was an experience that could not be bought. It was a valuable tool that helped opened my eyes to the functions of the ‘real world,’ helping me to set the foundations for my future. From this experience I became wiser, and I was more determined to better my academic results, for a stronger entrance into the work force”.

Antonio

ANZ BANK



Course specialisations

Human Resource Management

Management

Service and Human Resource Management

Strategic and Financial Management

If you would like to find out how one of our Work Integrated Learning programs can assist you, please contact the:

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