

INDUSTRY EXPERIENCE PROCEDURE

SCOPE

This procedure applies to all Monash University staff and coursework students.

This procedure applies to industry experiences ('IE') arranged by Monash University ('the University') with the direct involvement of industry partners.

For the purpose of this procedure, industry experiences comprise activities for coursework students facilitated by faculties, schools, departments or portfolios at the University with the direct involvement of an industry partner, and include curricular and co-curricular activities as defined in this procedure. IE faculty/portfolio staff are University staff members (and/or authorised third party providers such as Monash College), who may be professional or academic, with responsibilities related to IE.

This procedure does not cover:

- vacation research scholarships at the University (refer to the [Vacation Research Scholarships Procedure](#));
- activities organised by the student without the approval or involvement of the University, e.g. work experience, volunteering;
- guest lectures and other non-assessed teaching activities delivered by industry members;
- activities where industry partners are not involved in the design or delivery of the program, e.g. industry site tours/visits led by University staff;
- educational activities delivered with an international education partner (e.g. dual awards) that are not industry experiences (refer to the [Transnational Education Partnership Procedure](#)); or
- off-campus activities that do not directly involve industry partners (refer to the [OHS Risk Management Procedure](#)).

PROCEDURE STATEMENT

This procedure sets out the requirements to ensure the academic quality of industry experience (IE) arranged by faculties, schools, departments and portfolios at the University with the direct involvement of an industry partner, to manage risk and to ensure IEs meet legal and regulatory requirements.

1. Industry experience (IE) at Monash University

Principles

- 1.1 IE comprises activities that are arranged or approved by the University for the purpose of enabling students to integrate theory with work practice offered in a workplace or workplace-like environment in partnership with an industry partner. IE may be curricular or co-curricular as follows:
 - 1.1.1 **Curricular IE activities** are requirements that students must complete for their course and/or unit (including elective units); or
 - 1.1.2 **Co-curricular IE activities** complement students' learning in their course, but are not course requirements and are not assessed.
- 1.2 All students enrolled in a bachelor's or bachelor's honours (minimum four-year) course will have the opportunity to undertake curricular IE.
- 1.3 All IE programs offered by the University must be:
 - authentic: providing practical experience in or informed by professional work contexts;
 - purposeful: having clear aims that relate to students' course-related goals and development;
 - supervised: students are appropriately guided, supported, monitored and their performance evaluated (including the provision of feedback) throughout the activity; and
 - collaborative: designed and/or delivered with an industry partner.

- 1.3.1 All curricular IE activities occurring within an assessed unit or as an assessed course requirement must be explicitly aligned to course and/or unit learning outcomes.
- 1.4 Each IE program will have identified University staff members (and/or authorised third party providers, such as Monash College) who are the nominated program contacts for students and industry partners.
- 1.5 Where the IE program rules allow, students can apply for recognition of prior learning for a curricular IE unit in accordance with the [Credit Procedure](#).

IE contexts and activities

- 1.6 IE may take place in a variety of contexts including:
- on-campus, off-campus or online;
 - at an industry partner's workplace or at fieldwork locations;
 - in paid or unpaid settings (see 1.9); and
 - in international locations.
- 1.7 The types of IE covered by this procedure are the following.
- 1.7.1 **Placement** is a period of work experience with an industry partner that may be curricular (i.e. an integrated and assessed part of a student's course) or co-curricular (i.e. not assessed and not for credit).
- 1.7.2 **Practice placement** is a placement required in a professionally accredited course.
- 1.7.3 **Project** is a task the student completes that has clear objectives for the industry partner, who acts as a mentor and/or client to the student, and may include the student undertaking site visits and/or gathering data in the field.
- 1.7.4 **Simulated workplace environment** is designed with the involvement of an industry partner and simulates real workplaces in their function, equipment and mode of operation.
- 1.7.5 **Other formats:** other teaching delivery formats where the student substantially engages with an industry partner.
- 1.8 An agreement must be entered into between the University and the industry partner for all placements and practice placements facilitated and managed by the University (or an authorised third party provider) as set out in section 3.4. For other types of IE (listed in section 1.7), advice should be sought from the Office of the General Counsel (OGC), via the Senior Industry Based Experiences Coordinator, on whether an agreement is required.
- 1.8.1 Where a work area of the University acts as an industry partner for IE, the student must have an agreement with the University work area that is providing the IE. The work area will comply with this procedure and the [Unpaid Internship Appointment and Conditions Procedure](#).
- 1.9 Normally, IE is unpaid, i.e. the student is not in an employment arrangement with the industry partner. However, the dean (or delegate) may permit students to fulfil curricular IE requirements in a paid employment arrangement. In such cases, the requirements of this procedure must be followed, except that students are not covered by University insurance policies (section 3.12) if their IE is performed as an employee of the industry partner. Students who receive scholarships, grants, bursaries or reimbursement of expenses in relation to their IE are not considered to be in a paid IE.

