



MONASH University

MONASH UNIVERSITY STUDENT PLACEMENT PACK Offshore placements

Host documentation for offshore student sourced
placements

This pack contains:

1. Student Placement Agreement
2. Placement Outline
3. Offshore Host Verification (Self-Disclosure)
4. Placement Arrangement

This pack is to be filled out by the Host Organisation and returned as part of the students
Work Integrated Learning Application

WIL PLACEMENT PROGRAM – HOST SUITABILITY

Students should check that hosts meet this criterion before submitting the placement application.

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 or 'equivalent'.

Location of placement:

This pack is for use where students are intending to undertake their placement onsite in one of the following countries:

- China
- Singapore
- Hong Kong

STUDENT PLACEMENT AGREEMENT AND HOST VERIFICATION FORM

INTERNATIONAL PLACEMENTS

THIS AGREEMENT dated the _____ day of _____ 20____

MONASH UNIVERSITY ABN 12 377 614 012 of
Wellington Road, Clayton, VIC 3800, Australia acting through its Faculty of Science

(Monash)

AND

Host organisation name: _____

(Host)

BACKGROUND:

- A. Monash offers the Unit which the Student has elected to undertake for credit in the Course.
- B. The Unit provides students with an opportunity to undertake a project or placement in a real world setting.
- C. The Host has agreed to participate in the delivery of the Unit by providing unpaid Internships on the terms and conditions set out in this Agreement.

IT IS AGREED AS FOLLOWS

1. DEFINITIONS

Agreement means this Agreement and its Schedules;

Start Date means the date set out in the Internship Schedule Details;

End Date means the date set out in the Internship Schedule Details;

Host Contact means the person named in the Internship Schedule Details, who, in conjunction with the Monash Contact, is to administer the Internship and act as liaison between the Host, the Student and Monash;

Host Supervisor means the person described in clause 3.2;

Intellectual Property means all rights resulting from intellectual activity whether capable of protection by statute, common law or in equity and includes copyright, discoveries, inventions, patent rights, registered and unregistered trademarks, design rights, eligible interests of a like nature, together with any and all documentation relating to such rights and interests;

Internship means the opportunity for the Student to participate in the activities of the Host Organisation;

Internship Period means the period between the Start Date and the End Date during which the Student will undertake the Internship;

Monash Contact means the WIL Team who, in conjunction with the Host Contact, will oversee the Internship and act as liaison between the Host, the Student and Monash;

Party means a party to this Agreement;

Internship Activities means the experiences and tasks agreed by Monash and the Host and arranged by the Host to provide a supervised real work experience and learning opportunities;

Student means each person enrolled at Monash, who is notified to the Host under clause 4.1, to undertake the Internship with the Host; and

Unit means the one semester unit described in the Internship Schedule Details.

2. TERM OF AGREEMENT

This Agreement will commence on the date this Agreement is signed by the last of the Parties to sign this Agreement and will end on the End Date, unless terminated earlier in accordance with this Agreement.

3. RESPONSIBILITIES OF THE HOST

3.1 The Host acknowledges and agrees that the presence of the Student on Host premises under this Agreement shall be for the purposes of the Internship only and shall in no way imply the existence of an employment relationship between the Host and the Student and will:

3.2 The Host will:

3.2.1 Provide the Internship to the Student for the Internship Period under the terms and conditions of this Agreement.

3.2.2 Prior to the commencement of the Internship Period nominate a Host Supervisor to act as a supervisor and mentor for the Student during the Internship. Once nominated, the contact details for the Host Supervisor are to be communicated to the Monash Contact. The Host Supervisor must have supervisory experience, be available and be easily accessible to the Student during normal business hours of the Host during the entire Internship Period.

3.2.3 Provide the necessary supporting documentation to assist the Student to apply for an appropriate visa to the country of the Host.

3.2.4 Advise Monash of any additional requirements, such as security clearances, that will be required by the Student for the Internship.

