

Project Area 1 – PROMOTE *Student Placements* – Create Awareness

Deliverable / Achievement	Outcome
Conduct information briefing and discussion with managers and team leaders at the IMAP Councils.	<p>May 2011 – June 2011: Face to face briefings conducted across IMAP Councils to promote the use of students; understand needs and existing programs and understand issues with current process and policy.</p> <p><i>There is now greater awareness across the IMAP Councils of student placements.</i></p>
Student Placement Showcase	<p>As part of Melbourne Knowledge Week 2011 IMAP hosted the 'Student Placement Showcase' – The showcase provided a space for universities and other organisations to exhibit their student placement programs, and to have academics and staff on hand to speak with local government managers and team leaders.</p> <p>Managers and team leaders from across the IMAP councils and other local councils were invited to attend the event.</p> <p>There were 11 exhibitors and 100 people attended the event. Feedback received from exhibitors and attendees was very positive and a recommendation has been made to run a similar event as part of Melbourne Knowledge Week 2012.</p> <p><i>As a result of this showcase there is greater awareness from both local councils and the universities on how they can partner on student placements.</i></p>
Presentations	<p>Academics have presented their course specific student placement programs to Council staff – for example University of Melbourne GIS Internship program details were presented to interested GIS staff from across the IMAP Councils.</p> <p><i>As a result of these presentations greater awareness from both local councils and the universities on how they can partner on student placements, and suggested placement opportunities are being progressed.</i></p>
Student Placement Inventory and Key Contacts	<p>A key barrier and challenge for manager's wanting to undertake student placements within their team is having knowledge of the programs available and who to contact. The project has produced a resource called the 'Student Placement Inventory' that will be available through each Council's staff intranet and on the IMAP public website. The inventory is a detailed list of the student placement programs run by the various universities and relevant information for each program – contact point; duration of placement; timing of placement; cost of placement and level of student undertaking the placement. The inventory has been completed with input from the universities and currently contains 121 student placement</p>

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	<p>programs that are relevant for local government. A process has been put in place to maintain the inventory and keep it updated on a regular basis.</p> <p><i>As a result of creating the inventory there is greater awareness from the universities of the student placements relevant to local Councils. IMAP Council managers and team leaders have an ongoing resource to help them plan placements.</i></p>
Promote deliverables and achievements more broadly.	<p>A number of activities have been completed or are underway to promote IMAP and the project achievements and deliverables to other local Councils:</p> <ul style="list-style-type: none"> • Student Placement Showcase 2011 • Publishing policy and documents on the IMAP public website • LG Pro – presentation on project outcomes to LG Pro HR group planned for May 2012. • Promotion of project outcomes to MAV and ACELG. • Abstract for paper accepted for delivery at the ACEN international conference at the end of 2012.

Project Area 2 – STRENGTHEN WIL – *Make It Easier*

Deliverable / Achievement	Outcome
Policy and Supporting Documentation	<p>The Project Team have produced a Student Placement Policy and supporting documents. The policy has been tailored and adopted by the IMAP Councils. The policy and documents are available on each Council's intranet site and launched to staff.</p> <p>A list of the documents produced and available is included in this report. The policy and documents have also been made available via the IMAP public website.</p> <p><i>The policy and supporting documents make it easier for manager's to access students by – providing clear information on how to plan and manage student placements; documents to assist in planning and managing student placements; providing clear direction on perceived barriers such as insurance and payment requirements.</i></p>
Regular Planning	<p>A key element of the Student Placement policy is that it encourages managers to plan ahead for student placements in this team. Managers are encouraged to plan for student placements in line with their regular annual</p>

	<p>and workforce planning and documents are provided to assist in the process. Councils may also provide a reminder to managers – via the Human Resource team – to prompt them to plan student placements.</p> <p><i>Planning ahead of time for student placements and considering students in workforce planning will ensure better outcomes for students and Councils. Regular planning should be encouraged by IMAP Implementation Committee and each Council executive.</i></p>
Human Resource Support	<p>Each Council has included student placements within the function performed by the Human Resource department – aligned with the recruitment function in each Council. A guide for the recruitment team – to assist them in supporting student placements, has been developed.</p> <p><i>The aim is to have resources available in each Council who can assist managers in setting up successful student placements and ensure that when it comes to student recruitment there is alignment with each Council's strategic workforce planning objectives.</i></p>

Project Area 3 – FACILITATE WIL – Broker Relationships

Deliverable / Achievement	Outcome
Student Placement Showcase	<p>As part of Melbourne Knowledge Week 2011 IMAP hosted the 'Student Placement Showcase' – following the showcase a number of relationships have been formed between Council staff and university.</p> <p><i>As a result of this showcase there is greater awareness from both local councils and the universities on how they can partner on student placements.</i></p>
Student Placement Inventory and Key Contacts	<p>The Student Placement Inventory will assist managers in making contact with university staff and setting up relationships.</p> <p><i>As a result of creating the inventory there is greater awareness from the universities of the student placements relevant to local Councils. IMAP Council managers and team leaders have an ongoing resource to help them broker relationships.</i></p>
Introductions	<p>The IMAP Project Team have been involved in arranging approximately 10 student placements that were generated directly through IMAP WIL Project events or promotion.</p>