

## Monash University Procedure

<b>Procedure Title</b>	Work-Integrated Learning Student Placement and Co-Curricular Internship Procedures
<b>Parent Policy</b>	<a href="#">Industry Based Experience for Students Policy</a>
<b>Date Effective</b>	14 December 2016
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<b>Procedure Owner</b>	Deputy Vice-Chancellor (Education) Senior Pro Vice-Chancellor (Academic)
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.1
<b>Content Enquiries</b>	<a href="mailto:policy-education@monash.edu">policy-education@monash.edu</a>
<b>Scope</b>	These procedures apply to all student WIL placements and co-curricular internships whether undertaken by undergraduate, coursework postgraduate or graduate research (HDR) students, and whether the placement or internship is located domestically or at an overseas location.
<b>Purpose</b>	<p>Monash University offers a number of curricular and co-curricular programs that provide opportunities for students to develop and reflect upon their work-related skills and experiences through WIL placements or co-curricular internships.</p> <p>These procedures set out minimum requirements to meet legal and regulatory obligations with regards to student WIL placements or co-curricular internships and ensure that the University is taking adequate steps to protect student welfare and safety. There are additional points to be aware of with regards graduate research degree students (see sections 44 - 49 of these procedures).</p>
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## Preamble

1. Monash University offers a number of curricular and co-curricular programs that provide opportunities for students to develop and reflect upon their work-related skills and experiences through WIL placements or co-curricular internships.
2. These procedures set out minimum requirements to meet legal and regulatory obligations with regards to student WIL placements or co-curricular internships and ensure that the University is taking adequate steps to protect student welfare and safety. There are additional points to be aware of with regards graduate research degree students (see sections 44 - 49 of these procedures).
3. These procedures apply to all student WIL placements and co-curricular internships whether undertaken by undergraduate, coursework postgraduate or graduate research (HDR) students, and whether the placement or internship is located domestically or at an overseas location.

## Setting up a WIL placement or co-curricular internship

4. Due diligence about a host organisation needs to be conducted before establishing a student WIL placement or co-curricular internship, as a requirement of Monash providing insurance. This includes:
  - making enquiries about the nature of the host's business/activities, ensuring the business/activities are relevant to the course/unit and the proposed WIL placement or co-curricular internship will be within this area of the host organisation
  - being alert to any unfavourable reports about the host, its practices and treatment of its staff
  - checking that the host organisation has safety policy and procedures relevant to the WIL placement or co-curricular internship activities.

### **Additional requirements for WIL placements:**

- Contact must be established with the host organisation prior to the placement commencing. This should be undertaken face-to-face wherever possible.
5. Prior to commencing a WIL placement or co-curricular internship, the faculty/business unit must ensure that students are appropriately prepared and that both the University and the host organisation are adequately equipped to support the student whilst on placement.
  6. The following must be considered for each arrangement:

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- skills and activities to be performed
- relevance to the course/unit
- termination/withdrawal processes
- any legislation which may impact the WIL placement or co-curricular internship (e.g. ESOS, visa requirements).
- location of the activity
- skills and capabilities of students seeking WIL placement or co-curricular internship
- scholarship information for students

### **Additional requirements for WIL placements:**

- learning outcomes and assessment tasks
- student attendance requirements

7. All WIL placements and co-curricular internships must be subject to a documented commitment between the University and the host organisation. At a minimum, it must contain the following:

- responsibilities of the host, university and students
- statement of the purpose of the WIL placement or co-curricular internship, the details of the activity and expected outcomes
- communication, supervision and monitoring processes
- insurance and occupational health and safety requirements
- statements regarding intellectual property and confidentially

### **Additional requirements for WIL placements:**

- complaint handling process
- early termination and cancellation processes

8. The [agreement templates](#) developed by the Office of the General Counsel should be used in documenting the commitment between the University and host organisation.

9. Copies of agreements establishing international WIL placements or co-curricular internships should be provided to the Office of Global Engagement.

### **Responsibility**

Program Manager

Student Preparation

### **Professional Awareness**

10. Prior to commencing a WIL placement or co-curricular internship, students must be adequately prepared to successfully complete the placement. This includes being introduced to key professional skills and expectations, OHS issues and any other specific information relevant to the activity.

### **Pre-commencement clearances**

11. Some WIL placements and co-curricular internships require students to obtain particular clearances or checks occur prior to commencement, eg, Working with Children Check, Police Check, immunisations and White Cards. The types of clearances required and any processes related to obtaining these must be clearly communicated to students.

### **Students with a Disability**

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12. Prior to the commencement of the WIL placement or co-curricular internship, the faculty/business unit must verify with the host organisation that appropriate measures are in place to accommodate the student's disability. Assistance may be sought from the Disability Support Services to plan reasonable accommodations at the host site.

