



# MONASH UNIVERSITY

## STUDENT PLACEMENT PACK

This pack contains:

1. Student Placement Agreement
2. Placement Outline
3. Occupational Health and Safety Checklist
4. Remote Working Arrangement
5. Faculty Approval – for Graduate students

*This pack is to be filled out by the Host organisation in consultation with the student and returned as part of the student's Work Integrated Learning application*

## STUDENT INTERNSHIP AGREEMENT

For the Term of this agreement, Monash agrees to arrange for Students to attend Internships at the Host Premises from the Start Date to the End Date set out in the Schedule and the Host agrees to supervise the Students throughout the Internships on the conditions set out in this Agreement.

### Internship Basics

1. In this Agreement:
  - (a) **Host organisation name:** \_\_\_\_\_
  - (b) *Internship* means a program of Internship Activities to be completed by a Student with the Host to further their learning as a student of Monash in a government industry setting;
  - (c) *Internship Activities* means the experiences and tasks relevant to the Student's area of study which are agreed by Monash and the Host, and which activities are arranged by the Host to be undertaken by the Student for the Internship giving the Student supervised real life experience and learning opportunities of work related activities relevant to the Student's study;
  - (d) *Monash* means Monash University (ABN 12 377 614 012) of Wellington Road, Clayton, Victoria, Australia;
  - (e) *Student* means the student of Monash as stated in Schedule Details;
  - (f) *Term* means the period of this agreement which shall be until the end date as stated in Schedule Details.

### Student Internships

2. Monash and the Host will agree for a Student to undertake an Internship with the Host on the terms set out in this Agreement.
3. No Internship will commence until the Host approves arrangements for the Internship as evidenced by a completed Internship Schedule Details.

### Responsibilities of Monash

4. Once Monash approves a Student to undertake an Internship with the Host, Monash will:
  - (a) Arrange for the Student to sign the Student Acknowledgement in the form of Schedule 2 or as otherwise agreed between the Host and Monash, and provide a copy to the Host;
  - (b) Take steps to prepare the Student for the Internship including orientation about any likely significant cultural differences;
  - (c) Arrange for the Student to attend at the Host Premises for the Internship to undertake the Internship Activities;
  - (d) Provide academic supervision for the assessable work produced by the Student;
  - (e) Make available the Monash Supervisor to monitor the progress of the Internship and address any issues or concerns arising during the Internship raised by the Host Supervisor, the Student or Monash;
  - (f) Upon request by the Host, take reasonable steps to seek permission from the Student for the Host to use any intellectual property produced by the Student as part of the Internship Activities;
  - (g) Ensure there is in place for the benefit of the Student personal accident insurance, and travel insurance for an international internship;

- (h) Keep confidential all information of the Host included in any assessment material prepared by the Student as part of the Internship or any associated academic assessment and any other information from the Host, where the Host provides notice that the information is confidential information
- (i) Withdraw the Student from the Internship at any time Monash forms any concerns that are not able to be satisfactorily resolved for the Student's safety or wellbeing or for any other reason;
- (j) Provide to the Host Supervisor a template internship assessment form to complete at the conclusion of the Internship.

### **Responsibilities of the Host**

- 5. Once the Host approves a Student to undertake the Internship, the Host will:
  - (a) Arrange for the Host Supervisor, or nominee, to meet the Student on the first day of the Internship and allocate Internship Activities as learning opportunities for the Student;
  - (b) Prior to the Student commencing the Internship Activities, ensure the Student is provided with all reasonably necessary instructions, training and personal protective equipment to undertake the Internship Activities in a safe manner without risk to health and cooperate with Monash at all times to safeguard the Student's health and wellbeing;
  - (c) Ensure that the Internship Activities undertaken by the Student are supervised by the Host Supervisor or another suitably qualified nominee;
  - (d) Permit the Student to use information gathered during the Internship for inclusion in any assessment prescribed by Monash for the Internship and alert the Student to any aspect of that information that is confidential, so that the Student may take steps to ensure the confidentiality of the information is maintained;
  - (e) Ensure that the Student is treated at all times with respect and dignity, and is not subject to discrimination, harassment or bullying;
  - (f) Not use or disclose personal information of the Student or related to the Internship except where necessary for the purpose of the conduct of the Internship and subsequent reporting to Monash;
  - (g) Notify the Monash Contact if the Host seeks permission to use any intellectual property produced by the Student as part of the Internship Activities, and make use of it subject to the measures clause 5(h);
  - (h) Not rely on any material produced by or information provided by or output of the activities of the Student during the Internship without independent expert verification of its accuracy and reliability, in recognition that the student has no qualifications and is participating in a learning experience;
  - (i) Notify the Monash Contact not later than the next business day of:
    - a. any significant change to the Internship Activities or their location;
    - b. any issues or concerns related to the conduct of the Internship, the behaviour of the Student and any matters of discipline, allowing time for intervention by Monash to seek to address and/or remedy any such issues or concerns;
    - c. any decision by the Host to direct the Student not to return to the Host Premises and to terminate the Internship;
    - d. any safety incident affecting the health or wellbeing of the Student and measures put in place to respond to the incident.

