

IMAP

Inner Melbourne Action Plan



Background

IMAP a joint initiative between the cities of Melbourne, Port Phillip, Stonnington and Yarra who have been working together to recognise the economic, social and cultural impacts the knowledge sector has on the inner Melbourne region. Focused on developing stronger links with the education sector a policy and supporting document have been built to make it easier for staff to gain access to a student workforce.

This template document can be taken and adapted for implementation into your own organisation – look for the **yellow text** for suggested areas of change.

Planning student placements for the year ahead.

This document has been created as an aid to assist and prompt you to consider tertiary student placements in your regular planning processes.

If you are reading this document you are sitting down on your own or with your team to take stock of your current and future workload, and begin to plan for the next financial year and beyond.

Step 1 – Confirm what you will be working on.

When you look at the list of projects they probably fall into categories of:

‘Ongoing services’ - services that are mandatory and need to be completed.

‘Approved Projects’ – projects that are approved.

‘Blue Sky Projects’ – ideas that are still in the forming phases that are yet to be approved and may require further analysis or research.

Step 2. Consider your short term people needs.

Considering the work that will fall into each of these categories you will identify the team of people or resources you need to perform the tasks and activities associated with delivering your services and projects.

Step 3. Consider your longer term people needs.

Workforce planning tools and processes will have assisted you in focusing on your organisational structure; succession planning; organisational development/training needs and diversity profile. You will understand the needs of your team now and into the future and identified what is needed to ensure a sustainable team.

Step 4. Consider the organisations people & social outcome strategies and actions.

Your organisation will have identified strategies, goals and actions in regards to people and social outcomes and through the leadership and management decisions you make you will support them. For example, these could include– increased student participation/placement; employment outcomes for the indigenous community and providing work experience opportunities for new migrants or at risk youth.

Ensure you have copies of the relevant documents to hand: list of current and future services; list of current and future projects; organisational chart; workforce plan and the organisations people and social outcome strategies

You can now consider your options in regards to Student Placements and begin to build or update your Student Forecast Plan.

Activity

For each service and project work through the areas below – think about how students might fit into your annual and longer term plans.

Area	Question / Idea
Create an ongoing student position.	Consider your plans in regards to the regular services provided by your team are you: <ul style="list-style-type: none">- Considering introducing graduate or entry level staff into your team?- Want to free up your experienced team members to focus on approved or blue sky initiatives? Consider having a student work in the team full time for 6 or 12 months. This would be a paid placement and candidates can be sought from multiple disciplines.
Consider using students to deliver approved projects.	Consider your plans in regards to the approved projects to be delivered by your team could you benefit from: <ul style="list-style-type: none">- Brains, arms and legs to assist team members in delivering pieces of work.- Access to current thinking and research.- Literature review or research to assist kicking off projects. Students from a range of disciplines are available for short and longer term placements; you can also obtain a group of students to work as a 'project team' – either from the same discipline or a composite team from a range of disciplines.
Consider using students to assist in your 'Blue Sky Thinking'.	Consider your plans in regards to your 'Blue Sky' projects you would like to deliver: <ul style="list-style-type: none">- Consider using students to brainstorm and scope out your next big idea.- Consider using a student or a group of students to perform a literature review or perform research to assist projects you are kicking off.- What are those projects and ideas you and the team never get to because you run out of time or money? Could students be used to assist with these?

Area	Question / Idea
<i>Consider your future workforce challenges.</i>	<p>Considering your long term workforce plan. Do you need to put in place steps to ensure effective knowledge transfer?</p> <p>While students and graduates cannot replace senior and experienced staff they may form part of your strategy or solution for ongoing knowledge transfer by:</p> <ul style="list-style-type: none"> - Providing support to mid career team members so they can move through to replace those retiring. - Capture and document knowledge before it walks out the door.
<i>Consider sharing a student across branches or between organisations.</i>	<p>Are you having problems recruiting good candidates? Do you see this as being a problem in the future?</p> <p>While students and graduates might not be the immediate answer they could provide a long term solution by:</p> <ul style="list-style-type: none"> - By bringing students in on longer full time placements you get an opportunity to trial future employees and 'grow your own' talent. - There are examples of rural shires that provide scholarships and paid work experience to a student through their studies, encouraging them to seek long term employment in areas where there is a skill shortage. Could this work for your team?
<i>Consider your teams development needs.</i>	<p>Consider how your team works with other teams, branches or organisations – are you looking to improve shared processes or handoffs?</p> <ul style="list-style-type: none"> - Could you share a student between your teams to review and assist in improving these shared processes of handoffs? <p>Students from a range of disciplines are available for short and longer term placements.</p> <p>Consider your team members who as part of their personal development are seeking experience in leadership and management. Providing them with a student to lead and manage could assist in meeting this development need.</p>

Activity

Use the student placement forecast spreadsheet to document the student placements planned for your team..

Consider the costs

Using students can be a cost effective way of supplementing your existing staff and resources. Internships and student placement programs run in various formats and have varying expectations in regards to whether the student requires remuneration. The student and education institution will stipulate whether the placement is to be 'paid' or 'unpaid'.

In compliance with the Fair Work Act many student placement programs will be 'unpaid' and the student will not be paid the stipend.

Paid internships or placements are also available, these are usually longer placements (for example between 6 – 12 months) and the student works for the employer on more of a 'full-time' basis.

It is the responsibility of the department hosting the student to determine payment requirements and have applicable positions and budget available. HR will work with you in establishing a paid placement.