2. Proposal, approval and design

- 2.1 Course proposals that include curricular IE as a course or unit requirement must be designed and approved in accordance with the [Courses and Units Policy](#), [Course Design Procedure](#), [Unit Accreditation Procedure](#) and [Assessment Regime Procedure](#).
- 2.2 Co-curricular IE programs must be approved by the Deputy Vice-Chancellor (Education) or nominee. The specific co-curricular activity to be undertaken by the student must be approved by the IE faculty/portfolio staff responsible for managing the program.
- 2.3 The University Education Committee can approve co-curricular programs for inclusion on students' Australian Higher Education Graduation Statement (AHEGS).
- 2.4 The design of an IE activity must follow the requirements outlined in Table 1.

Table 1: Design requirements for IE activities

Design requirement	Curricular IE	Co-curricular IE
Relevance to students' courses	Y	Y
Integration of theory with the practice of work and engagement of students in meaningful and consequential learning activities	Y	Y
Authentic workplace learning experiences, designed with an industry partner	Y	Y

Purposeful alignment to course and/or unit learning outcomes and assessment against those outcomes	Y	
Alignment to the requirements of professional registration and accrediting bodies (if applicable)	Y	
Student preparation, supervision by the workplace supervisor and IE faculty/portfolio staff, reflective practice by the student, and student debriefing by IE faculty/portfolio staff to give students the opportunity to raise issues, make comments or seek support	Y	Y
Inclusive to provide opportunities for all students, in accordance with the University's Equity, Diversity and Anti-discrimination Policy	Y	Y
Compliance with relevant legislation, standards and regulations, and University policies and procedures	Y	Y

2.5 Students must be informed of the information outlined in Table 2 about an IE activity.

Table 2: IE activity information that must be made available to students

Information made available	Curricular IE (included in the proposal and in unit and course information provided to students)	Co-curricular IE
A statement that identifies the unit as an approved curricular IE unit (if applicable)	Y	
Eligibility requirements, prerequisites and application process (if applicable)	Y	Y
Scholarship information (if applicable)	Y	Y
Non-academic compulsory requirements (e.g. immunisations, visas, police and working with children checks). If these are not known at the time of publishing a unit outline, the information must be provided to students in a timely manner.	Y	Y
The minimum days or hours of onsite and/or supervised work required	Y	
The maximum hours of work required for a placement		Y
Any requirements to complete agreements, schedules and insurance documentation before commencing the activity (if applicable)	Y	Y
How the activity is assessed and aligned with the learning outcomes	Y	
The grading schema used for the activity (e.g. mark/grade or satisfactory/unsatisfactory)	Y	
The contact details (of both a University staff member and the staff member from the industry partner) and the process to follow in the event of illness, accident or emergency, workplace bullying or harassment or other circumstances of concern	Y	Y
Any student costs involved	Y	Y
Any other requirements associated with the activity (e.g. uniforms, safety equipment)	Y	Y
For students registered with Disability Support Services (DSS), the process for students to request that reasonable adjustments recommended by DSS be applied to the activity	Y	Y

Fees and charges

- 2.6 The University, or an authorised third party provider (such as Monash College), will not charge students an administration fee for curricular IE activities but may charge students an administration fee for organising co-curricular IE activities.
- 2.7 Where students are permitted to self-source placements, students are responsible for any fees and charges incurred, not including placements managed by Monash College as an authorised third party provider.

3. IE preparation

- 3.1 Before an IE starts, all parties (University staff, students, the industry partner and other relevant parties) must be adequately prepared for the IE and informed of their duties, roles and responsibilities in accordance with this procedure.

Due diligence and risk assessment

- 3.2 Before entering an agreement with an industry partner, IE faculty/portfolio staff (or an authorised third party provider), with the support of the Senior Industry Based Experiences Coordinator, must check the register for existing agreements or industry partners which have previously been found unsuitable.
- 3.3 Where an agreement with an industry partner (or organisational unit within an industry partner) does not already exist, IE faculty/portfolio staff (or an authorised third party provider) must conduct a due diligence assessment and a health and safety assessment of the proposed host industry partner, referring to the documents in Table 3 for guidance:

Table 3: Due diligence and risk assessment guidance

	Due diligence	Health and safety risk assessment
Related procedure	Group Risk Management Procedure	OHS Risk Management Procedure
Contact for assistance	riskandcompliance@monash.edu	ohshelpline@monash.edu
Templates for guidance	Risk assessment templates , including: <ul style="list-style-type: none">• Due Diligence Risk Assessment Guidance• Fraud and Corruption Questionnaire• PSEAH Risk Assessment Guide for DFAT-related activities• Foreign Relations Act Assessment (for international agreements)	<ul style="list-style-type: none">• Guidance for health and safety assessment• Health and safety checklist• Letter to organisation

- 3.3.1 If IE faculty/portfolio staff (or an authorised third party provider) have concerns about the health and safety provisions of an industry partner, they may visit an industry partner and/or request evidence (e.g. safety manual, overview of OHS management system) to assess compliance with OHS legislative requirements and standards, before or during an IE.
- 3.3.2 Where an activity involves significant risk (i.e. outside of an office environment), IE faculty/portfolio staff (or an authorised third party provider) must ensure potential risks are identified and appropriate control measures are adopted, using either the University's process or the industry partner's process if suitable.
- 3.3.3 Due diligence and health and safety risk assessments will be recorded in a register maintained by the Senior Industry Based Experiences Coordinator. Where a due diligence assessment results in the faculty/portfolio deciding not to enter an agreement with a particular industry partner, the outcome and reasons will be recorded in the register.

Agreements

- 3.4 IE faculty/portfolio staff (or an authorised third party provider) are responsible for ensuring that IE agreements are in place before a student commences an IE, referring to the [guide](#) to the University's template agreements. If a template agreement is not suitable, IE faculty/portfolio staff (or an authorised third party provider) must contact the Senior Industry Based Experiences Coordinator for advice on the correct template to use.
- 3.4.1 University-wide agreements for IE (i.e. more than one faculty participating) will be sent to the Senior Industry Based Experiences Coordinator to arrange signing by the Deputy Vice-Chancellor (Education) (or delegate). Where an agreement is limited to IE in one faculty it may be signed by the dean (or delegate).
- 3.4.2 Agreements will be recorded in a register maintained by the Senior Industry Based Experiences Coordinator.
- 3.5 An agreement between the University and the industry partners participating in IE must document the parties' expectations of the IE and other terms and conditions, including provision of student induction, training and supervision, provision of protective/specialist equipment where appropriate, conduct requirements to prevent bullying and harassment, and management of student conduct.

- 3.6 IE arrangements or agreements between Monash University Australia and entities based outside of Australia are subject to Australia's *Foreign Relations (State and Territory Arrangements) Act 2020* (Cth). Proposals for these arrangements must be submitted via the [online form](#) to Global Engagement early in the negotiations and before any arrangement is entered into (i.e. signed) with the industry partner for assessment under the Act.
- 3.7 Where the University enters an agreement with a third party (such as Monash College) to source and support IE, the University will retain control over academic standards and assessment integrity and the third party must comply with this procedure (see also the responsibilities in section 5).
- 3.8 Where the University allows students to source their own IE, IE faculty/portfolio staff (or an authorised third party provider) must ensure the requirements of this procedure are met by advising students about how to approach an industry partner, industry partner requirements, which may include entering an agreement with the University as per section 3.4, and timelines.
- 3.8.1 When the student has been permitted by the IE faculty/portfolio staff (in consultation with the chief examiner or course coordinator) to self-source a replacement curricular IE activity, the student must attend an advisory session with IE faculty/portfolio staff before sourcing the replacement to ensure it meets the criteria of a curricular IE activity in accordance with this procedure.

Travel

- 3.9 Students' travel to and from a workplace for IE, including at a regional, interstate or overseas location, is at their own expense unless:
- the student has been awarded a specific grant for this purpose; or
 - it has been otherwise negotiated with the host industry partner, as outlined in the agreement.
- 3.10 IE which requires domestic or international travel must comply with the [Staff and Student Travel Policy](#), the [Student Travel Procedure](#) and the [Leading Student Group Travel Procedure](#).
- 3.11 For IE that occurs overseas, IE faculty/portfolio staff must:
- 3.11.1 liaise with Monash Abroad about travel approval requirements; and
- 3.11.2 advise students that they are responsible for obtaining the appropriate visa with support from the industry partner, by seeking visa advice from the embassy/high commission or consulate of the intended host country well in advance of the travel.

