

MONASH UNIVERSITY STUDENT PLACEMENT PACK

Host documentation for student sourced
placements (paid)

This pack contains:

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

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 Assessment Letter
- Placement Outline/Placement Schedule
- Host Organisation Occupational Health and Safety Form
- Placement Arrangement Form
- Work From Home Self-Assessment (if applicable)
- Student Acknowledgement form – signed by student

EMPLOYMENT CONTRACT

Please provide a copy of your employment agreement with the host organization along with this placement pack.

STUDENT PLACEMENT ASSESSMENT LETTER

To whom it may concern,

A currently enrolled Monash University Faculty of Business & Economics student,
_____ (**Intern**), has secured an internship with
_____ from _____.

This student has expressed a desire for their internship to count towards the required Work Integrated Learning component of their Monash University degree. With your agreement, this will require the following.

- _____ to appoint a Supervisor to regularly monitor the progress of the Intern.
- _____ to assist Monash University in assessing the Intern by completing and returning several pre-supplied feedback forms to Monash University.
- _____ to allow the Intern to use information and material made available during the Internship for inclusion in assessment material that the Intern submits to Monash University (e.g., daily logs and weekly reflections). You will inform the Intern of any restriction on the use of any such material or information (e.g., confidentiality). Monash University will keep confidential any material it is notified of as being confidential.
- Please indicate your acceptance by executing the section below and scanning it back to me.

Kind regards

Sharon Cook
Internships Manager
Monash Professional Pathways
Monash University

I am authorised to agree to the above terms on behalf of _____.

Signed _____

Date: _____

Name: _____

Position: _____

Monash University
CRICOS provider 00008C

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

<p>Key placement/project duties: E.g., key tasks and activities that the student will be undertaking.</p>	
<p>Notes/Comments:</p>	

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	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. Monash University insurances cover students for: 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 Please refer to the placement agreement above for details of the insurance our host organisations are required to hold. 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.	
5.	Additional Health and Safety Measures - COVID-19	
	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	<input type="radio"/> YES <input type="radio"/> NO If not, please specify why:
	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?	
	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.'

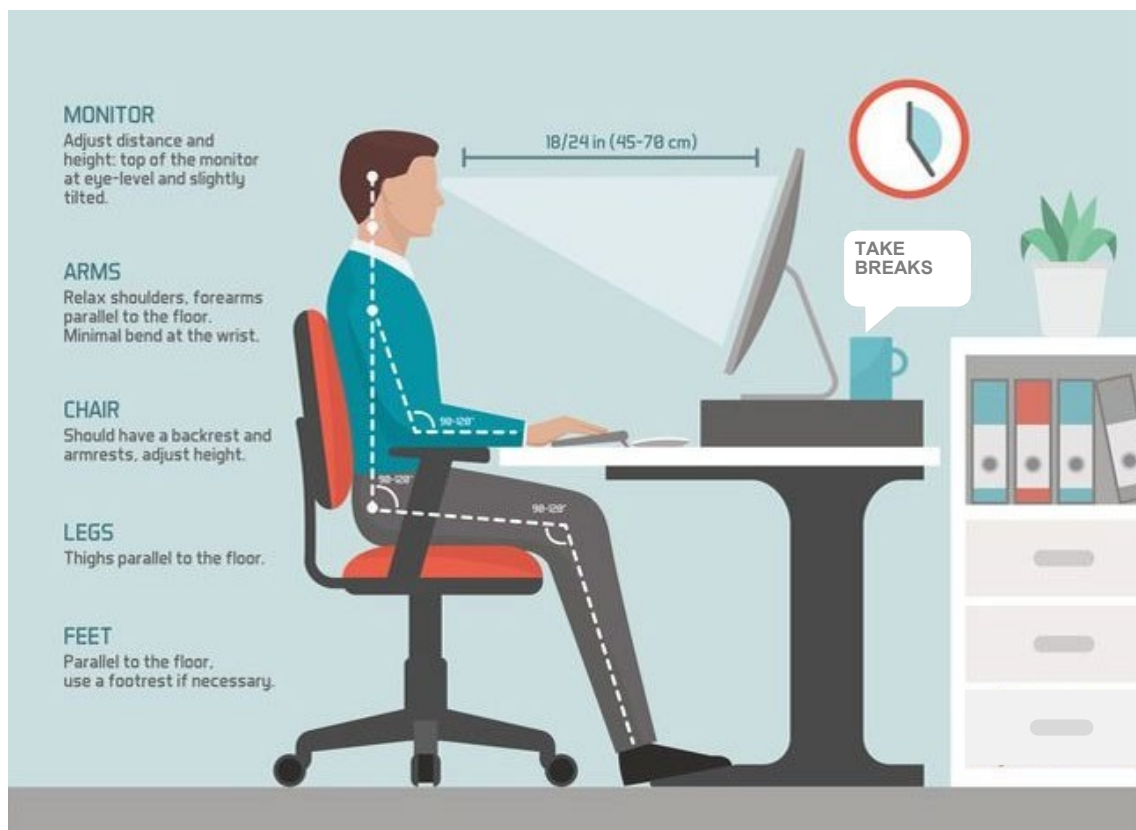
Should you have components of your home work environment that are considered 'not acceptable', please contact the WIL team to discuss.

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 FORM

Student name:	
Host name:	Internship Period: Start Date: End Date:
Host Supervisor:	Monash Contact: WIL Team

In this Acknowledgment,

Internship means the opportunity for the Student to participate in the activities of the Host and under the supervision of the Host's members or employees.

Internship Period means the period during which the Student will undertake the Internship.

Monash Contact means the Work Integrated Learning Team (WIL Team)

Placement Description means the placement description developed by the Host and the Student which shall specify the objectives of the placement, nature and format of the outputs to be delivered by the Student, the dates of attendance by the Student, the name, contact details of the person principally responsible for providing supervision on behalf of the Host, the schedule of supervision meetings, the key dates and milestones, and the arrangements for delivery of the final output.

As part of my undertaking the Unit, I understand and agree to the following:

1. I will conduct myself in a safe and professional manner at all times during and in the course of undertaking the Internship and will comply with the lawful and reasonable directions of the Host.
2. I agree to work with the Host to finalise a Placement Description prior to the commencement of my Internship Period and will do my best to perform the work contemplated by the Placement Description in a professional and diligent manner. If by agreement with my Host Supervisor, the Placement or parts of the Placement need to be changed I will amend the Placement Description and advise the Monash Contact accordingly.
3. I agree to comply with all attendance requirements and if I am unable to attend on an agreed date for a legitimate reason I will notify my Host supervisor and the Monash Contact in advance or as soon as reasonably practicable in the circumstances and arrange to attend on an alternative day.
4. I understand that if I am unable to complete the minimum required Internship Period set out in the Internship Schedule Details, this may mean that I have not satisfied the

requirements of this Unit and may therefore, at the discretion of the Monash Contact, fail this Unit.

5. I will keep any confidential information of the Host or Monash confidential for as long as the information remains confidential.
6. The copyright in any material I create for my Unit assessment purposes will be owned by me.
7. I will immediately contact the Monash Contact if I have any concerns, issues or queries regarding the Placement Description and/or supervision or the Host during my Internship Period or the Internship more generally.

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 signature:

Date: