

MONASH UNIVERSITY STUDENT PLACEMENT PACK

Host documentation for student sourced
placements (unpaid)

This pack contains:

1. Student Placement Agreement
2. Placement Schedule
3. Host Organisation Occupational Health and Safety Form
4. Placement Arrangement Form
5. Work From Home Self-Assessment (if applicable)

This pack is to be filled out by the host organisation and returned as part of the student's Work Integrated Learning application.

WIL PLACEMENT PROGRAM

Host organisations must meet Monash University minimum standards and OHS guidelines:

- All host organisations should have 5 or more employees on the days the student attends the placement.
- Host organisation premises cannot be in 'home offices' or at a private residence.
- Students generally cannot undertake a placement in a small family business.
- All host organisations must sign a student placement agreement.
- All host organisations must have public liability and professional indemnity insurance.
- All host supervisors must be willing to complete a student evaluation form as part of the WIL unit assessment – this will be provided to the host by the student and return to the student to enable the student to complete WIL unit assessments

Important: If the host organisation would like to make any changes to the paperwork mentioned in this Placement Pack a request will need to be submitted to the University's legal department. Please note that this can cause further delay to the approval process and commencement of your placement.

CHECKLIST

Before submitting this placement pack as part of your application please make sure that you have completed:

- Student Placement Agreement
- Placement Outline/ Placement Schedule
- Host Organisation Occupational Health and Safety Form
- Placement Arrangement Form
- Work From Home Self-Assessment (if applicable)

STUDENT PLACEMENT AGREEMENT

This agreement is made on theday of.....20.....

BETWEEN

Monash University, through its Faculty of Business and Economics of Wellington Road, Clayton, Victoria 3800 (ABN 12 377 614 012) (**'Monash/Faculty'**)

AND

_____ of _____

(ABN _____) (**'Host Organisation'**)

BACKGROUND:

1. A student (**'the Student'**) of the Faculty has applied to participate in one of the Faculty's work-integrated learning (**'WIL'**) units (**'the Program'**).
2. The Student's application has been accepted by the Faculty.
3. The Student and the Host Organisation have met and agreed to a placement for the Student with the Host Organisation.

IT IS AGREED:**1. DEFINITIONS**

'Placement' means the University endorsed, unpaid, supervised learning experience at the Host Organisation for the purpose of enhancing the Student's professional skills and connecting theory to practice as part of the course in which they are enrolled. Further details of the placement are described in the attached position description.

'Privacy Laws' means the applicable laws relating to privacy and data protection, including, without limitation the *Privacy and Data Protection Act 2014* (Vic).

'Student' means each student who will undertake a Placement at the Host Organisation in accordance with this agreement, and whose details will be confirmed by the University to the Host Organisation in writing prior to the commencement of the Placement.

2. THE PLACEMENT

1. The Student and the Host Organisation agree to the Placement described in this agreement.
2. The Placement is an unpaid, supervised learning experience that is a requirement of one of the Faculty's WIL units.
3. The Student and the Host Organisation will do their utmost to meet their obligations under this agreement.

3. NO EMPLOYMENT RELATIONSHIP

The Host Organisation acknowledges and agrees that:

- (a) all activities undertaken by the Student will be supervised;
- (b) the presence of a Student on its premises under this agreement shall be solely for the purposes of the Student gaining experience for the Student's educational purposes and shall in no way imply, or result in, the existence of an employment relationship between the Host Organisation and the Student; and
- (c) the Student has no entitlement to any paid remuneration arising from this Agreement.

4. INSURANCE COVERAGE

- (a) The University will ensure there is in place for the benefit of the Student, personal accident insurance.
- (b) The Host Organisation must have in place at all times during the Placement, a valid and current policy of public liability and professional indemnity insurance, including to cover claims by the Student for any personal injury suffered at the premises of the Host Organisation during the Placement, and public liability and professional indemnity insurance to cover any concurrent liability with the University for the negligent acts or omissions of the Student in connection with this agreement.

