MONASH UNIVERSITY
STUDENT PLACEMENT PACK

Host documentation for student sourced placements

This pack contains:

1. Student Internship Agreement
2. Work Integrated Learning Placement Description
3. Host Organisation Occupational Health and Safety Form
4. Remote working arrangement form (if required)
5. Student acknowledgement (for information for host)

This pack is to be filled out by the Host organisation and returned as part of the student’s Work Integrated Learning (WIL) application.
STUDENT INTERNSHIP AGREEMENT
For the Term of this agreement, Monash agrees to arrange for Students to attend Internships at the Host Premises from the Start Date to the End Date set out in the Schedule and the Host agrees to supervise the Students throughout the Internships on the conditions set out in this Agreement.

Internship Basics

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

Student Internships

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

Responsibilities of Monash

4. Once Monash approves a Student to undertake an Internship with the Host, Monash will:
   (a) Arrange for the Student to sign the Student Acknowledgement in the form of Schedule 2 or as otherwise agreed between the Host and Monash, and provide a copy to the Host;
   (b) Take steps to prepare the Student for the Internship including orientation about any likely significant cultural differences;
   (c) Arrange for the Student to attend at the Host Premises for the Internship to undertake the Internship Activities;
   (d) Provide academic supervision for the assessable work produced by the Student;
   (e) Make available the Monash Supervisor to monitor the progress of the Internship and address any issues or concerns arising during the Internship raised by the Host Supervisor, the Student or Monash;
   (f) Upon request by the Host, take reasonable steps to seek permission from the Student for the Host to use any intellectual property produced by the Student as part of the Internship Activities;
   (g) Ensure there is in place for the benefit of the Student personal accident insurance, and travel insurance for an international internship;
   (h) Keep confidential all information of the Host included in any assessment material prepared by the Student as part of the Internship or any associated academic assessment and any other information from the Host, where the Host provides notice that the information is confidential information
   (i) Withdraw the Student from the Internship at any time Monash forms any concerns that are not able to be satisfactorily resolved for the Student’s safety or wellbeing or for any other reason;
   (j) Provide to the Host Supervisor a template internship assessment form to complete at the conclusion of the Internship.
Responsibilities of the Host

5. Once the Host approves a Student to undertake the Internship, the Host will:
   (a) Arrange for the Host Supervisor, or nominee, to meet the Student on the first day of the Internship and allocate Internship Activities as learning opportunities for the Student;
   (b) Prior to the Student commencing the Internship Activities, ensure the Student is provided with all reasonably necessary instructions, training and personal protective equipment to undertake the Internship Activities in a safe manner without risk to health and cooperate with Monash at all times to safeguard the Student’s health and wellbeing;
   (c) Ensure that the Internship Activities undertaken by the Student are supervised by the Host Supervisor or another suitably qualified nominee;
   (d) Permit the Student to use information gathered during the Internship for inclusion in any assessment prescribed by Monash for the Internship and alert the Student to any aspect of that information that is confidential, so that the Student may take steps to ensure the confidentiality of the information is maintained;
   (e) Ensure that the Student is treated at all times with respect and dignity, and is not subject to discrimination, harassment or bullying;
   (f) Not use or disclose personal information of the Student or related to the Internship except where necessary for the purpose of the conduct of the Internship and subsequent reporting to Monash;
   (g) Notify the Monash Contact if the Host seeks permission to use any intellectual property produced by the Student as part of the Internship Activities, and make use of it subject to the measures clause 5(h);
   (h) Not rely on any material produced by or information provided by or output of the activities of the Student during the Internship without independent expert verification of its accuracy and reliability, in recognition that the student has no qualifications and is participating in a learning experience;
   (i) Notify the Monash Contact not later than the next business day of:
      a. any significant change to the Internship Activities or their location;
      b. any issues or concerns related to the conduct of the Internship, the behaviour of the Student and any matters of discipline, allowing time for intervention by Monash to seek to address and/or remedy any such issues or concerns;
      c. any decision by the Host to direct the Student not to return to the Host Premises and to terminate the Internship;
      d. any safety incident affecting the health or wellbeing of the Student and measures put in place to respond to the incident.
   (j) Complete a template Internship assessment form provided by Monash within 21 days of completion of the Internship;
   (k) Have in place at all times during the Internship a valid and current policy of public liability and professional indemnity insurance.