- (j) Complete a template Internship assessment form provided by Monash within 21 days of completion of the Internship;
- (k) Have in place at all times during the Internship a valid and current policy of public liability and professional indemnity insurance.

Signed for and on behalf of Host:

\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**Office use only:**

Signed for and on behalf of Monash University:

\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Placement Outline** (to be completed in collaboration between host and student)

Student Name:	
Name of Host organisation:	
Company ABN:	
Name of organisation contact: (If different to supervisor contact)	
Organisation contact details: (If different to supervisor contact)	
Internship Supervisor name:	
Internship Supervisor title:	
Internship Supervisor email address:	
Internship Supervisor contact phone number:	
Supervisor Qualification: <i>It is important that the student's supervisor can provide expert guidance and feedback in relation to the student's learning goals and how the student may improve. Please briefly outline what qualifies you to supervise this placement. This may include formal qualifications such as a Bachelor's Degree or industry experience.</i>	
Start date:	
End date:	
Paid or unpaid placement:	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid

No. of placement hours:  (requirement is 75 for 6 credit point unit or 144 hours for 12 credit points)	
How many hours will be completed each week?	
Please outline the key tasks the student will undertake and expected outcomes:	
Notes/Comments:	

I acknowledge the placement information provided is correct as of \_\_\_\_ / \_\_\_\_ / 2020

**Placement supervisor**

**Signed:** \_\_\_\_\_

The Monash University WIL team will review the Placement Outline. Once confirmed you will receive a 'Schedule' as stated in the agreement.

Please note: Unpaid placements are allowed under Fair Work guidelines, when they undertaken for credit (75-100 hours for 6 credit point units, or 144 hours for 12 credit point units). Students are entitled to be paid for any hours beyond the requirement of the unit. The WIL team are unable to acknowledge any hours that are above those required for the unit, and all documentation and confirmations will only refer to the minimum required hours.

## Occupational Health and Safety Checklist – Host Organisation

This document is required to be completed prior to the commencement of the internship. If you require any assistance, please do not hesitate to contact us on (03) 9903 8866.

### Organisation Details

Organisation name:	Internship location:
No. of employees/volunteers in organisation (please select): <5    5-10    10-20    20-100    100-500    500+	How many years has your organisation been operating? <1    1-5    5-10    10-20    20+

### MONASH UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY POLICY

This policy applies to the activities of Monash University and we encourage our partner host companies to reflect occupational health and safety practices that emulate our commitment to a safe working environment.

Monash University is committed to providing employees, students, contractors and visitors with a healthy and safe environment.

The University strives to integrate health and safety into all aspects of its activities through:

- Implementing and maintaining a framework that ensures the systematic management of health and safety throughout all work sites of Monash University and compliance with legal and other requirements; and
- Aiming to control higher risk activities and increasing awareness of health and safety through education.

Our principal goal is to improve health and safety and to prevent workplace injuries and illnesses at the University.

The University promotes a proactive health and safety management philosophy based on effective communication and consultation and the systematic identification, assessment and control of hazards.

We expect our partner host organisations will have suitable OH&S policies in place to ensure the safety and wellbeing of all students participating in an internship.

**Please complete the checklist below:**

1.	Health and Safety	
Do you have a written health and safety policy?	YES	NO If not, please specify why:
Will appropriate health and safety induction, training and supervision be provided to the internship participant(s)?	YES	NO If not, please specify why:
Are there instructions for local emergency procedures readily available?	YES	NO If not, please specify why:

