

 <b>BOND UNIVERSITY</b>	<b>STUDENT INDUSTRY PLACEMENT POLICY</b>
Contact Officer	General Manager, Career Development Centre
Date First Approved	16 February 2016
Approval Authority	General Manager, Career Development Centre
Date of Next Review	30 August 2025

### 1. PURPOSE AND OBJECTIVES

Bond's focus on employability provides students with a lifelong and life-wide approach to practical learning and integration of degree learning, employability experiences and career goals whilst enhancing the student experience.

This Policy describes the University's approach to facilitating and managing student industry placements and outlines the rights and obligations of students, placement providers and the University.

### 2. AUDIENCE AND APPLICATION

All Bond University students undertaking placements through CDC

This Policy applies to all students who are undertaking an industry placement activity either as part of their degree for credit or as part of Beyond Bond as a component of their program requirements. This Policy also applies to Bond University staff involved in developing relationships with placement providers and in supervising placements.

Inclusions: Internships, work experience, Professional Portfolio Placements (Faculty of Society & Design and Bond Business School), Graduate Diploma of Legal Practice Placements and Psychology Clinical placements in the Masters program.

Exclusions: Clinical Placements in the Faculty of Health Sciences & Medicine, and the Faculty of Law's Legal Clinic Placements.

### 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
Career Development Centre	▪ Allocate placements (clause 4.1, 4.10)
	▪ Oversee student wellbeing (clauses 4.1, 4.3, 4.7, 4.8)
	▪ Check that students meet insurance criteria (clause 4.2)
	▪ Ensure provider and student eligibility (clause 4.4, 4.5, 4.6)
National Business Development Manager and/or General Manager of the CDC	▪ Investigate and resolve complaints (clause 4.11)

### 4. POLICY STATEMENT

#### 4.1. Principles

It is the responsibility of the Career Development Centre (CDC), acting on behalf of Bond University to:

- ensure the equitable allocation of available placements, taking into account the preferences of students wherever possible;
- take all reasonable precautions to ensure the health and welfare of students on placement;
- risk assess and quality assure placements to ensure learning outcomes are met;
- monitor the progress and attendance requirements of students while on placement; and
- ensure that all those involved in a placement are appropriately oriented, and aware of their rights and responsibilities.

#### 4.2. Insurance

The student does not replace regular employees but works under the close supervision of existing staff and is mentored by an industry professional from the student's discipline.

##### 4.2.1. Unpaid Placements

The CDC complete a WHS checklist with the placement provider to ensure appropriate policies and procedures are available in the workplace. Students who meet the criteria for a placement will be covered by the relevant Bond University insurance policy for the duration of their placements. The CDC send the insurance information to the placement provider detailing the insurance coverage.

##### 4.2.2. Paid Placements

For students undertaking paid placements, the University's insurance will not be applicable. Instead, as a

paid employment arrangement is in place between the student and placement provider, the responsibility for WHS and workplace insurance coverage for the student is the responsibility of the placement provider.

#### **4.3. Workplace Health and Safety Compliance**

The CDC will ensure the Workplace Health and Safety (WH&S) check is completed prior to any placement commencing.

#### **4.4. Placement Provider Eligibility**

The University values its relationships with external stakeholders and seeks to develop arrangements for industry placements for mutual benefit.

The University will not accept the following industry placement opportunities:

- Workplaces at private dwellings or home-based businesses;
- Commission-only jobs;
- Independent contracting arrangements that require an ABN;
- Work involving any illegal activity;
- Any work which requires the student to purchase a product or service, or offer a security deposit or similar as a condition of employment;
- Any work that will cause expense for the student i.e. own use of phone or laptop;
- Any work that requires the use of Bond University's equipment for commercial use i.e. film and television cameras, lighting, sound, editing suites.

#### **4.5. Student Eligibility**

##### **Undergraduates:**

- Be a currently enrolled student in a full undergraduate degree at Bond University for the duration of their placement.
- Must have successfully completed all CORE and FOUNDATION subjects and completed or be completing either three out of 6 subjects in the major OR a minimum of 12 subjects for degrees with no majors at the time of application.
- All Undergraduates must have accrued a minimum of 50 Beyond Bond points at the time of application.
- All applicants must have completed Module 1: Safe & Respectful Communities at time of application.