Insurance

- 3.12 The University has insurance to cover approved placements and practice placements for students as follows:
- public liability;
 - professional indemnity;
 - medical malpractice;
 - group personal accident; and
 - student travel insurance for international travel only.
- 3.12.1 IE faculty/portfolio staff (or an authorised third party provider) are responsible for advising students about the specific insurance coverage that applies in any IE program, and must refer to the University's [Insurance Services website](#).
- 3.12.2 Domestic students are responsible for their own travel insurance for travel within their country.
- 3.13 The University requires industry partners to hold a minimum level of public liability and indemnity insurance. Where the industry partner does not hold the required insurance (e.g. due to country availability or size of the industry partner), IE faculty/portfolio staff (or an authorised third party provider) can seek to waive this requirement by conducting a risk assessment of the industry partner and the activities to be performed. The dean or portfolio head (or delegate) can approve the waiver of the insurance requirement.

IE preparation for students

- 3.14 IE faculty/portfolio staff (or an authorised third party provider) must provide students with the following information before the start of the IE activity:
- the requirements of their IE;
 - the student's IE acknowledgement form (where applicable);
 - the student's IE induction checklist for health and safety requirements and the process for reporting risks and incidents;
 - for activities with international industry partners, pre-departure orientation including information on health, safety and security for the location, activity and host;
 - any associated student costs, including unit fees and, where relevant, additional activity fees;
 - any arrangements that the student will be responsible for (e.g. finding accommodation);
 - the student's rights and responsibilities throughout the IE;
 - any required training;

- workplace behaviour expectations;
 - how student learning and progress will be supervised and monitored;
 - how students will be assessed (curricular IE only);
 - how students will be supported by, and maintain communication with, IE faculty/portfolio staff;
 - how to register with Disability Support Services (DSS) if they have an ongoing medical or mental health condition, an ongoing disability, a short-term severe medical condition or injury or responsibilities as a student carer, and how to request that the adjustments recommended by DSS are applied;
 - cancellation processes and consequences;
 - confirmation of insurance coverage and contact details for insurance support;
 - financial assistance that may be available; and
 - relevant legislation and University policies and procedures.
- 3.15 The above IE information will be provided in writing to students in adequate time to enable them to make necessary personal arrangements (e.g. caring responsibilities, relocating to another town).
- 3.16 Before starting their IE, in the timeline specified by IE faculty/portfolio staff (or an authorised third party provider), the industry partner or professional body, students must:
- submit their completed IE acknowledgement and any other required documentation or evidence of compulsory requirements (e.g. police check, working with children check, compulsory immunisations);
 - complete induction and relevant training (e.g. risk and health and safety guidelines, confidentiality, ethics, intellectual property, and professional conduct and reflective practice); and
 - receive authorisation from IE faculty/portfolio staff (or an authorised third party provider) to commence the activity.
- 3.17 Students must confirm with the IE faculty/portfolio staff (or an authorised third party provider) that they have completed an induction at their placement, using the [safety induction checklist](#) (or equivalent notification).
- 3.18 Students on government benefits are responsible for checking whether their participation in IE will affect their benefits.
- 3.19 International students studying on a student visa are responsible for understanding their visa conditions in relation to paid/unpaid/volunteer work and any impact an offshore IE activity may have on future visa applications.

IE preparation for industry partners

- 3.20 IE faculty/portfolio staff (or an authorised third party provider) must inform industry partners of all their responsibilities and obligations, including:
- the requirements of the IE agreement;
 - supervising and monitoring student progress;
 - any reasonable adjustment recommendations made by DSS for eligible students;
 - inducing students in required safety, workplace bullying and harassment policies and procedures in their workplaces (see the responsibilities listed in section 5); and
 - the IE-related professional accreditation requirements of the unit or course (if applicable).
- 3.21 IE faculty/portfolio staff must provide industry partners with the details of IE faculty/portfolio staff to contact during the student IE, including during University shut down periods and across time differences for international activities.

4. Delivery of IE

Monitoring and supervision

- 4.1 IE faculty/portfolio staff (or an authorised third party provider) must provide students with the details of someone they can contact to raise concerns about their IE or industry partner.
- 4.2 Monitoring and supervising student learning and progress is the responsibility of both IE faculty/portfolio staff and the industry partner. This includes the industry partner supervisor providing feedback on student progress during the IE and providing end-of-activity feedback on student achievement.

Managing risks and duty of care

- 4.3 If a risk arises during the IE, a student must follow the instructions for reporting risks provided during IE preparation (see section 3.14).
- 4.4 If an incident occurs (such as physical injury or harassment), students are responsible for notifying their industry partner supervisor and/or their nominated IE faculty/portfolio staff (or an authorised third party provider) contact. Students are also able to report the incident directly into the [Safety and Risk Analysis Hub \(SARAH\)](#).

