



Talent **MATCH**

Talent **4**
Non-Profits

Business Programs

A Simplified Recruitment Guide

Are you looking to hire a student to support your business related needs? The following guide lists post-secondary institutions with programs that include work-integrated learning (WIL) focused on business administration, accounting, human resources, and marketing from a business perspective. The WIL in these programs can include co-ops, practicums, or a project-based element.

Most work terms are semester based and are indicated with the following symbols: 🍂 Fall (Sept.-Dec.), ❁ Winter/Spring (Jan.-April), or ☀️ Summer (May-Aug.), however some placements have more specific timing, which is noted below. **The best time to start recruiting is at least two months before the start of the semester.** All programs require students be paid except those with a * (which are unpaid) or a + (which prefers a stipend be paid, or provides both paid and unpaid options).

It's important to note that the following programs are sorted based on the primary area of study. Students studying specific types of business may not be listed here (such as those studying Tourism or Hospitality Management, which is listed on our [Simplified Recruitment Guide](#) for that sector). Also, the programs listed below do not include marketing and graphic design focused programs, but those can be found on our [Design & Marketing Recruitment Guide](#).

For more information on programs and what students learn, visit the schools' websites.

We suggest casting a wide net and recruiting from multiple schools to find the student that's right for the role you're hiring for. **Use ACE-WIL's Post an Opportunity portal to recruit from multiple schools at once:** acewilbc.ca/post-an-opportunity.

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Business Administration and/or Commerce













Business Administration and Commerce programs offer a range of training. Students may be generalists, or they may major or specialize in a particular area such as Accounting, Finance, Human Resources, Logistics, Operations, Marketing, International Business, Sustainable Business, Entrepreneurship, etc. The schools listed here offer Certificates, Diplomas, Bachelor's, Master's, and/or Post-Degree Diplomas. To avoid repetition, these details are not included.

Program	Timing	Duration
British Columbia Institute of Technology: Entrepreneurship Practicum *	March-May	160 hours (2 days per week for 10 weeks)
Camosun College	  	420+ hours
Capilano University	  	450 hours
Capilano University: Practicum	  	120 hours (part time, max. 15 hours per week)
Capilano University: North American Business Practicum +	 	450 hours
College of the Rockies		500 hours
Douglas College	  	420+ hours
Douglas College: Internship +	  	180 hours (part time for 4 months)
Kwantlen Polytechnic University	  	420+ hours
Langara College	  	420+ hours
Langara College: Practicum +	  	up to 420 hours
North Island College: Internship +	  	180 hours
North Island College	  	420+ hours
Okanagan College	  	420+ hours
Royal Roads University		420+ hours
Selkirk College	  	420+ hours

Program	Timing	Duration
Selkirk College: Business Applied Research & Internships	Flexible	full time for 4 months or part time for 6 months
Simon Fraser University: Beedie School of Business	  	420+ hours
Thompson Rivers University	  	420+ hours
University of British Columbia: Sauder School of Business	 	420 hours
University of British Columbia: Sauder School of Business: Part-time Internships	 	max. 20 hours per week
University of British Columbia Okanagan	  	420+ hours
University of Northern British Columbia	  	420+ hours
University of the Fraser Valley	  	420+ hours
University of Victoria	  	420+ hours
University of Victoria: Internship +	  	300 hours, min. 8 weeks to max 8 months
Vancouver Community College +	April or May start	420+ hours
Vancouver Island University	 	560 hours

Business Consulting Projects and Capstone Projects

Students working on these projects generally do not work day-to-day for an organization. Rather, the employer acts as a client. Students can work individually or as a group to develop a business, marketing, or operations plan for an organization or to launch a new product or service (for example). Organizations often apply with a problem or project that requires a solution or are exploring options for revised methods.




Program	Timing	Duration	Program	Timing	Duration
British Columbia Institute of Technology: Business Management Consulting Projects [1] *	March-May	160 hours (2 days per week for 10 weeks)	Coast Mountain College: Certificate, Diploma, and/or Post-Degree Diploma +	  	project based
British Columbia Institute of Technology: Business Operations Consulting Projects [1] *	 	Fall is 1 day per week for 10 weeks; Spring/Winter is 3 days per week for 10 weeks	Kwantlen Polytechnic University: Bachelor of Business Administration in Entrepreneurial Leadership: Capstone Project *	flexible	flexible
British Columbia Institute of Technology: Human Resource Management Consulting [1] *	March-May	160 hours (2 days per week for 10 weeks)	Langara: Post-degree Diploma in Data Analytics *	 	project over 12-13 weeks
British Columbia Institute of Technology: Sustainable Business Leadership Consulting Projects [1] *	March-June	project based	Selkirk College: Diploma Capstone Project *		project based
			University of British Columbia: Sauder School of Business Consulting Projects [2] *	 	project based
			University of British Columbia Okanagan: Bachelor of Management: Capstone Project	 	project based




1 employers pay a fee to British Columbia Institute of Technology, not to students. 2 exclusively for non-profits and/or projects with social benefit