##### **Postgraduates:**

- Be a currently enrolled student in a full postgraduate degree at Bond University for the duration of their placement.
- Postgraduates (non-Professional degree) may apply after successfully completing their first semester with a minimum of 3-4 subjects completed;
- Professional degree student placements may only apply for a placement in their Professional Portfolio semester (5<sup>th</sup> semester) pending eligibility.
- Juris Doctor and double postgraduate degree students may apply after successfully completing 3 semesters i.e. completed or be completing a minimum of 12 subjects at the time of application.
- All applicants must have completed Module 1: Safe & Respectful Communities at time of application.

#### **4.6. Placement Providers**

##### **4.6.1. Selection and Approval**

The CDC on behalf of Bond University is responsible for identifying and engaging placement providers who can provide:

- a safe, positive and ethical learning environment for students;
- suitable induction, training, and mentoring in professional behaviour;
- varied experiences to students that support the attainment of course learning objectives and the University's Graduate Attributes; and
- appropriate supervision and performance evaluation of students.

A risk assessment will be carried out on all industry placement providers before approval is given by the CDC for a placement provider to receive Bond students. The Placement Agreement will outline the responsibilities of the University and the placement provider, and will include insurance, dispute resolution and termination clauses.

Approved placement providers will be listed on the University careers portal, *Scout*, and will be invited, via the relevant Discipline Advisory Boards, to participate in reviewing and improving the employability learning program and associated policies.

##### **4.6.2. Roles and Responsibilities**

The placement provider will:

- nominate a workplace supervisor to be responsible for the student during the placement;

- provide the student with the appropriate orientation, induction and training in the organisation's policies, procedures and rules including safe work procedures;
- inform students that they must comply with the organisation's policies and rules with respect to confidentiality, behaviour and discipline whilst undertaking a placement;
- provide the appropriate facilities, equipment and learning experiences for the student, taking into account the level of the student's skills and experience;
- immediately notify the University if the student is injured or involved in any adverse incident at the placement premises;
- notify the University if the student does not meet agreed attendance requirements;
- comply with its obligations under applicable equal opportunity, anti-discrimination and workplace health and safety laws;
- maintain confidentiality regarding the University's confidential information and comply with applicable privacy laws in regards to a student's personal information;
- participate in the assessment of the student's performance against a pre-agreed list of criteria;
- appropriately manage records relating to the student including attendance and progress reviews;
- hold public liability insurance if a paid opportunity. Unpaid internships and work experience public liability insurance is provided by Bond University.

#### 4.7. Bond University Roles and Responsibilities

The CDC on behalf of Bond University will:

- nominate a University supervisor for the student who will oversee the student's academic requirements for internships for academic credit, most liaisons with the industry placement provider about all aspects of the placement will be conducted by the Business Development Specialists;
- monitor student progress and ensure that assessment appropriately aligns with students' expected learning outcomes and tasks;
- inform the student of confidentiality, privacy and other obligations, including their responsibility to adhere to all relevant workplace policies of the placement provider, including policies relating to behaviour and dress code;
- provide students, particularly international students, with information about the Australian workplace, including workplace culture, diversity, and relevant legislation and rights of students;
- ensure that students apply for and obtain any clearances required by the placement provider (police check, working with children check);
- ensure all students requiring a Working with Children Blue Card complete the [Working with Children and Youth Risk Management Plan](#) see Schedule 1 of the Working with Children Policy.
- maintain worker's compensation, public liability and professional indemnity insurance and associated placement documentation to cover liability of the University and its staff on the placement provider's premises.

#### 4.8. Fair Work Context

The [Fair Work Act 2009](#) defines specific requirements relating to [Student Placements](#). When working to arrange industry [internships](#) and [work experience](#), the CDC Business Development Team will ensure that the placement of a student within their organisation is lawful and does not expose them to any future litigation.

The CDC has developed [principles for internships and work experience](#) to ensure compliance.

#### 4.9. Student Responsibilities

Prior to commencing their placement, students must successfully complete Module 3: Safe & Respectful Experiential Learning.

While on placement students will:

- when required by the placement provider, provide proof of required vaccinations;
- behave in a manner appropriate to that of an employee of the placement provider and in compliance with the Industry Experience Program Agreement;
- adhere to the professional ethics and codes of conduct appropriate to the discipline of the placement;
- maintain communication with the workplace supervisor as required;
- raise issues of concern with the workplace supervisor and the University supervisor;
- complete and submit required assessments;
- advise the placement co-ordinator of any fact which may affect their capacity to undertake the placement, such as a disability or personal difficulty;
- use resources available at the placement site for the purposes they are intended; and
- sign an Industry Experience Program Agreement which outlines the student's rights and responsibilities, and scope of the work they will undertake while on placement.