- 4.5 IE faculty/portfolio staff (or an authorised third party provider) must ensure emergencies, health or safety incidents or identified hazards are promptly reported as follows:
- the incident is reported in accordance with the [Managing OHS Hazards and Incidents Procedure](#) or the [Safety and Security Incident Reporting Procedure](#), as appropriate;
 - the incident is reported to the student's supervisor at the industry partner and, for curricular IE, the unit chief examiner and course coordinator; and
 - the incident is reported to Global Security and Crisis Response for overseas IE activities.
- 4.6 If circumstances beyond students' control prevent them from completing a curricular IE activity, the IE faculty/portfolio staff must advise students to seek [special consideration](#) (where eligible) for the IE unit in accordance with the [Special Consideration Procedure](#) or discuss alternative arrangements with the chief examiner (or nominee)
- 4.7 At the end of the IE, the IE faculty/portfolio staff must determine if there are opportunities to improve the risk management of the activity by:
- reviewing the effectiveness of risk control measures by seeking feedback from students and the industry partner;
 - providing feedback to the industry partner about health and safety risks and incidents that occurred;
 - taking any actions necessary to improve risk control measures before further IE is undertaken with the industry partner; and
 - reporting any significant risks to the Deputy Vice-Chancellor (Education) via the Senior Industry Based Experience Coordinator.

Changes to arrangements or circumstances

- 4.8 In exceptional circumstances, IE faculty/portfolio staff may cancel an IE, for example, when:
- the industry partner alters their involvement so it becomes impossible for the student to achieve the intended outcomes;
 - the IE circumstances prove untenable for the student (e.g. workplace bullying or harassment or other circumstances of concern such as an unacceptable level of risk to the student); or
 - the student's circumstances change such that the original IE is no longer suitable.
- 4.9 Where IE faculty/portfolio staff cancel an IE for reasons other than student conduct, they will endeavour to arrange an alternative IE (see section 4.16 onwards).
- 4.10 Where IE faculty/portfolio staff become aware of the alteration or cancellation of an arrangement made in accordance with section 3.6, they must notify Global Engagement and the Senior Industry Based Experience Coordinator.

Student conduct and cancellation

- 4.11 Students participating in an IE are expected to conduct themselves in accordance with the [Student General Conduct Policy](#) and relevant University regulations, policies and procedures, and any applicable requirements of the industry partner, relevant professional body (e.g. code of conduct) and host country.
- 4.12 A student's conduct during an IE may lead to the industry partner, and/or IE faculty/portfolio staff, deciding that the activity should be cancelled.
- 4.12.1 The reasons for cancellation of the IE may include, but are not limited to, the student's failure to follow processes required for safety, breach of client or patient confidentiality, failure to comply with the instructions of supervisors, or other unprofessional behaviour.
- 4.13 If the industry partner decides that an IE should be cancelled, IE faculty/portfolio staff will ask the industry partner to provide the University with a written explanation of the reasons, including supporting evidence, for the decision.
- 4.14 The IE faculty/portfolio staff will meet with the student as soon as practical and no later than 20 working days after a decision to cancel the experience to discuss the sequence of events and explain to the student the reasons for the cancellation. The student must receive fair notice of the meeting and is entitled to have a support person in attendance at the meeting. The meeting provides an opportunity for the student to give their side of the events. Following the meeting, the IE faculty/portfolio staff (and any other University staff required in the circumstances) will:
- decide whether an IE with another industry partner can be sought; or, for curricular IE, what alternative assessment method may be available;
 - document the decisions and reasons for cancelling the IE and alternative IE or assessment and inform the student in writing within 10 working days of the meeting.
- 4.15 Where the IE faculty/portfolio staff member considers that the student's conduct may amount to misconduct, the matter will be managed under the [Student General Conduct Policy](#) and may result in disciplinary proceedings.
- 4.16 Where an alternative IE is arranged with a new industry partner, the student can be asked to consent in writing to the industry partner being informed of the circumstances of the early cancellation of the student's previous IE. If the student does not consent, it may not be possible to arrange an alternative IE.

- 4.17 It may be necessary for the student to undertake the replacement IE in a subsequent teaching period.
- 4.18 In the case of a curricular IE activity, where no replacement activity is found, it may not be possible for the student to complete the unit. In such circumstances:
- the student may change their unit enrolment in accordance with section 5 of the [Coursework Enrolment Procedure](#); or
 - when the student is deemed to have failed the unit they will receive a failing grade in accordance with the [Grading Schema Procedure](#) and must repeat the unit if it is a core unit in their course.