3.2.5 As soon as is reasonably practicable upon the commencement of the Internship Period, ensure that the Host Supervisor works with the Student to develop suitable Internship Activities for the Student.

3.2.6 Ensure that the Host Supervisor will be responsible for monitoring the progress of the Student during the Internship Period and will notify the Monash Contact if the Host Supervisor is of the view that the Student is at risk of not performing against the agreed Internship Activities.

3.2.7 Ensure that the Host Contact at the end of the Internship Period provides the Monash Contact with an evaluation on the Student's performance against the agreed Internship Activities and the Student's overall performance during the Internship Period.

4. RESPONSIBILITIES OF MONASH

Monash will:

4.1 Not later than twenty-one (21) days before the Internship Period commences, notify the Host of the name of the Student and confirm the Internship Period for the Student.

4.2 Ensure that the Student is aware of the terms of this Agreement and signs an acknowledgement in the form of Schedule 2 prior to the commencement of the Internship Period.

4.3 During the Internship Period, ensure that the Monash Contact maintains communication with the Student and the Host Supervisor and is available to provide reasonable assistance or guidance to the Student where requested.

5. CONFIDENTIALITY

The Parties acknowledge that any documents, data or information disclosed by one party to the other party and marked as “Confidential” or which by its nature is intended to be confidential, and any information which relates to the business transactions or financial activities of the Host, will be treated as confidential information and shall be used only for the purposes of this Agreement. Each party shall keep such information strictly confidential and may disclose it only to its officers and employees, and in the case of the Monash, to the Student, who have a need to know for the purposes of this Agreement.

6. SAFETY

- 6.1** The Host warrants that it has in place policies and procedures governing workplace practices and staff behaviour to reasonably discharge its obligations under the occupational health and safety and equal opportunity laws (**Safety Procedures**).
- 6.2** During the Internship the Host will provide the Student with all relevant training and supervision necessary for the Internship to be conducted in a manner that, so far as reasonably practicable, is safe and without risks to the health and safety of the Student.
- 6.3** If, during the Internship, the Student is directly or indirectly involved in an incident that may compromise their health or safety while on the Host’s premises, the Host will as soon as practicable notify the Monash Contact 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 Internship continues.
- 6.4** The Monash reserves the right to withdraw the Student from the Internship at any time without notice if it forms concerns about the Student’s health, safety or welfare.

7. INSURANCE

- 7.1** Monash warrants that it maintains insurance cover for the Student as follows:
- 7.1.1** Public liability and professional indemnity insurance cover as it may relate to the conduct of the Student whilst engaged on the Internship, and
 - 7.1.2** Personal accident insurance cover.
- 7.2** The Host warrants that it maintains insurance cover as follows:
- 7.2.1** Public liability insurance to cover claims by a Student for any personal injury suffered at the premises of the Host during the Internship, and
 - 7.2.1** Professional indemnity insurance to cover the acts or omissions of a Student in connection with this Agreement.

8. OWNERSHIP AND USE OF INTELLECTUAL PROPERTY

- 8.1** Ownership of rights in any pre-existing Intellectual Property which is contributed by a Party for the purpose of carrying out the Internship will remain with the contributing party. Where the pre-existing Intellectual Property is contributed by the Host, the Student is licensed to use, modify or adapt that Intellectual Property for the purpose of undertaking the Internship.
- 8.2** Intellectual Property in all material created or prepared by the Student in undertaking the Internship (“Project IP”) shall vest in the Host, apart from copyright in the Student’s thesis or assessable work which will be owned by the Student. The Host grants Monash and the Student a non-exclusive, royalty-free licence for Monash and the Student to use the Project IP to the extent required to complete and assess the Student’s work in the Unit.

Written consent from the Host will be required where the Student or Monash wish to use the Project IP for other purposes, including but not limited to publication.