Signed for and on behalf of Monash University:

__________________________________________
Name:
Date:

Signed for and on behalf of Host:

__________________________________________
Name:
Date:
<table>
<thead>
<tr>
<th>Organisation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief description of the company</td>
<td></td>
</tr>
<tr>
<td><strong>Main contact</strong></td>
<td>Name and position:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td><strong>Intern supervisor</strong></td>
<td>Name and position:</td>
</tr>
<tr>
<td><em>If different to main contact</em></td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td><strong>Company address</strong></td>
<td>Where student will complete placement</td>
</tr>
<tr>
<td><strong>Project description</strong></td>
<td>Add comments as required</td>
</tr>
<tr>
<td><strong>Key skills and tasks of the WIL placement</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Number of required interns</strong></td>
<td>Required disciplines</td>
</tr>
<tr>
<td><strong>Required documentation from WIL student:</strong></td>
<td>YES</td>
</tr>
<tr>
<td>Working With Children’s Check</td>
<td>☐</td>
</tr>
<tr>
<td>National Police History Check</td>
<td>☐</td>
</tr>
<tr>
<td>Immunisation History Certificate</td>
<td>☐</td>
</tr>
<tr>
<td>Non-Disclosure Agreement</td>
<td>☐</td>
</tr>
</tbody>
</table>

*WIL students are responsible for providing the required documentation to hosts prior to commencement of WIL placements*
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**

<table>
<thead>
<tr>
<th>Do you have a written health and safety policy?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not, please specify why:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will appropriate health and safety induction, training and supervision be provided to the internship participant(s)?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not, please specify why:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are there instructions for local emergency procedures readily available?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not, please specify why:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Are safe working procedures documented and available?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If not, please specify why:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

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 Please note that all students undertaking unpaid internships as part of their studies are automatically covered under Monash University’s Personal Accident Insurance, Public Liability insurance, and Professional Indemnity insurance.

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
4. Travel insurance if travelling overseas

We need our placement hosts to have insurers to protect themselves. Where our insurer responds in situations where the host is negligent, they can pursue recovery, or where we are jointly negligent, we want to ensure that they are covered. It is best business practice to ask for a certificate of currency as proof of insurance.

a) Is Public liability insurance held?

If YES, please provide:

Insurance Company Name: ____________________________
Policy no: ______________
Expiry Date: ____________

YES  NO
If not, please specify why:
Please note Certificates of Currency will need to be provided upon request by the WIL team.

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](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces)

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If not, please specify why:</td>
<td></td>
</tr>
<tr>
<td>b) Has your organisation prepared a plan in the event of an outbreak or incident in your workplace relating to COVID-19?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) Has your organisation prepared plans and protocols to recover after COVID-19 incidents including cleaning and testing the workplace?</td>
<td></td>
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If necessary, please provide additional information:

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

**Health and Safety Declaration – Host Organisation**

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

<p>| | | | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Date</td>
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</tbody>
</table>

Thank you for completing this form.
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:

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
Remote work arrangement *(Completed by host)*

The Monash WIL program can support remote working arrangements if required. This form is to be completed by hosts that have indicated that some or all of a student’s duties will be performed remotely (most likely working from home). The WIL team will ask your student to complete working from home self assessment.

**Support on placement**

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

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<table>
<thead>
<tr>
<th>Are you planning on delivering this placement remotely?</th>
<th>Yes</th>
<th>No</th>
<th>Comments:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>In the event that the placement is remote, how do you intend to ensure your intern is onboarded remotely?</th>
<th>Email ☐</th>
<th>Phone calls ☐</th>
<th>Texts ☐</th>
<th>Hangouts ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Zoom ☐</td>
<td>Project Mgt Software ☐</td>
<td>Slack ☐</td>
<td>DropBox ☐</td>
</tr>
<tr>
<td></td>
<td>Skype ☐</td>
<td>Google Drive ☐</td>
<td>MS Teams ☐</td>
<td>Trello ☐</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>What platforms you will use throughout the placement to maintain contact and share work?</th>
<th>Email ☐</th>
<th>Phone calls ☐</th>
<th>Texts ☐</th>
<th>Hangouts ☐</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Zoom ☐</td>
<td>Project Mgt Software ☐</td>
<td>Slack ☐</td>
<td>DropBox ☐</td>
</tr>
<tr>
<td></td>
<td>Skype ☐</td>
<td>Google Drive ☐</td>
<td>MS Teams ☐</td>
<td>Trello ☐</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**How regularly do you intend to meet with your intern, and how will the meetings be conducted?**

**How will you provide feedback?**

**Will your intern be offered the opportunity to expand their professional networks? How will you encourage this to occur?**

**Any additional comments?**
## SCHEDULE 2 - STUDENT ACKNOWLEDGMENT FORM (completed by the student)

<table>
<thead>
<tr>
<th>Student name (Student ID no.):</th>
<th>Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host name:</td>
<td>Internship Period:</td>
</tr>
<tr>
<td></td>
<td>Start Date:</td>
</tr>
<tr>
<td></td>
<td>End Date:</td>
</tr>
<tr>
<td>Host Supervisor:</td>
<td>Monash Contact: WIL Team</td>
</tr>
</tbody>
</table>

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)

**Project Plan** means the project plan developed by the Host and the Student which shall specify the objectives of the project, a description of the purpose, nature and format of the outputs to be delivered by the Student, the dates and hours of attendance by the Student at the Host’s worksite, the name, contact details and attendance hours 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 develop a Project Plan prior to the commencement of my Internship Period and will do my best to perform the work contemplated by the Project Plan in a professional and diligent manner. If by agreement with my Host Supervisor, the Project or parts of the Project need to be changed I will amend the Project Plan 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 Project and/or supervision or the Host during my Internship Period or the Internship more generally.

Student signature: .................................................. Date: ............................................