5. Roles and responsibilities

Degree faculty/portfolio responsibilities

- 5.1 For curricular IE, the degree faculty is responsible for ensuring that IE is quality assured, including the quality of supervision by the University and the industry partner. For co-curricular activities, quality assurance is the responsibility of the Deputy Vice-Chancellor (Education) (or delegate).
- 5.2 Deans or portfolio heads (or delegate) are responsible for the following as relevant:
- ensuring IE faculty/portfolio staff in their faculty/portfolio understand and follow procedures relevant to IE;
 - ensuring IE faculty/portfolio staff receive training and are competent to carry out their IE role;
 - ensuring that health and safety issues that occur during IE are reported in accordance with the [Managing OHS Hazards and Incidents Procedure](#) or the [Safety and Security Incident Reporting Procedure](#), as appropriate,;
 - instituting a system for the assessment, approval and review of all IE coordinated in their area;
 - providing strategic oversight for practice placements in professionally accredited courses;
 - ensuring the activity meets professional accreditation requirements, whether the activity is designed and delivered by the University and/or by approved third party providers; and
 - nominating a staff member(s) to be responsible for the activity in the unit and/or course (IE faculty/portfolio staff).

IE faculty/portfolio staff responsibilities

- 5.3 IE faculty/portfolio staff are responsible for:
- being the primary University contact for the student and industry partner during the IE;
 - where applicable, assigning students to and approving appropriate IE;
 - conducting the IE preparation requirements for students and industry partners;
 - ensuring appropriate information, instruction and training is provided to students, and maintaining records of training provided;
 - ensuring health and safety risks associated with IE are managed effectively by the industry partner, by:
 - ensuring health and safety policies and procedures of the host industry partner are at least equivalent to the University's policies and procedures;
 - identifying possible hazards;
 - implementing strategies to minimise risks to health and safety;
 - ensuring responsibilities for health and safety are communicated to all parties; and
 - monitoring and reviewing health and safety issues during and at the end of IE;
 - ensuring students access appropriate insurance information and advice;
 - ensuring students register in the Monash Abroad Portal (for international IE);
 - receiving and managing reports from students about identified risks or compliance matters;
 - where possible and appropriate, making alternative arrangements for IE in situations where an activity must be changed or cancelled for reasons beyond the student's control; and
 - ensuring students receive feedback on their performance during and at the end of their IE and have the opportunity to debrief their experience.

Deputy Vice-Chancellor (Education) responsibilities

- 5.4 The Deputy Vice-Chancellor (Education) or nominee is responsible for:
- providing strategic oversight of IE activities (except for practice placements as per section 5.2 above) and supporting IE faculty/portfolio staff to implement this procedure, ensuring compliance with all relevant policies, legislation and regulations;
 - supporting the quality and best practice of IE across the University;
 - providing advice and support to faculties and IE faculty/portfolio staff in the design and delivery of IE programs and assisting in sourcing placements and projects as requested;
 - referring IE agreements and related matters to the Office of the General Counsel for advice;
 - managing the University's IE reporting, analysis and strategic plan; and
 - engaging with the external environment and peak bodies (e.g. Australian Collaborative Education Network, ACEN) as required.

Other university responsibilities

- 5.5 Monash Abroad supports global IE with:
- international safety and risk management;
 - student registration for overseas travel;
 - providing access to student travel insurance (via Insurance Services); and
 - global program pre-departure training.
- 5.6 Global Engagement in Australia is responsible for assessing and notifying DFAT of arrangements with foreign entities in accordance with *Australia's Foreign Relations (State and Territory Arrangements) Act 2020* (Cth).
- 5.7 The Office of the General Counsel is responsible for preparing template IE agreements and reviewing/drafting custom agreements between the University and industry partners, and providing any additional legal advice required.
- 5.8 Insurance Services is responsible for maintaining insurance policies for IE, and advising staff and students of insurance coverage.
- 5.9 Where the University has an agreement with a third party to provide IE services, the University retains academic control of curricular IE activities, and the provider will be responsible for the areas outlined in the agreement, which may include:
- determining the nature and appropriateness of IE;
 - assessing due diligence of industry partners;
 - ensuring student safety and wellbeing, including through appropriate health and safety measures;
 - ensuring adequate insurance;
 - ensuring appropriate levels of supervision, by either the provider or the University;
 - ensuring adequate payment scale/rate in line with minimum wages and the FWA;
 - resolving issues that may arise for students or industry partners;
 - undertaking quality assurance according to defined and agreed measures; and
 - facilitating early cancellation of IE.

