

# 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.

## STUDENT PLACEMENT GUIDE

|        |  |    |
|--------|--|----|
| 1      | Purpose.....   | 3  |
| 2      | Overview.....  | 3  |
| 2.1    | Background.....  | 3  |
| 2.2    | Policy.....  | 3  |
| 2.3    | Scope.....   | 3  |
| 3      | What are Student Placements?.....  | 4  |
| 3.1    | Tell me more about the School Sector?.....   | 5  |
| 3.2    | Tell me more about the Tertiary Sector?.....   | 5  |
| 3.3    | Why host a student?.....   | 5  |
| 3.3.1  | What are the benefits for students?.....   | 5  |
| 3.3.2  | What are the benefits for our organisation?.....                                     | 6  |
| 3.4    | What should I consider prior to embarking on Student Placements?.....                | 6  |
| 4      | Planning Student Placements.....   | 7  |
| 4.1    | Why should I plan ahead?.....  | 7  |
| 4.2    | When can student placements take place?.....   | 7  |
| 4.3    | What do I need to do as a supervising manager?.....                                  | 7  |
| 4.4    | What is the estimated time required for setting up a placement and managing it?..... | 8  |
| 4.5    | Will student work part time or full time?.....                                       | 8  |
| 4.6    | Do we have to pay students?.....   | 8  |
| 4.7    | Do we need to insure or provide WorkCover for students?.....                         | 8  |
| 4.8    | How do students apply for placements?.....   | 9  |
| 4.8.1  | What is the process for student selection?.....                                      | 9  |
| 4.9    | What should a student induction process involve?.....                                | 9  |
| 4.10   | Will I be involved in the assessment process?.....                                   | 9  |
| 4.11   | How can I best support students to achieve their outcomes?.....                      | 10 |
| 4.12   | Who is responsible for monitoring performance and attendance?.....                   | 10 |
| 4.12.1 | Do students receive credit points for their placements?.....                         | 10 |
| 4.13   | Are there considerations regarding intellectual property?.....                       | 10 |
| 4.14   | Who do I contact if there is a problem with the placement?.....                      | 11 |
| 5      | Who can assist me?.....  | 11 |

Document Title: Student Placement Guide and FAQs

# 1 Purpose

**Organisation** is committed to supporting the knowledge and education.

Student Placements provide an opportunity for **Organisation** to leverage, build and establish new connections with schools, universities and TAFEs. Also, they provide students in the community with valuable work experience.

Student Placements are an activity that allows students to put into practice the theory learnt in the classroom. Education providers utilise a range of approaches and activities that integrate theory with the practice of work.

**Organisation** welcomes the opportunity to provide students with career development opportunities through work experience and Student Placements. We are committed to supporting secondary, TAFE and tertiary institutions wherever practicable in their endeavours to provide students with practical experience in their chosen fields.

The purpose of this guide is to answer the frequently asked questions (FAQs) about student placements.

## 2 Overview

### 2.1 Background

Through the *Inner Melbourne Action Plan Student Placement Project* (2010-2012) the Cities of Melbourne, Port Phillip, Stonnington and Yarra worked collaboratively to produce policy, guide and supporting documents to: create more awareness about student placement programs; make it easier for manager's to access a student workforce.

The strategic objective of the initiative is to strengthen and build ongoing relationships between the IMAP councils and the education sector – namely the tertiary sector.

### 2.2 Policy

The **Organisation** Student Placement Policy can be found at – **document location**.

### 2.3 Scope

This guide and FAQs applies to:

**Work Experience** - placement of secondary students for brief work experience placements. Students are placed primarily to observe and learn – not to undertake activities which require extensive training or expertise. Secondary students on work experience must be sponsored by their school under the Department of Education, Employment and Training's Work Experience Program.