### Remote, Interstate or Overseas locations

13. Prior to the WIL placement or co-curricular internship commencing, the faculty/business unit needs to consider whether it will involve students being exposed to an unfamiliar culture and, if so, arrange for pre-departure cultural orientation and safety planning.
14. The faculty/business unit must ensure any student living away for the WIL placement or co-curricular internship has a safety plan, which includes an assessment of likely risks, recommended actions if a risk is realised, and relevant and useful contact information.
15. Where the WIL placement or co-curricular internship is at a location where the student will need to seek alternate accommodation, such as interstate, overseas or in an area remote from the student's usual campus of study, the faculty/business unit must verify with the student that they have:
  - adequate financial resources available to them (which may include a scholarship or student loan) to fund the cost of travel, accommodation, meals and other living expenses for the duration of the WIL placement or co-curricular internship
  - appropriate travel insurance if not covered by the Monash University travel insurance policy (see section 35 for further information).
16. The faculty/business unit must ensure that the student has a plan for returning home in an emergency.
17. For international internships, the faculty/business unit must:
  - ensure any student involved in a WIL placement or co-curricular internship outside of Australia has the name and contact details of the Australian embassy or consul nearest to the host organisation
  - ensure the student familiarises themselves with the travel insurance policy requirements at <http://intranet.monash.edu.au/finance/firm/insurance/student-travel/index.html>
  - check the Department of Foreign Affairs and Trade (DFAT) classification for travel to the destination. For DFAT level 3 and 4 destinations, approval is required from the Dean (or delegate) and the Monash Security office.

### International Students

18. For a student on an international student visa:
  - If a WIL placement or co-curricular internship is part of a course that has CRICOS registration for work based training, students' work permissions will not be affected.
  - If a WIL placement or co-curricular internship is part of a course that does not have CRICOS registration for work-based training, the faculty/business unit must advise international students that for any paid employment undertaken within a WIL placement unit they are subject to the standard work restrictions as set out in their student visa conditions.

### Occupational Health and Safety (OHS)

19. All WIL placement or co-curricular internship agreements must contain an OHS clause which covers policy, induction and supervision requirements. The faculty/business unit must:
  - take reasonable steps to ascertain the workplace is safe for a student to undertake a student WIL placement or co-curricular internship.
  - ensure the WIL placement or co-curricular internship does not commence until the student internship agreement or suitable binding equivalent is completed with safety commitments

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related to induction, training, provision of necessary personal protective equipment, and conduct requirements to prevent bullying and harassment.

20. The OHS unit has developed guidelines and a checklist which should be completed prior to the WIL placement or co-curricular internship, see [Student and Staff placements OHS guidelines](#).

### Responsibility

Program Manager

## Management

### Selection of students for WIL placements and co-curricular internships

21. The faculty/business unit must provide information to students about the selection criteria used to allocate students to WIL placements and co-curricular internships
22. Students must be provided with clear information that sets out any costs or expenses that they may incur as part of the WIL placements and co-curricular internships
23. If prior to the commencement of a WIL placement or co-curricular internship, the faculty/business unit becomes concerned about a student's suitability or medical fitness to participate, they may seek further advice. After considering relevant advice, the approval to participate in the WIL placement or co-curricular internship may be reviewed.

### Responsibility

Program Manager

### Supervision and support of WIL placements and co-curricular internships

24. All WIL placements and co-curricular internships must be appropriately supervised and supported. A supervisor must be identified at the host organisation to supervise the day-to-day activities of the student, but it is the responsibility of the Monash program manager to ensure that students have adequate access to additional support if necessary.

#### Additional requirements for WIL placements:

- All students must be allocated an academic supervisor, who must have sufficient time and expertise to be available to the host and student and respond in the event of any issues or concerns arising.
- The Monash supervisor must make contact with a student shortly after the WIL placement or co-curricular internship commences—either by email, telephone or site visit—and be reasonably available to respond to queries throughout the placement. Due to time differences, supervisors of international WIL placements must be reasonably available for contact from students outside business hours.

### Responsibility

Monash supervisor

Program Manager

### Assessment requirements during WIL placements and co-curricular internships

25. There is no formal assessment requirement for co-curricular internships, but all WIL placements must have a formally assessed component.

#### Requirements for WIL placements only:

- The faculty must determine the assessment requirements for a WIL placement ensuring that it is of an appropriate standard and demonstrates achievement of identified learning outcomes
- The host supervisor may be required to provide reports about the student's performance during a WIL placement, which may contribute to the overall assessment of student performance, but

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the faculty is responsible for marking the assessment items and recommend the final grade to the Board of Examiners.

### Student Absence from WIL placement or co-curricular internship

26. Attendance requirements for co-curricular internships are agreed between the student and the host, providing that total student hours worked does not exceed 80 (see section 28).