5. SAFETY

- (a) The Host Organisation warrants that it has in place policies and procedures governing its workplace and practices and staff behaviour to discharge its obligations under the occupational health and safety and anti-discrimination laws ('the **Safety Procedures**').
- (b) The Host Organisation agrees that at the commencement of the Placement it will conduct induction training with each Student placed pursuant to this agreement in the Safety Procedures and security matters relevant to the Placement. During the Placement the Host Organisation will provide the Student with all protective equipment, training and supervision necessary for the Placement to be conducted in a manner that, so far as reasonably practicable, is safe and without risks to the health of the Student.
- (c) If, during the Placement, the Student is directly or indirectly involved in an incident that impacts their health or safety, the Host Organisation will as soon as practicable notify Monash of the incident, the circumstances giving rise to the incident, the effect on the Student including any injury to the Student and the measures put in place at that time to remedy the situation, and will keep Monash informed on an ongoing basis of such measures while the Student's Placement continues.
- (d) Monash reserves the right to withdraw the Student from the Placement at any time without notice if it forms concerns about the Student's safety or wellbeing.
- (e) The Host Organisation reserves the right to terminate the Student's Placement at any time without notice if the Student has disobeyed a reasonable direction by the Host Organisation concerning a matter of safety or security.

6. OWNERSHIP OF INTELLECTUAL PROPERTY

- (a) Subject to clause 6(d), intellectual property in any materials, plans, drawings, models, prototypes, structures, products, specimens, software, reports, research projects, documents, publications or communications created or developed by a Student (“**Intellectual Property**”) during the Placement, shall vest in and be owned by the Host Organisation (the “**WIL Intellectual Property**”).
- (b) The Host Organisation may grant the Student in writing a limited, royalty-free, non-exclusive licence to use the WIL Intellectual Property on a case by case basis at its sole discretion upon request by the Student. Except for this permission, the Student cannot use the WIL Intellectual Property in any way as it may be commercially sensitive and is owned by the Host Organisation.
- (c) The Host Organisation recognises that the Student is participating in a learning experience, and will not rely on any material produced by the Student without independent expert verification of its accuracy and reliability.
- (d) Notwithstanding anything to the contrary in this agreement, the Student owns all Intellectual Property in any material produced by the Student during the Placement for the purpose of the Student’s assessment or reporting obligations.
- (e) The Host Organisation will permit the Student to use information and material obtained or made available during the Placement for inclusion in any assessment material that the Student is required to submit to Monash. The Host Organisation must explicitly inform and advise the Student of any restriction on the use of any material or information obtained or made available to the Student, including whether there are any obligations of confidentiality.

7. RESPONSIBILITIES OF THE UNIVERSITY AND STUDENT

- (a) The University will nominate a person to liaise with the Host Organisation in matters concerning the Placement and the assessment of the Students’ achievement of the competencies in the Placement. The name or names of this person or persons will be confirmed in writing by the University prior to commencement of the Placement, and may be varied by the University giving notice to the Host Organisation.
- (b) The University must ensure that the Students have appropriate experience to undertake the Placement.
- (c) The University will use reasonable endeavours to ensure a Student behaves in an appropriate and professional manner at all times during the Placement.
- (d) The University will immediately advise the Host Organisation if a Student is no longer enrolled with the University.

8. PRIVACY

The Host Organisation must comply with the Privacy Laws and not use or disclose the Student’s personal information except where necessary for the purpose of the conduct of the Placement and in compliance with the Privacy Laws.

9. TERMINATION

Monash may immediately terminate this Agreement if it forms concerns about the Student’s health, wellbeing or safety, or reasonably believes the Host Organisation is in breach of this agreement.

10. GENERAL

- (a) This Agreement is governed by and shall be construed in accordance with the laws of Victoria, Australia. Each of the parties irrevocably submits to the exclusive jurisdiction of the courts of Victoria, Australia.
- (b) A party's failure or delay exercising a power or right does not operate as a waiver of the power or right. A waiver is not effective unless in writing.
- (c) Variation of any of the terms of this Agreement must be in writing and signed by both of the parties.

SIGNATURES

The parties have signed this Agreement and the Student has acknowledged reading it:

**Signed for and on behalf of
Monash University**

.....
(signature and name of duly authorised Officer)

Date:

Signed for and on behalf of the Host Organisation

.....
(signature and name of duly authorised Officer)

Date:

Acknowledged by the Student

.....
(signature and name of the Student)

Date:.....