Student responsibilities

- 5.10 All students undertaking IE, irrespective of whether they arrange their own IE or are placed by the University, are responsible for:
- completing the IE preparation set out in section 3.14;
 - meeting progression requirements associated with the curricular IE activity and their unit or course;
 - complying with their student agreement and with reasonable directions of IE faculty/portfolio staff and other University staff having responsibilities under this procedure, and with University policies and procedures; and
 - ensuring their work environment is conducive to good health and safety standards by:
 - reading any notices relating to the activity, attending any briefing sessions and returning any forms to IE faculty/portfolio staff;
 - taking action to avoid, report, eliminate and minimise hazards of which they are aware;
 - making proper use of all safety devices and personal protective equipment;
 - being familiar with emergency and evacuation procedures;
 - not wilfully or recklessly endangering the health or safety of any other person in the workplace.

IE industry partner responsibilities

- 5.11 IE industry partners are responsible for the following as appropriate for the type of IE activity:
- complying with all requirements in their agreement with the University;
 - completing the IE preparation set out in section 3.20;
 - providing a fit-for-purpose workplace, including task allocation and direct supervision, which allows the requisite learning to occur;
 - communicating as required with IE faculty/portfolio staff;
 - inducting students into the workplace, including informing them of required health and safety policies and procedures, ensuring that potential risks, such as workplace hazards, are identified prior to a student commencing any IE and that risk mitigations are put in place to comply with all health and safety requirements;
 - providing public liability and professional indemnity insurance or equivalent, or modifying the activity to mitigate risk; and
 - contacting IE faculty/portfolio staff promptly when an incident or issue relating to the student's performance or wellbeing occurs.

6. Governance, quality and reporting

Governance

- 6.1 The Deputy Vice-Chancellor (Education) or nominee has overarching responsibility for IE at Monash University. As the nominee, the Senior Industry Based Experience Coordinator will provide strategic oversight and support to IE faculty/portfolio staff managing these programs.

Compliance with Australian laws

- 6.2 IE undertaken in Australia must comply with the requirements of the *Fair Work Act 2009* (Cth) (FWA), and as described on the [Fair Work Ombudsman website](#) factsheets in relation to unpaid work and student placements.
- 6.2.1 With the exception of an IE undertaken by a student in the course of their employment (i.e. a paid curricular IE activity), all IEs are considered unpaid work arrangements under the FWA. In order to be lawfully unpaid, it must be clear that no employment relationship exists between the industry partner and the student, which includes situations that meet the definition of a vocational placement.
- 6.2.2 Curricular IE activities will meet the definition of a 'vocational placement' under the FWA if they meet the following criteria:
- there must be a placement;
 - the placement must be a required component of a Monash course, or an individual unit of the course (including elective units); therefore, co-curricular activities will not be considered vocational placements;
 - there must be no entitlement to be paid any remuneration for the work the student undertakes;
 - the placement must be authorised under a law or administrative arrangement of the Commonwealth, a State or Territory; all courses offered at the University satisfy this requirement.
- 6.2.3 If a curricular IE activity meets the definition of a vocational placement, the industry partner is not required to pay the student. However, an industry partner may, at its discretion, elect to provide payments to the student, such as a scholarship, allowance or reimbursement of expenses. These payments may be made directly by the industry partner, or via the University, but must not be a form of remuneration, i.e. must not be of significant value or connected to any work produced by the student.
- 6.3 For a non-placement IE (e.g. an industry project) to be unpaid, it must be clear that an employment relationship does not exist between the student and the industry partner, and factors considered include the purpose, duration and nature of the IE (further information is available at the Fair Work Ombudsman website). If it is unclear whether an employment relationship exists, or if any form of payment is proposed to be made to the student, staff should contact the Senior Industry Based Experiences Coordinator for advice.
- 6.4 IE faculty/portfolio staff (or an authorised third party provider) are responsible for complying with ESOS requirements; in particular, for confirming that the proposed IE activity is consistent with conditions of student visas held by students undertaking the IE, and that IE within courses is recorded appropriately in the CRICOS register.
- 6.5 Advice about compliance with legislation can be sought from the Senior Industry Based Experiences Coordinator, who will consult OGC as required.

Compliance with foreign laws

- 6.6 IE faculty/portfolio staff (or an authorised third party provider) who are responsible for approving and managing IE overseas must ensure that the activity complies with the laws applicable in the location of the industry partner (including visas and immigration), and that information about the local employment rules and regulations is provided to students during IE preparation (section 3.14). Staff should seek information from the industry partner about their local requirements, and can also seek assistance from Monash Abroad and the OGC.

Quality assurance and enhancement

- 6.7 The Senior Industry Based Experiences Coordinator will ensure that processes are in place to support faculties in quality assuring and enhancing the design, preparation and delivery of co-curricular activities.
- 6.8 The Senior Industry Based Experiences Coordinator will review the suite of IE programs available across the University every three years to identify opportunities for enhancing the University's offerings.