- 8.3** Subject to clause 8.4, a Party shall not represent that the other Party in any way endorses, supports or approves of, any products, services, Intellectual Property or business of that Party unless the other Party has first given its express written consent to such representation. In addition, neither Party shall use the name or logos of the other Party without the express written approval of the other Party being first obtained. Such consent will not be unreasonably withheld.
- 8.4** Monash shall not use the name, logos or trademarks of the Host without express written approval save that Monash is permitted to use the name, logos or trademarks of the Host solely for promotional activities in relation to the Internship and the Unit.
- 8.5** The Host assumes sole responsibility and risk in interpreting, using and exploiting the Project IP and shall indemnify Monash and the Student against any actions, proceedings, suits, claims and demands made against them arising from such interpretation, use or exploitation by the Host or any of its sub-licensees.

9. PRIVACY

- 9.1** In this clause, "Personal Information" means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in material form or not, about a natural person whose identity is apparent, or can reasonably be ascertained from the information or opinion.
- 9.2** The privacy obligations in this clause apply to all Personal Information which the Host receives from Monash or which the Host receives, creates or holds in connection with this Agreement.
- 9.3** The Host acknowledges that Monash must conform to the Information Privacy Act 2014 enacted by the State of Victoria, Australia. This Act may, in certain cases, restrict the transfer of students' Personal Information between parties.
- 9.4** The Host agrees to handle the Personal Information to which this clause applies in accordance with any reasonable and lawful direction given by Monash.
- 9.5** This document does not prohibit the disclosure of Personal Information by the Host to the extent that any of the following terms apply:
- 9.5.1** Monash, or the person to whom the Personal Information belongs, has consented in writing to such disclosure; or
- 9.5.2** The disclosure is required by law.
- 9.6** Where the Host discloses any Personal Information to which this clause applies to any third party, the Host agrees to ensure that such a third party is subject to enforceable obligations requiring the third party to comply with the obligations in this clause, as if the third party were the Host, and to enforce these obligations against the third party in accordance with such directions as Monash may give.
- 9.7** The Host shall indemnify Monash (and its officers, directors, employees, students, contractors and agents) from and against all damages and costs (including, without limitation, reasonable legal costs) that are caused by any negligent or wilful breach of these privacy obligations by the Host or by any third party under subclause 9.6.
- 9.8** This clause applies regardless of whether the Personal Information, the Host or any third party to whom the Host discloses Personal Information to which this clause applies is located in or outside Victoria.
- 9.9** This clause shall survive the expiration or termination of this Agreement.

10. CONTROL AND DISCIPLINE

- 10.1** Whilst on premises of the Host, the Student shall be bound by the rules, regulations, protocols, procedures and reasonable directions of the Host.
- 10.2** Discipline and control of the Student shall be the responsibility of Monash provided always that the Host shall be entitled to issue instructions to the Student on matters affecting the Internship, and such instructions shall be complied with fully and promptly by the Student.
- 10.3** If the Student fails or omits to be bound by or conform to any rule, regulation, protocol, procedure or reasonable direction of the Host or behaves in an unsafe or unprofessional manner and fails to remedy that failure, omission or behaviour within two (2) days (or such longer period as agreed to by the Host) of receipt of a written or oral warning from the Host, the Host has the right to request that the Student immediately leave the Host premises and to enforce that request permanently or for any other period of time which the Host deems appropriate. The Host will notify the Monash Contact as soon as is reasonably practicable where such a warning has been issued to the Student.
- 10.4** Where the Host requests the Student immediately to leave its premises in accordance with clause 10.3, or intends to make such a request at a later date, the Host shall immediately inform the Monash Contact verbally of its reasons for doing so, or intention to do so, and shall as soon as practicable thereafter confirm the same in writing to Monash, through the Monash Contact.