Placement Outline:

To be completed by host supervisor and/or student

Student Name:	
Name of Host organisation:	
Name of organisation contact: (If different to supervisor contact)	
Organisation contact details: (If different to supervisor contact)	
Host Supervisor name:	
Host Supervisor title:	
Host Supervisor email address:	
Host Supervisor contact no.	
Start date:	
End date:	
Paid or Unpaid placement:	
No. of Placement days: (20, 30 or 55 days - If placement is unpaid and exceeds this amount of days please contact us)	

Placement days: (please tick)	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Key placement/project duties: E.g., key tasks and activities that the student will be undertaking.	
Notes/Comments:	

I acknowledge the placement information provided is correct as of the __ / __ /20__

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

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): <input type="checkbox"/> <5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10-20 <input type="checkbox"/> 20-100 <input type="checkbox"/> 100-500 <input type="checkbox"/> 500+	How many years has your organisation been operating? <input type="checkbox"/> <1 <input type="checkbox"/> 1-5 <input type="checkbox"/> 5-10 <input type="checkbox"/> 10-20 <input type="checkbox"/> 20+

Please note that all host organisations should have 5 or more employees on the days you attend your internship. If this is not the case, you will be contacted to discuss the workplace environment and supervision arrangements. Organisations with less than 5 employees may be approved on a case by case basis.

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?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
	Will appropriate health and safety induction, training and supervision be provided to the internship participant(s)?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
	Are there instructions for local emergency procedures readily available?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
	Are safe working procedures documented and available?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
2.	Risk Assessment	
	a) Have you carried out risk assessments of your work practices to identify possible risks to employees and to others within your organisation?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
	b) Are risk assessments kept under regular review?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
	c) Are controls for the assessed risks implemented?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
	If required, will personal protective equipment be provided by your organisation for the internship participant(s)?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:

3.	Accidents and Incidents	
NB	The University requires that all accidents and/or illnesses that involve the internship participants are reported to the internship contact as soon as possible.	
	a) Is there a formal procedure for reporting and recording accidents and incidents?	<input type="radio"/> YES <input type="radio"/> 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?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
4.	Insurance	
NB	<p>Please note that all students undertaking unpaid internships as part of their studies are covered under Monash University's Personal Accident Insurance, Public Liability insurance, and Professional Indemnity insurance.</p> <p>Monash University insurances cover students for:</p> <ol style="list-style-type: none"> 1. Negligent liability to third parties causing death/injury and/or damage to property 2. Professional liability while providing professional advice under supervision 3. Injury to student's under a Personal Accident policy if within Australia <p>Please refer to the placement agreement above for details of the insurance our host organisations are required to hold.</p> <p>We need our placement hosts to have insurance 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. All hosts must provide proof of cover if requested by Monash University.</p>	
5.	Additional Health and Safety Measures - COVID-19	
	<p>These questions are to provide Monash University with additional information regarding how your organisation is ensuring your workplace is compliant with current COVID-19 workplace and safety measures. For more information about what these measures should include for your specific industry, please visit https://www.safeworkaustralia.gov.au/covid-19-information-workplaces</p> <p>a) Has your organisation prepared a plan for your workplace to prevent the spread of COVID-19 which incorporates measures such as physical distancing, or barriers, travel and hygiene, training in preparation for return to work as appropriate depending on the nature of your business operations?</p>	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:

	b) Has your organisation prepared a plan in the event of an outbreak or incident in your workplace relating to COVID-19?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
	c) Has your organisation prepared plans and protocols to recover after COVID-19 incidents including cleaning and testing the workplace?	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:

If necessary, please provide additional information:

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 Placement 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

Placement Arrangement Form

Purpose

This form is to be completed by all host organisations preparing to host students over 2021 WIL program at Monash University. The form will be used to advise the university of the capability and intention of the host to supervise and provide tasks to students during their WIL placement in a remote working environment. The approval of the host organisation or placement will not be dependent on this information.