#### 4.10. Allocation of Placements

In most cases, the CDC will be responsible for allocating available placements. For some disciplines Faculties are responsible for allocating placements.

Students will also have the opportunity to include a justified request not to participate in a particular placement. Reasons may include a conflict of interest, a disability that would be difficult to accommodate by the placement provider, or extreme difficulty in accessing transportation. While every effort will be made to accommodate student preferences, there will be no guarantee that a student can be placed.

#### **4.10.1. Conflict of Interest**

The CDC will not approve placements whereby the following conflicts of interest occur:

- a) placements offered by current students to other current students within their own business;
- b) placements offered by staff members to current students;
- c) students seeking placements within their own business;
- d) placements where students are supervised by direct family members or within family businesses.

Some exclusions may be accepted; however, an application would need to be made to the National Business Development Manager detailing the measures by which the conflict will be minimised.

#### **4.10.2. Appeals**

Students may access the Student [Appeals Against Decisions Procedures](#) if they have a complaint about the allocation of an industry placement, or a University response to concerns expressed about any aspect of their placement.

#### **4.11. Complaints Process**

Any adverse placement feedback submitted formally to the CDC (written or verbal) from either the student or placement provider will be investigated thoroughly and documented within *Scout* and CDC files. Where a complaint has been made against either a student or a placement provider, the first point of contact will be the Business Development Specialist who will forward to the National Business Development Manager and/or General Manager of the CDC to investigate and resolve. This may include interviews with affected parties and referral to appropriate support services as required.

Bond University maintains the right to cease dealing with placement providers breaching terms and conditions. Placement providers will be notified either in writing or verbally of the outcome. For severe breaches, incidents may be referred to the Bond University Legal Counsel, University Registrar and *Fair Work Australia*. Safety of students is the highest priority and all safeguards have been put in place to protect students against exploitation.

#### **4.12. Quality Assurance**

1. The CDC will provide an ongoing review process of all industry placements.
2. Due diligence with placement providers at the point of initial engagement and placement negotiation including Risk Assessment and WH&S Check. Where possible site visits will be conducted.
3. Ongoing review of placements with students and placement providers at mid-point of the placement and upon completion.
4. For students undertaking internships for academic credit an evaluation form will be required by the University from the placement provider and will form part of the student's overall assessment.
5. Due diligence checks on all advertised opportunities that are promoted to students via *Scout* to ensure they meet all of the University terms and conditions. Unsuitable vacancies will be rejected, and the placement provider notified accordingly outlining the reasons.

### **5. DEFINITIONS, TERMS, ACRONYMS**

**Internship:** Internships are industry-based learning experiences that, when sourced by the CDC, are unpaid and may or may not be used for academic credit (depending on the student's circumstances). Internship is the key definition used by industry to refer to a student undertaking a work-based learning experience regardless of payment or academic credit status. Additionally, large firms and companies run paid internship programs over university holiday breaks, however students do not typically use these as the basis for academic credit. Also includes placement option as part of the postgraduate Professional Portfolio subject.

**Externship:** As above, this definition is not widely used in industry but mainly higher education to indicate that the industry-based experience is external to the University and may or may not be a paid placement.

**Work experience:** Work experience refers to an industry-based experience similar in structure to an internship, however, is not paid and will not contribute to academic credit for the student undertaking it.

**Industry Placement:** For the purposes of this Policy, includes internships, externships, work experience, and work-integrated learning.

**Industry Placement provider:** A workplace providing a work-integrated learning environment to a Bond University student.

**Work-integrated learning:** Work-integrated learning is the widely accepted definition for industry or curriculum-based learning whereby an academic embeds the industry learning within the curriculum and/or assessment for a subject. This includes activities such as: industry projects, capstones, industry presentations within class, industry-based research projects, clinical placements and practicums.

## 6. INTERNSHIP/WORK EXPERIENCE PRINCIPLES:

The following Principles are to ensure we are not exposing our valued industry contacts to any repercussions with regards to the *Fair Work Act's* position on unpaid internships.

### Internship:

1. The internship, even though it includes actual operation of the facilities of the placement provider, is similar to training which would be given in an educational environment.
2. The student does not replace regular employees but works under close supervision of existing staff and is mentored by an industry professional from the student's discipline.
3. The student is not necessarily entitled to a job at the conclusion of the internship.
4. The placement provider and the student understand that in situations when a student is not entitled to wages for the agreed duration of one (1) semester or one (1) semester break, the placement provider and the student may enter into an employment agreement beyond the agreed original placement dates.
5. The cost to complete an internship (for academic credit) is the normal subject enrolment fee for one subject.
6. Internships will not be granted retrospectively i.e. students must complete the hours and assessment during the semester they are enrolled in the internship subject.
7. Students cannot apply for an internship for academic credit for paid employment they have previously secured or undertaken.