Reporting

- 6.9 IE faculty/portfolio staff are required to maintain accurate and current records of all units, courses and actions under this procedure, including the number of students undertaking IE, and will contribute to reporting on IE data at faculty level (e.g. to the Faculty Education Committee).

6.10 The Senior Industry Based Experiences Coordinator, on behalf of the Deputy Vice-Chancellor (Education), will request annual reports from faculties and will compile a report to the University Education Committee on IE programs and participation.

DEFINITIONS

Chief examiner	The academic staff member responsible for the implementation of a unit's assessment regime and for recommending the final result for each student. A dean must appoint a chief examiner for each unit taught by the faculty.
Co-curricular IE activity	For the purpose of this procedure, approved industry experience at an industry partner undertaken by a student for the purposes of enhancing professional skills, outside of the curriculum.
Course coordinator	The academic staff member with oversight of a course.
CRICOS register	The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), which is the official Australian Government website that lists all Australian education providers that offer courses to people studying in Australia on student visas and the courses offered.
Curricular IE activity	An approved industry experience with an industry partner that is a structured and purposefully designed component of the student's course, integrating theory with the practice of work, for the purposes of enhancing professional skills and connecting theory to practice.
Degree faculty	The faculty specified in the Handbook as being responsible for the degree or other award for the year for which the Handbook is published. Double degree courses may have two degree faculties, listed in the Handbook as managing faculty and partner faculty for the course.
Domestic student	A student enrolled at: <ul style="list-style-type: none"> • an Australian location who is an Australian or New Zealand citizen, or who holds an Australian permanent resident visa or an Australian permanent humanitarian visa; or • Monash University Indonesia who is an Indonesian citizen or permanent resident (holder of KITAP / Kartu Izin Tinggal Tetap / permanent stay permit); or • Monash University Malaysia who is a Malaysian citizen or holder of Malaysian permanent residency status; or • another Monash location outside Australia, who is considered a domestic student according to criteria set by the government of that country.
ESOS requirements	The requirements stemming from the Education Services for Overseas Students (ESOS) legislative framework .
Industry	Enterprises, including government, community and commercial, in sectors where graduates seek employment relevant to their university qualifications.
Industry experience (IE)	An activity that is arranged or approved by the University for the purpose of enabling students to integrate theory with work practice offered in a work environment provided by an industry partner, which is relevant to a student's course.
IE faculty/portfolio staff	A staff member of the University, either professional or academic, or a third party provider contracted by the University (such as Monash College), with responsibilities related to industry experiences for students.
Industry partner	A person or organisation that provides an industry experience to a Monash student, either directly or by collaboration with University staff.
Managing faculty	The faculty assigned responsibility for coordinating administrative matters for a course (including but not restricted to admission, enrolment, course advice, academic progress and academic referral). For double degree courses the managing faculty is as specified in the University Handbook.
Monash College (MCPL)	An authorised third party provider of IE services for the University owned by Monash College Proprietary Limited (MCPL).
Paid IE	For the purpose of this procedure, paid IE occurs when a student undertakes IE as a paid employee of the industry partner. Placements involving scholarships, grants, bursaries or reimbursement of expenses are not included in this definition.

Third party provider	For the purpose of this procedure, a party to an agreement with the University to perform certain responsibilities in IE on behalf of the University.
Vocational placement	Under the <i>Fair Work Act 2009</i> (Cth), a vocational placement must meet the following criteria: <ul style="list-style-type: none"> • there is a placement; and • the placement is a required component of a Monash University course or unit (including elective units); and • the student is not entitled to be paid for the work they undertake; and • the placement is approved by the University.

GOVERNANCE

Parent policy	Learning and Teaching Policy
Supporting procedures	Learning and Teaching Student Engagement Procedure Learning and Teaching Quality Procedure Unit Delivery Procedure
Supporting schedules	Not applicable
Associated procedures	Assessment Regime Procedure Course Design Procedure Coursework Enrolment Procedure Group Risk Management Procedure Leading Student Group Travel Procedure Managing OHS Hazards and Incidents Procedure OHS Risk Management Procedure Safety and Security Incident Reporting Procedure Special Consideration Procedure Student Fees Refunds Procedure Student Travel Procedure Transnational Education Partnerships Procedure Unit Accreditation Procedure
Related legislation	Fair Work Act 2009 (Cth) Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 (Cth) Higher Education Support Act 2003 (Cth) National Code of Practice for Providers of Education and Training to Overseas Students 2018
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