It is important that host organisations provide this information so that in the event of unscheduled workplace closures, the WIL team can ensure the student is able to continue with his/her course of study. In some cases, there may not be an option to place students with other hosts or withdraw the student from the WIL unit they are enrolled in, without significant financial or academic consequences, therefore remote working options are extremely important in the case of short-term onsite closures of approximately 2 weeks due to Covid19 outbreaks, and we encourage you to consider options for these situations.

1. **Please indicate what percentage of the internship will be performed remotely** (including any training/onsite inductions).

None 20% 50% 80% 100%

If you answered 'none' please complete question 2 below. If you answered that some/all of the internship will be performed remotely, please go to the next page to complete further information about remote supervision and support.

2. **Are you open to considering options for providing remotely supervised work for a short period if your work place were required to close suddenly due to a Covid19 outbreak?**

- Yes – we could provide remote work options for a short period if our organisation was required to close suddenly due to a Covid19 outbreak
- No – remote work options would not be possible

Please outline some options you could consider: *This could include provision of a short project or task, online training or development they could undertake from home.*

Remote Placement – Supervision and Support

Ensuring students are properly engaged, motivated and supported is even more important for remote work arrangements. The table below asks for more details on the communication, supervision and support you will provide to your student.

Onboarding		
Planning how to onboard your remote student will make them feel valued and part of the team. Consider how you might design a virtual welcome, induction and who they need to be introduced to.		
Please detail how will you onboard and induct your intern remotely?		
Will the student require any special technology? <i>E.g. project management software</i>		<i>If a student requires specific technology to perform their duties (e.g. accessing systems via company laptop), the host will need to provide this.</i>
Supervision & Support		
Having a plan for supervision will assist your student to feel confident that they will be well supported. Monash recommends that supervisors connect with their students at least daily.		
How will you provide feedback?		
Communication		
Please provide details about how often you'll be in touch with the student and provide details. <i>E.g. team meetings, weekly stand up, daily check ins. One on ones to discuss specific intern tasks, challenges and successes. Email will give instructions on what student needs to achieve this week</i>		
Contact	Frequency	Details
Phone calls		
Emails		
Online video calls/meetings		
In person meetings		
Virtual networking		
Networking in a virtual setting is a challenge. Please consider how you can provide opportunities to connect with colleagues or help build their professional networks. <i>E.g. team coffee catch ups and work drinks on Fridays which the student will be encouraged to attend.</i>		
What opportunities will you provide so they can meet colleagues or interact more socially?		

Working from Home Self-Assessment (student to complete)

We want to ensure that you have a safe work environment in the event that you have to perform your duties at home. While we cannot control your work at home we want you to take the time to have a look around the environment you will be working in to ensure the areas are clear of hazards. This includes checking areas such as walkways, amenities and other areas you may access during your working day.

This checklist is to guide you through these issues.

Please review your home / off-site work environment and tick 'Yes' or 'No' to indicate if your work area meets guidelines that indicate it is '*acceptable*' or '*desirable*.'