### Work Experience:

1. Work experience is completed on a not for academic credit basis. Work experience can be used to accrue Beyond Bond points.
2. Work experience, even though it includes actual operation of the facilities of the placement provider, is similar to training which would be given in an educational environment.
3. The student does not replace regular employees but works under close supervision of existing staff and is mentored by an industry professional from the student's discipline.
4. The student is not entitled to a job at the conclusion of the work experience.
5. The placement provider and the student understand that in situations when a student is not entitled to wages for the agreed duration of one semester or one semester break, the placement provider and the student may enter into an employment agreement beyond the agreed original placement dates.

## 7. RELATED DOCUMENTS

[Industry Placement Procedures](#)

[Working with Children Policy](#)

## 8. MODIFICATION HISTORY

Date	Sections	Source	Details
30 August 2022	4.2 4.7 4.9	CDC	V3: Amended to reflect paid and unpaid placements Added Blue Card requirement Added Safe & Respectful Experiential Learning Module requirement
24 April 2019			V2

## INDUSTRY PLACEMENT PROCEDURES

### Placement Provider Eligibility

The University values its relationships with external stakeholders and seeks to develop arrangements for [work-integrated learning](#) for mutual benefit. Prior to any placement commencing placement providers must provide:

- 1) The name of the organisation, workplace supervisor and contact details for the person supervising the student. In most cases, the workplace supervisor must be an experienced professional from the discipline the student is studying. The supervisor cannot be a current staff member or student of Bond University.
- 2) A description of the nature of the work being offered. This must relate to a student's discipline of study.
- 3) The type of work being offered i.e. part-time, casual, contract or full-time paid employment; volunteer opportunities; work experience/work placement/internship opportunities; graduate recruitment and vacation employment; international employment vacancies; employment scholarships and cadetships.

### Placement Provider Selection and Approval

A risk assessment will be carried out on all placement providers before approval is given by the Career Development Centre for a Placement Provider to receive Bond students. The Provider Placement Agreement will outline the responsibilities of the University and the placement provider, and will include insurance, dispute resolution and termination clauses.

The risk assessment will include a visit to the placement provider's premises, where possible, an interview with potential supervisors of students, and agreement about on-site visits by University supervisors during the placement. A review of workplace safety requirements and the identification of potential hazards is an important element of the risk assessment. These WH&S checks will be maintained annually.

Placements will be evaluated by students, University supervisors and placement providers at the end of each placement to ensure the ongoing value to both the industry partner and to future students.

### Allocation of Placements

All completed applications are managed by the Business Development Team. Students are interviewed or "onboarded" into the program and then proactively matched and marketed to relevant industry partners. It is a collaborative process where the Business Development Team facilitates interviews relevant to the student's expressed needs and the placement details are then negotiated and finalised.

Students will also have the opportunity to include a justified request not to participate in a particular placement. Reasons may include a conflict of interest, a disability that would be difficult to accommodate by the placement provider, or extreme difficulty in accessing transportation. While every effort will be made to accommodate student preferences, there will be no guarantee that a student will be placed in an organisation on their list of preferences.

### Principles of Practice

Adopted from the Career Development Learning ALTC/NAGCAS report (2009) derived from research and validated by key stakeholders.

1. Flexible partnerships support effective career development learning.
2. Workplace experiences can provide genuine career development learning for all students. Multiple experiences and contexts support this learning.
3. Career Development Learning is student centred and designed to actively engage students in the workplace experience.
4. Career Development Learning supports quality student centred learning opportunities across all aspects of students' lives.
5. Universities encourage students' career development and workplace learning by supporting their capacity to systematically reflect, record, and articulate the acquired skills and experience.
6. Quality assurance across the experience contributes to better outcomes.

### Stakeholders:

- Career Development Centre (CDC) – Team – Business Development Team, Student Services Team
- Faculties – Academics, Faculty Student Services Managers, Clinical Placement Managers and Advisory Boards
- Other Bond Departments – not limited to Student and Academic Services; Research; Alumni Relations; Marketing, and Future Students
- Students – self sourced work experience and internships
- Industry and professional bodies
- Community organisations