	Are safe working procedures documented and available?	YES      NO If not, please specify why:
2.	<b>Risk Assessment</b>	
	a) Have you carried out risk assessments of your work practices to identify possible risks to employees and to others within your organisation?	YES      NO If not, please specify why:
	b) Are risk assessments kept under regular review?	YES      NO If not, please specify why:
	c) Are controls for the assessed risks implemented?	YES      NO If not, please specify why:
	If required, will personal protective equipment be provided by your organisation for the internship participant(s)?	YES      NO If not, please specify why:
3.	<b>Accidents and Incidents</b>	
<b>NB</b>	<b>The University requires that all accidents and/or illnesses that involve the internship participants are reported to the internship contact as soon as possible.</b>	
	a) Is there a formal procedure for reporting and recording accidents and incidents?	YES      NO If not, please specify why:
	b) Do you have procedures to be followed in the event of serious and imminent danger to people at work in your organisation?	YES      NO If not, please specify why:
4.	<b>Insurance</b>	
<b>NB</b>	<p><b>Please note that all students undertaking unpaid internships as part of their studies are automatically covered under Monash University's Personal Accident Insurance, Public Liability insurance, and Professional Indemnity insurance.</b></p> <p>Monash University insurances cover students for:</p> <ol style="list-style-type: none"> <li>1. Negligent liability to third parties causing death/injury and/or damage to property</li> <li>2. Professional liability while providing professional advice under supervision</li> <li>3. Injury to student's under a Personal Accident policy if within Australia</li> <li>4. Travel insurance if travelling overseas</li> </ol> <p>We need our placement hosts to have insurers to protect themselves. Where our insurer responds in situations where the host is negligent, they can pursue recovery, or where we are jointly negligent, we want to ensure that they are covered. It is best business practice to ask for a certificate of currency as proof of insurance.</p>	



<p>a) Is Public liability insurance held?</p> <p>If YES, please provide:</p> <p>Insurance Company Name: _____</p> <p>Policy no: _____</p> <p>Expiry Date: _____</p> <p><i>Please note Certificates of Currency will need to be provided upon request by the WIL team.</i></p>	<p>YES      NO</p> <p>If not, please specify why:</p>
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**If necessary, please provide additional information:**

### Health and Safety Declaration – Host Organisation

*The above statements are true to the best of my knowledge and belief:*

<b>Name</b>	
<b>Job title</b>	
<b>Signature</b>	
<b>Date</b>	

Thank you for completing this form.

## **Monash University OHS POLICIES, PROCEDURES and GUIDELINES**

If you require any clarification around OH&S matters, please contact the WIL team on (03) 9903 8866.

**If you wish to familiarise yourself with Monash University policies around OH&S, you may find them at the link below:**

All Monash University OHS documents are available at: <http://www.adm.monash.edu.au/ohse/documents/index.html>.

### **Key policies and procedures include:**

- Procedures for Issue Resolution
- Procedures for OHS Consultation
- Procedures for Hazard and Incident Reporting, Investigation and
- Recording Pregnancy and Work
- Computer User Guidelines
- Risk Control Program

Monash University Discrimination & Harassment Grievance Procedures are available at:  
<http://adm.monash.edu/sss/equity-diversity/equal-opportunity/discrim-procedures.html>

**Remote work arrangement – Completed by host**

The Monash WIL program can support remote working arrangements if required.

This form must be completed by all hosts:

\*If you plan for some or all of the placement to be delivered remotely

OR

\*If you are hoping to host a student at your location, but prepared to host remotely if necessary

**Support on placement**

Feedback and regular meetings are important, even more so for remote work arrangements. Please indicate below the ways in which you will ensure your student intern is met with regularly and provided with professional mentorship.

<b>Are you planning on delivering this placement remotely?</b>	Yes    No Comments:
<b>In the event that the placement is remote, how do you intend to ensure your intern is onboarded remotely?</b>	
<b>What platforms you will use throughout the placement to maintain contact and share work?</b>	Email                      Phone calls                      Text                      Hangouts Zoom                      Project Mgt Software                      Slack                      DropBox Skype                      Google Drive                      MS Teams                      Trello Other:
<b>How regularly do you intend to meet with your intern, and how will the meetings be conducted?</b>	
<b>How will you provide feedback?</b>	
<b>Will your intern be offered the opportunity to expand their professional networks? How will you encourage this to occur?</b>	
<b>Any additional comments?</b>	

**Graduate students only:**

Send pack to your Director of Program once above pages have been completed

**Faculty Approval – to be completed by Director of Program**

A student sourced placement must be approved by the relevant Director of Program, who will assess the opportunity to confirm the links between the student’s course and the learning in the placement, as documented in the proposal.

**Assessment Stream – Please nominate applicable assessment stream for each approved placement preference (if applicable)**

- **(P) Portfolio**
- **(R) Research Report**
- **(CA) Critical Analysis**

<b>Director of program/Approver Name:</b>	
<b>Job Title:</b>	<b>Masters program:</b>
<b>Assessment stream:</b>	<b>(Portfolio, Research report or Critical Analysis)</b>
<b>Signature:</b>	<b>Date:</b>

Any questions can be directed to:

Academic questions - Dr Felix Nobis: [felix.nobis@monash.edu](mailto:felix.nobis@monash.edu)

Application/placement questions: [wil.arts@monash.edu](mailto:wil.arts@monash.edu)