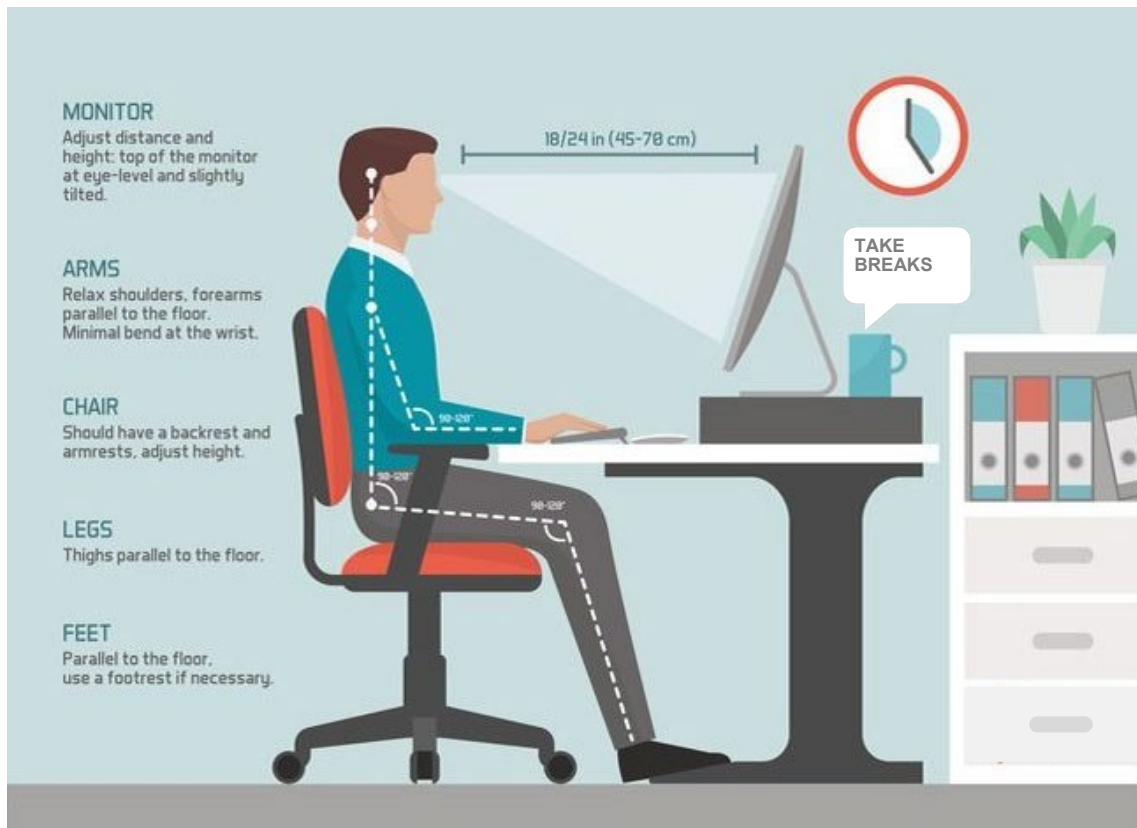
Should you have components of your home work environment that are considered '*not acceptable*', please contact the WIL team to discuss.

You may wish to adjust your home work environment prior to completing this checklist, to ensure your work-area is considered '*acceptable*' or '*desirable*.'

	DESIRABLE	ACCEPTABLE	NOT ACCEPTABLE	HOME / OFF-SITE WORK ENVIRONMENT IS DESIRABLE OR ACCEPTABLE (please tick)
SEATING	Adjustable office chair	Kitchen / dining chair with cushions to raise seat height	Couch, bed, floor, car	Yes <input type="checkbox"/> No <input type="checkbox"/>
WORK SURFACE	Large desk	Clear kitchen table / dining table	Low coffee table, floor	Yes <input type="checkbox"/> No <input type="checkbox"/>
COMPUTER SET-UP	Separate monitor, keyboard and mouse	Laptop	Smart phone only	Yes <input type="checkbox"/> No <input type="checkbox"/>
LIGHTING	Combination natural & electrical illumination	Electrical illumination only	Poor / dimly lit areas	Yes <input type="checkbox"/> No <input type="checkbox"/>
HEATING & COOLING	Heating & cooling system available & active	Temperature extremes are avoided	Temperature extremes are unavoidable	Yes <input type="checkbox"/> No <input type="checkbox"/>
SURROUNDING SPACE	Floor area clear of items, furniture & equipment	Clear pathways available around work area	Cluttered work area, trip hazards present	Yes <input type="checkbox"/> No <input type="checkbox"/>

Ergonomic Guidance

Please use this guidance to set up your home / off-site work environment.



Student Acknowledgment:

I confirm that:

- I have completed the Working from Home (Off-site) Checklist and my off-site work environment is considered to be either 'acceptable' or 'desirable' for me to carry out the duties of my internship.
- I have read and understand the ergonomic guidance and will endeavour to set-up my home working environment in accordance with the principles outlined in this guidance.
- I will commit to taking regular movement breaks when working off-site (2 – 5 mins every 60 mins).
- I will take reasonable steps to maintain my home / off-site work environment in a healthy & safe manner.
- I will notify the WIL team of any change of circumstances which may impact the health & safety of my home / off-site work environment.

Student Name: _____

Date: _____