

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.

Document Title: Student Placement Checklist

This student placement checklist is to be completed for each student performing work experience or a tertiary student placement contact a member of the HR team if you require any assistance completing the checklist.

Use this checklist as a *guideline only*; you may choose to adapt it based on the students experience, skills, knowledge and the department's needs.

Student Name:		Department:	
Commencement Date:		Completion Date:	
Supervisor Name:			

Which checklist do you need?

- Prior to the student starting use the – [Pre Placement Checklist](#)
- Student's first week use the – [Placement Checklist](#)
- Student placement is complete use the – [Post placement Checklist](#)

1 Pre placement checklist:	Completed
Prepare the position description or project outline, include key responsibilities	<input type="checkbox"/>
<i>Determine the following arrangements with the student and/or institution:</i>	
The key responsibilities/ project outline are appropriate to the students course requirements;	<input type="checkbox"/>
The duration of the placement, including hours/ days per week;	<input type="checkbox"/>
Whether the placement is paid or unpaid (and the payment method if applicable);	<input type="checkbox"/>
The recruitment process for selecting a student (applicable if Council is initiating the placement with an institution);	<input type="checkbox"/>
The terms and conditions of the agreement including: <ul style="list-style-type: none"> ✓ Intellectual property and confidentiality arrangements ✓ Insurance and WorkCover arrangements 	<input type="checkbox"/>
The supervisory arrangements and expectations	<input type="checkbox"/>
Any assessment requirements	<input type="checkbox"/>
Communication arrangements with the educational institution	<input type="checkbox"/>
Interview/meet with the student prior to accepting the placement to clarify expectations and working arrangements (this can be formal or informal depending on requirements)	<input type="checkbox"/>

<i>Determine the following administrative arrangements:</i>	
Arrange desk/office space/ phone/ PC	<input type="checkbox"/>
Arrange security pass	<input type="checkbox"/>
Induction and OHS training organised (if applicable)	<input type="checkbox"/>
Advise relevant personnel such as: <ul style="list-style-type: none"> ✓ Department staff ✓ Other relevant staff and Managers ✓ Customer Service ✓ Payroll (if applicable) 	<input type="checkbox"/>
Sign and complete all relevant paperwork and provide copies to the: <ul style="list-style-type: none"> ✓ Student ✓ Institution ✓ Human Resource Department 	<input type="checkbox"/>
Supervisor to organise – have the following ready for student's first day <ul style="list-style-type: none"> ✓ Login details ✓ Security pass (if available prior to start date) ✓ Phone extension ✓ Some stationary ✓ Student performance document and a training plan/schedule ✓ Arrange a buddy/mentor (if appropriate) ✓ Schedule time with key people in your team/department to provide overview of their role/projects 	<input type="checkbox"/>

Documents the may assist

Student Placement Policy Guidelines will assist you in understanding your legal obligations.

Student Placement Guide and FAQs contains useful information regarding student placements.

Student Project Brief document will assist in capturing information regarding the student project.

Interview Guide for Student Placements contains suggested interview questions for use when conducting an interview with a student.

2 Placement checklist:	Completed
Supervisor to welcome new employee on agreed time and start date	<input type="checkbox"/>
Complete any outstanding work placement paperwork (HR/OD to provide pack): <ul style="list-style-type: none"> ✓ Work placement contract ✓ Information Systems policy ✓ Respect for others policy ✓ Code of Conduct ✓ Grievance and Disciplinary procedure ✓ Organisational Chart ✓ Fire evacuation diagram ✓ Council plan overview 	<input type="checkbox"/>
Confirm working arrangements and expectations <ul style="list-style-type: none"> ✓ Hours of work ✓ Lunch and tea breaks ✓ Absence/late arrival – communication protocol expected ✓ Security of personal belongings 	<input type="checkbox"/>
Office Tour <ul style="list-style-type: none"> ✓ Amenities ✓ Break areas ✓ First aid kit ✓ Lunch area ✓ Staff bike area ✓ Boardrooms and meeting rooms ✓ Stationary ✓ Reception ✓ Copying and Faxing Facilities ✓ Showers ✓ Security entrances ✓ Phone use 	<input type="checkbox"/>
Supervisor to introduce <ul style="list-style-type: none"> ✓ Team ✓ People frequent contact internal/external ✓ HR student placement contact - <Name> ✓ Work area ✓ Brief summary of computer system ✓ Brief summary of phone and email ✓ Introduce intranet – allow time to browse ✓ Reinforce the electronic communication access policy ✓ How to contact helpdesk(s) 	<input type="checkbox"/>
Supervisor to provide and discuss position description and key result areas <ul style="list-style-type: none"> ✓ Department Overview, which should include current workload and projects 	<input type="checkbox"/>

<ul style="list-style-type: none"> ✓ Explain how student will be involved in department workload and projects ✓ Have copy of PD on hand ✓ Cover work duties briefly (introduce major tasks in intervals avoid information overload) ✓ Give indication of typical work day ✓ Indicate how job relates to others, indicate function and importance ✓ Check their understanding of duties, get questions and feedback ✓ Discuss what the employee can achieve on their first day ✓ Explain clearly what your expectations are with regard to performance standards and work practices ✓ Provide overview of performance management – if their performance is not as expected, the placement will be terminated 	<input type="checkbox"/>
Supervisor to discuss training plan <ul style="list-style-type: none"> ✓ Indicate timeframes ✓ Indicate tasks and areas of focus ✓ Offer a mentor or buddy 	<input type="checkbox"/>
Day 1 – Allow time to familiarise with work area and systems	<input type="checkbox"/>
Day 1 – Meet student at the end of the day to review their response to their first day	<input type="checkbox"/>
Week 1 – Schedule time with key people in the department to provide overview of role/projects	<input type="checkbox"/>
Week 1 - Meet student at the end of the week to review their response to their first week	<input type="checkbox"/>
Schedule regular catch ups to monitor progress and provide feedback	<input type="checkbox"/>
Address any issues as required – refer to the education institution if issues cannot be resolved	<input type="checkbox"/>

Documents the may assist

Student Training Plan to capture training plan for student(s).

Student Mentoring Guide to provide guidance in regards to mentoring students.

3 Post Placement checklist:	Completed
Provide final feedback and complete evaluation	<input type="checkbox"/>
Conduct exit interview obtain feedback on placement from student	<input type="checkbox"/>
Ensure payment is made (if applicable)	<input type="checkbox"/>
Update personnel file – including whether they should be considered for roles in the future	<input type="checkbox"/>

Documents the may assist
<i>Student Exit Interview Guide</i> to conduct exit interview with student(s).