11. DISPUTE DETERMINATION

- 11.1** If any dispute arises between the Parties in relation to this Agreement, the Parties shall endeavour to resolve the dispute by negotiation in good faith. If the dispute is not mutually resolved within seven (7) days of a Party serving on the other Party a written dispute notice, each Party must nominate one senior representative each who shall meet as soon as practicable for the purpose of endeavouring to resolve the dispute. If the said senior representatives cannot resolve the dispute, then either Party may by written notice to the other Party require that the matter be referred to mediation.
- 11.2** The Parties shall bear their own costs of any mediation and shall share equally the cost of the mediator and other necessary mediation expenses. The mediation will be conducted without prejudice and in confidence. If the dispute is not resolved by mediation the Parties may take such other action as they consider appropriate.
- 11.3** The operation of this clause does not preclude a Party from applying for and obtaining interlocutory relief.

12. FOREIGN RELATIONS Act 2020

The Host acknowledges that under Australia's *Foreign Relations (State and Territory Arrangements) Act 2020 (Cth) (Act)* MUA may be required to give details of this Agreement and any subsidiary arrangement to the Australian Minister for Foreign Affairs and that the Minister may declare an arrangement with a foreign entity to be invalid and unenforceable, required to be varied or terminated if the Minister believes the arrangement may adversely affect Australia's foreign relations or be inconsistent with Australia's foreign policy. Notwithstanding any other clause in this Agreement, MUA shall not be liable to the Host in respect of any loss or damage arising directly or indirectly from a decision of the Minister under the Act or anything done or not done by MUA to comply with the Act, and shall be released from compliance with its obligations under this Agreement to the extent that such compliance would be inconsistent with the Act or the Minister's decision.

13. TERMINATION

Without limiting clause 6.4, either Party may, at any time and for any reason, terminate this Agreement by giving the other Party sixty days prior written notice provided that any Student who has already started his or her Internship before the date of the written notice to terminate may finish that Internship.

14. GENERAL TERMS

- 14.1** The Parties are independent contracting Parties and nothing herein is intended to create the relationship of partnership, employment or agency.
- 14.2** This Agreement is governed by and shall be construed in accordance with the laws of the State of Victoria, within the Commonwealth of Australia. The Parties submit to the non-exclusive jurisdiction of the courts of Victoria.
- 14.3** Neither Party may assign any right or obligation under this Agreement to any other person without the prior written consent of the other Party.
- 14.4** Clauses 3, 5, 6, 7, 8, 9 and 10 and, to the extent necessary, any other clause necessary or desirable to give effect to those clauses survive expiry or termination of this Agreement.
- 14.5** The Agreement may be amended by mutual consent in writing by the Parties.
- 14.6** The Host undertakes not to engage in any act, which may result in Monash contravening an Australian Sanctions Law. For the purposes of this clause Australian Sanctions Law means any law prohibiting or restricting dealings with proscribed states, persons or entities or seeking to prevent the proliferation of weapons, including but not limited to laws implementing the sanctions imposed by the United Nations Security Council.
- 14.7** If this Agreement were translated into another language, both texts would be authentic but the English text would prevail in the event of a dispute.
- 14.8** This Agreement may be executed in counterparts, which taken together will constitute one agreement.
- 14.9** Each Party may communicate its execution of this Agreement by successfully transmitting an executed copy of this agreement by email to the other Parties.

15. COUNTERPARTS

A party may execute this agreement by signing a counterpart. All counterparts constitute one agreement when taken together.

16. ELECTRONIC COMMUNICATIONS

An electronic copy of a signed counterpart sent with an email from the signatory Party confirming that it is a copy of the original signed counterpart shall have the same legal force and effect as the original signed counterpart. Each Party hereby waives any right to raise any defence or waiver based upon exchange of counterparts of this agreement by means of electronic exchange or upon electronic storage of the fully executed agreement.

Executed as an Agreement

SIGNED for and on behalf of the **HOST** by its duly authorised officer in the presence of:

.....

(signature of witness)

(signature of authorised officer)

.....

(name of witness)

(name of authorised officer)

.....