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Accounting

Program	Timing	Duration
British Columbia Institute of Technology: Accounting	  	420+ hours


Capilano University: Accounting Assistant Practicum	part time in May	80 hours
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College of the Rockies: Accounting Diploma		500 hours
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Douglas College: Accounting Diploma	  	420+ hours
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Program	Timing	Duration
Kwantlen Polytechnic University: Bachelor of Business Administration in Accounting (Not-For-Profit Management and Financial Reporting Course) *	 	30+ hours

Langara College: Post-Degree Diploma in Accounting	  	420+ hours
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North Island College: Business Administration Post-Degree Diploma: Pre-Professional Accountant +	  	180 hours
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Okanagan College: Accounting/Bookkeeping Certificate +	  	90 hours over 3 weeks
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Selkirk College: Post-Graduate Accounting Diploma	  	420+ hours
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Human Resources

Program	Timing	Duration
Kwantlen Polytechnic University: Bachelor of Business Administration in Human Resources Management (Practicum) *	  	120 hours

Office Administration

Students focus on the overall management of an office and often have basic training in bookkeeping, business communications, marketing, and/or human resources, etc.

Program	Timing	Duration
Camosun College: Office Administration Certificate	  	300 hours
Nicola Valley Institute of Technology: Office Administration Certificate *	May	80 hours
Okanagan College: Administrative Assistant Certificate +	  	90 hours over 3 weeks
Selkirk College: Office Administration & Technology Certificate *	May-June	80 hours (2 weeks full time)
Vancouver Community College: Administrative Professional Certificate *	December, April, or July	90 hours over 3 weeks

Other Specializations

Program	Timing	Duration
British Columbia Institute of Technology: Professional Sales Practicum +	March-May	160 hours (2 days per week for 10 weeks)
Coast Mountain College: Workplace Skills Training Program, Retail Service Program +	Flexible	project based
Kwantlen Polytechnic University: Non-Governmental Organizations and Nonprofit Studies Certificate *	 	30+ hours
University of British Columbia: Master of Business Analytics		420 hours





**Association for
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Information for Employers

Key Tips to Hire Post-Secondary Students in BC

Thinking about hiring a student? Students can bring fresh skills to your organization, increase capacity, and help renew your business! But if maneuvering the post-secondary system feels daunting... good news! The Association for Co-operative Education & Work-Integrated Learning BC/Yukon (ACE-WIL) has resources to support you along the way.

From February 2021 until December 23, 2022, ACE-WIL's [Talent MATCH](#) and [Talent 4 Non-Profits](#) programs are developing resources specifically targeted to support museums, arts, tourism, culture, hospitality (MATCH), and non-profit organizations.

Free one-on-one support is available to help with all aspects of bringing on student talent! Contact TalentMATCH@acewilbc.ca to set up a free advising session. If you have questions or require support from January 2023 onwards, reach out to info@acewilbc.ca.

Resources & Webinars

ACE-WIL has an array of downloadable documents and recordings, including:

- [Funding sources](#) and webinars with program officers
- [Recruitment Guides](#) listing industry- and job-relevant programs
- Tips on being a [mentor](#) and [mentee](#)
- [EDI](#) and [Indigenous](#) resource hubs
- Recruitment and interview tips
- A [job posting portal](#) reaching all schools
- And so much [more!](#)

Steps to Hiring a Student

1. **Consider your organizational needs** and what the student will work on. Will this be a valuable learning experience for them? Is this a co-op or other type of work-integrated learning (WIL)? Co-ops are the most common and are generally 4-months long with full-time hours, but shorter or longer term projects are possible.
2. **Apply for funding** if needed. Note that deadlines for wage subsidy programs range from weeks before the position starts, to a year in advance.
3. **Build your Job Posting:** Use our [tips and template](#) to create your most important recruitment tool.
4. **Select schools to recruit from.** Use the [map](#) on the ACE-WIL site to see schools near you, review programs with WIL options, and consult [Talent MATCH Recruitment Guides](#) to make a list of schools to recruit from.
5. **Use the Post an Opportunity Portal:** This tool on ACE-WIL's website will help you recruit from schools across BC in one step. Find it at acewilbc.ca/post-an-opportunity
6. **Review applications** and connect with schools to set up interviews.
7. **Interview applicants:** Use [our tips](#), in addition to our [sample interview questions](#) to guide you. Follow up with reference checks to help you make a decision.
8. **Make a job offer!** Follow up with the student's school in case they require any paperwork from you.
9. **Prepare to bring your student on board.** Adjust our [onboarding check-list](#) to determine the steps required for a smooth onboarding process.
10. **Reach out to schools or to ACE-WIL** at any point during the process for support. Email info@acewilbc.ca or the school you're working with.

Visit acewilbc.ca to learn more and find Talent MATCH and Talent 4 Non-Profits in the Resources menu!

The Talent MATCH and Talent 4 Non-Profits programs are funded by the Ministry of Advanced Education and Skills Training and are a partnership between ACE-WIL, the BC Alliance for Arts + Culture, the BC Museums Association, and go2HR.