#### Additional requirements for WIL placements:

- Each faculty/business unit must have rules regarding the number of times a student may be absent during a WIL placement. Faculties/business units must communicate to students their protocol regarding absences (e.g. who they must notify, whether and when they can make up the missed time) prior to the commencement of the WIL placement.

### Payments for WIL placements or co-curricular internships

27. All unpaid WIL placements must adhere to the definition of a 'vocational placement' under the Fair Work Act. The Fair Work Act defines vocational placements as those where:
- the experience is a mandatory part of an education or training course (this includes elective units)
  - the worker is not paid a wage
  - they (*the Student Placement*) are authorised under a law or administrative arrangement of the Commonwealth, a State or Territory.
28. For co-curricular Internships, the business unit must ensure that the work arrangements are not likely to be considered an employment relationship. The written agreement with the host should specify that:
- The student will not work more than 80 hours
  - The activities undertaken will be primarily to benefit the student's learning
  - The activities undertaken will not replace work normally performed by a paid employee
29. Advice from the Office of the General Counsel should be sought if unclear.
30. In instances where a student seeks to undertake a WIL placement in a workplace where they are already employed, assurance is required from the host that the activities and associated supervision of the WIL placement are independent of the student's normal work activities. All other requirements of these procedures apply also.
31. Students in WIL placements or co-curricular internships may be compensated through a scholarship, stipend, bursary or similar. However, this should not be considered an alternative to paying students a wage and the same requirements around a focus on student learning apply, irrespective of whether the student receives compensation.
32. Prior to participating in a WIL placement or co-curricular internship, students should be advised to investigate the impact any WIL placement or co-curricular internship monies received (eg, from an expenses allowance or placement scholarship) will have on any other financial bursaries they are currently receiving (eg. Centrelink payments, scholarships, tax implications).

### Fees and Charges

33. Students may only be charged a Student Contribution Amount or fee (for international or domestic full fee-paying students) for WIL placements as part of a credit-bearing unit, where there is a significant contribution by the University to the teaching of those units.
34. The University may not charge students an administration fee for organising WIL placements, but may charge an administration fee for co-curricular internships.
35. The University may charge students for essential services where students have the choice to acquire those services from a supplier other than Monash **and** the goods or services are for food, transport and accommodation costs associated with the WIL placements and co-curricular internships

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### University insurance

36. The University has insurance to cover approved WIL placements and co-curricular internships for currently enrolled Monash students:
- Personal Accident Insurance, which includes basic and limited cover for injury, capital benefits and medical among others. This insurance policy does not cover Medicare/private health insurance gap.
  - Public Liability insurance, which includes legal liability to third parties in respect to negligent injury and/or property damage
  - Professional Indemnity insurance for civil liability claims against students arising from the conduct of their WIL placement or co-curricular internship activities, but only within the limits of their training
  - Medical Malpractice insurance for supervised practical clinical WIL placement or co-curricular internship where there is medical malpractice risk exposure
  - Travel Insurance for international trips covering medical expenses, trip cancellation, lost luggage and other losses incurred while travelling
37. The insurances are subject to terms and conditions. Please refer to the Monash Insurance Office website.
38. Where a student chooses to complete additional time at a host organisation, outside of the agreed time commitments established by their faculty/business unit, the insurance coverage described here will not apply.
39. University students are not workers for the purposes of the Accident Compensation Act 1985 (Vic) and the work experience provisions of the Act do not apply to University students.

### Termination/withdrawal processes

40. As part of the student WIL placement or co-curricular internship, faculties/business units must have established processes regarding the termination or withdrawal of a WIL placement or co-curricular internship.
41. Information about the faculty/business unit level termination/withdrawal process must be:
- documented as part of the agreement between the University and the host organisation.
  - made available to students so they are aware of the reasons for and consequences of termination/withdrawal from a WIL placement or co-curricular internship.
42. The faculty/business unit must identify appropriate contact persons with whom any concerns (eg, student conduct, suitability of the work environment) about WIL placements and co-curricular internships may be raised by students, host organisation staff or University staff.
43. The University reserves the right to withdraw the student from a WIL placement or co-curricular internship at any time without notice if it forms concerns about the student's safety.

### Quality Assurance and Review

44. The program manager of a WIL placements or co-curricular internship must clearly specify an appropriate avenue for students and host organisations to provide feedback on the activity.

#### Additional requirements for WIL placements:

- The program manager must ensure that the activity is able to be formally evaluated by students through SETU.