(date)

(position of authorised officer)

Office use only:

SIGNED for and on behalf of MONASH University:

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

Date:

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

Student Name:	
Name of Host organisation:	
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: (date student will have completed the minimum hours required of the unit)	
Paid or unpaid placement: (please circle)	<div style="display: flex; justify-content: space-around; width: 100%;"> Paid Unpaid Stipend </div>
No. of placement hours:	

<p>Key placement duties:</p> <p>E.g. key tasks and activities that the student will be undertaking</p> <p>Please confirm the placement arrangement (100% Remote / Hybrid / 100% Onsite)</p>	
<p>Notes/Comments:</p>	

The placement information provided is correct as of _ / _ / _

Please note: Unpaid placements are allowed under Fair Work guidelines, when they're undertaken for credit. 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.

Offshore Host Organisation Verification (Self-Disclosure)

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 at wil.international@monash.edu.

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 the student attends the placement. 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.

Host Organisation Operational Matters

1. How long has the internship program been in existence in your organisation?	
2. How many students typically intern at your organisation at the same time?	
3. Will the majority of internship activities take place in an office environment?	
4. What is the main language used to conduct business in your organisation?	
5. Does your organisation have a risk management plan in place and is it available for our office's review?	
6. If the student is required to be available for non-standard hours, will your organisation arrange safe transport for the student?	

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.	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?	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:

	d) If required, will personal protective equipment be provided by your organisation for the internship participant(s)?	YES 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?	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.	Insurance	
NB	<p>Please note that all students undertaking unpaid placements as part of their studies are automatically 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>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. It is best business practice to ask for a certificate of currency as proof of insurance.</p>	
	<ul style="list-style-type: none"> • a) Is Public liability or other business insurance held? • <p>If YES, please provide:</p> <p>Insurance Company Name:</p> <p>_____</p> <p>Policy no: _____</p> <p>Expiry Date: _____</p> <p>Please note: a Certificate of Currency may be requested by the WIL team.</p>	<p>YES NO</p> <p>If NO, please specify why:</p>

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 addressing current COVID-19 workplace and safety measures. We realise these may be different in different countries and therefore we would like assurance that our students will be working in a safe workplace.	
	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 and government requirements?	YES NO If not, please specify why:
	Has your organisation prepared a plan in the event of an outbreak or incident in your workplace relating to COVID-19?	YES NO If not, please specify why:
	Has your organisation prepared plans and protocols to recover after COVID-19 incidents including cleaning and testing the workplace?	YES NO If not, please specify why:
	Do you have a policy requiring staff to stay home if they are unwell?	YES NO If not, please specify why:
	Can you confirm that desks are a minimum of 1.5m apart	YES NO If not, please specify why
	Does your city/municipality have a mask mandate that requires individuals to wear a mask during indoor activities	YES (<i>and we will be requiring the student to wear a mask</i>) NO (<i>there is no local law in place for a mask requirement and we will therefore not require students to wear masks</i>) NO (<i>There is a local law in place mandating masks but our organization will not be adhering to this</i>)
	Does your office space / work environment supply hand sanitizer and disinfectant wipes	YES NO If not, please specify why
	Are spaces well ventilated (e.g. serviced HVAC systems, open doors/windows)?	YES NO If not, please specify why:
	Have you increased cleaning practices due to the COVID-19 situation? How often are offices cleaned?	YES NO If not, please specify why:
	Have you implemented any other COVID-19 safe measures (e.g. team bubbles, work from home, staggered start/finish times)?	YES NO If not, please describe:
	How will you support the Monash student if they contract COVID-19 or are exposed to a staff member that has contracted COVID – 19	YES NO If not, please specify why:

If necessary, please provide additional information:

The Health and Safety information provided is correct as of the __ / __ /20__

Thank you for completing this form.

Monash University OHS POLICIES, PROCEDURES and GUIDELINES

If you require any clarification around OH&S matters, please contact wil.international@monash.edu or call +61 3 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 in the 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 or hybrid 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.

Host organisation name	
Your name	
Date	

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?		