#### Responsibility

Program Manager

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### Graduate Research Students

45. Graduate research students seeking to undertake either a placement or an internship must apply for approval via the relevant form/s, which must be endorsed by their main supervisor and Head of Department (or delegate) prior to consideration/approval by the Graduate Research Committee.
46. Students applying to undertake either an overseas placement or an internship opportunity, or who wish to undertake a placement or internship away from their enrolled course location (or primary University of enrolment, in the case of joint award students), must separately apply for Study Away.
47. WIL placements and/or co-curricular internships will only be approved where there is either an appropriately signed contract, agreement or Memorandum of Understanding (MOU) with the industry or business partner providing the internship or placement opportunity. The contract, agreement or MOU must ensure that there are clear boundaries between the student's own research and the placement/internship opportunity.
48. WIL placements and/or co-curricular internships will only be approved where they are in line with the requirements of the student's program and/or research.
49. Students seeking to undertake a co-curricular internship must ensure that the internship will not impact on their ability to meet the conditions of their enrolment, including progress milestones, coursework and/or training, limits on employment etc.
50. Students must ensure that any money received by the student for a placement or internship (through a stipend or similar) does not breach the conditions of any scholarships which they receive, and seek advice from their faculty or Monash Graduate Education, if required.

#### **Responsibility**

Graduate Research Students

Faculty/Monash Graduate Education

### Using Third Party Providers

51. Agreements may be signed with third party providers to source and support WIL placements and co-curricular internships. However, Monash remains responsible for the WIL placement or co-curricular internship adhering to all aspects of these procedures. In particular, for WIL placements, Monash University must remain responsible for academic standards and the assessment integrity.
52. In making an agreement with such providers, the faculty/business unit must undertake due diligence about the third party provider and make sure that the provider has appropriate processes in place to:
  - determine the nature and appropriateness of WIL placement or co-curricular internship activities
  - undertake due diligence about host organisations
  - ensure student safety and well-being, including through appropriate occupational health and safety measures
  - ensure appropriate levels of supervision and, if not provided by the third party provider, that enables Monash to arrange for monitoring of the WIL placements and co-curricular internships
  - resolve issues that may arise for students or host organisations
  - undertake quality assurance (ensuring that there are defined and agreed measures)
  - enable termination and exit from WIL placements and co-curricular internships
53. Where agreements with third party providers are in place, the faculty/business unit must apply the procedures for student preparation (see sections 11-17).
54. The Office of the General Counsel must be contacted to develop an appropriate written agreement.

#### **Responsibility**



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Faculty/business unit

<b>Responsibility for implementation</b>	Deputy Vice-Chancellor (Education)
<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> Learning and Teaching Committee</p> <p><b>Meeting:</b> 3/2017</p> <p><b>Date:</b> 23 May 2017</p> <p><b>Agenda item:</b> 9.1</p>
<b>Definitions</b>	<p><b>Work Integrated Learning (WIL) Placement:</b> Where a student undertakes an endorsed period of unpaid work experience with an organisation for the purposes of enhancing their professional skills and connecting theory to practice, as part of the degree in which they are enrolled. The placement activity must meet all the criteria under the Monash University definition of Work Integrated Learning.</p> <p><b>Co-curricular internship:</b> Where a student undertakes an endorsed period of unpaid work experience with an organisation for the purposes of enhancing their professional skills, outside of the curriculum. The placement activity will not have a formal assessment component to it, but must be related to the student's course or area of research.</p> <p><b>Business unit:</b> A central area of the University, not linked to a particular discipline, which has an interest in or is involved in managing Work-Integrated Learning (WIL) placements, or co-curricular internships.</p> <p><b>Graduate research degree:</b> A Masters by research or doctoral degree of the University. The term is interchangeable with Higher Degree by Research.</p> <p><b>Host organisation:</b> Any organisation, institution, employer, agency, workplace or body which provides a WIL placement or co-curricular internship to a Monash University student.</p> <p><b>Host supervisor:</b> Member of the host organisation responsible, in part or in whole, for supervising and assessing (where applicable) a student during their WIL placement or co-curricular internship.</p> <p><b>Monash supervisor:</b> Members of the faculty/business unit responsible, in part or in whole, for providing supervision or mentoring (where applicable) to a student during their WIL placement or co-curricular internship or, in the case of graduate research students, appointed to provide ongoing research supervision and support to the student in relation to their research throughout the period of the student's enrolment.</p> <p><b>Program manager:</b> The Monash staff member within a faculty or business unit ultimately responsible for the management of all WIL placements and/or co-curricular internships within that area.</p> <p><b>Pre-commencement clearances:</b> Any legal certification required to undertake a student WIL placement or co-curricular internship. The clearances required will depend on the type of organisation/industry and experience a student is involved in. Example of commonly required clearances include: Victoria Working with Children Check (WWCC), National Police Certificate/Police Check, Construction ID card/White card etc.</p>

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	<p><b>Internship (HDR specific):</b> A work experience arrangement where the student gains experience in a particular occupation or industry, broadly or specific relevant to their area of research.</p> <p><b>Placement (HDR specific):</b> A work experience arrangement undertaken by the student as part of the requirements of the degree in which they are enrolled.</p>
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	
<b>Related Documents</b>	