**Student placements** - placements for students studying a course with the tertiary sector

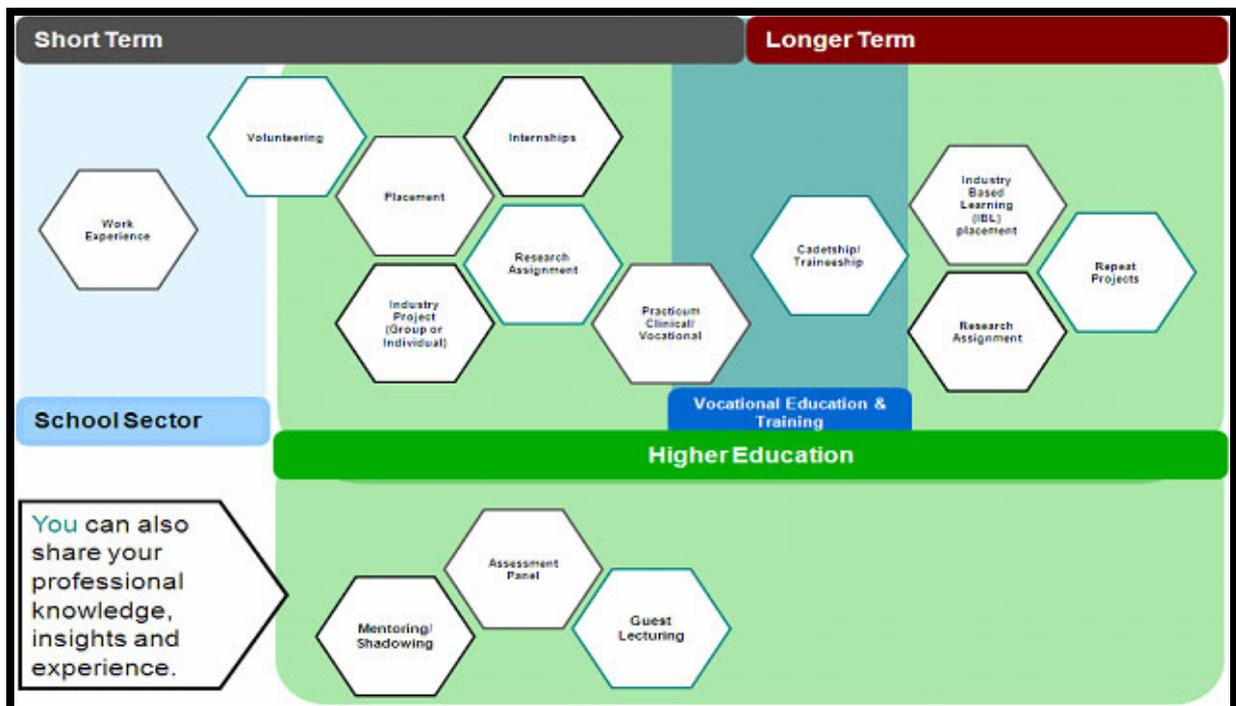
### 3 What are Student Placements?

All levels of the education sector - tertiary, vocational and secondary – incorporate Student Placements into their educational curriculum. Student Placements come in different shapes and sizes and may be known by various names:

- |                               |                     |                      |
|-------------------------------|---------------------|----------------------|
| Capstone Project              | Industry Project    | Practical Placement  |
| Internship                    | Mentoring/Shadowing | Practicum            |
| Industry Based Learning (IBL) |                     | Vocational Placement |
|                               |                     | Work Experience      |

Work Integrated Learning or ‘WIL’ is a generic term used by the tertiary sector to describe student placements.

The spectrum includes short and long term placements; individual and group work. The diagram below illustrates the spectrum.



The process for hosting a student placement vary depending on the nature of the placement, once you understand your requirements you can work with an institution to establish a placement that suits your needs.

Student Placements are for a limited period which will be determined through agreement with the student and their institution.

The Student Placement Catalogue (see the [www.IMAP.vic.gov.au](http://www.IMAP.vic.gov.au)) has been compiled to assist you in determining which opportunities are available and suit the needs of your team.

### **3.1 Tell me more about the School Sector?**

School sector covers - secondary schools and may include vocational schools or learning programs. City of Port Phillip gives preference to students who are residents of the City of Port Phillip, attend school within City of Port Phillip or if outside these conditions, can demonstrate a strong commitment to a career in their chosen work experience area.

Wanting to confirm if a secondary school is within City of Port Phillip?

Use the school locator service provided through the Department of Education and Early Childhood Development to locate secondary school - <http://www.education.vic.gov.au/findaservice/AdvancedSearch.aspx>

### **3.2 Tell me more about the Tertiary Sector?**

Tertiary sector covers – universities and TAFEs and excludes traineeships.

The Student Placement Catalogue has been built to assist you in locating participating educational institutions; the catalogue will provide you with the contact details for various providers of student placement programs.

### **3.3 Why host a student?**

There are significant benefits for both parties when giving students opportunities within Councils. Engaging students enables participants to gain experience, skills and knowledge in a Local Government environment as well as an understanding of the function and range of Council's services within the community.

#### **3.3.1 What are the benefits for students?**

The benefits of Student Placements for tertiary students include:

- Apply theory to real work environments
- Fulfil curriculum requirements
- Develop skills – team work, communication, interpersonal skills
- Gain insight into how organisations really operate
- Develop career opportunities
- 'Test' career options and clarify career aspirations
- Build valuable contacts and networks
- Gain access to a professional referee

- Opportunity to integrate with the Australian workforce and community (in the case of international students)

### **3.3.2 What are the benefits for our organisation?**

The benefits of Student Placements for our organisation include:

- Enthusiastic, short term 'student employee' to undertake projects
- Import fresh ideas and approaches into the workplace
- Promote local government as an Employer of Choice
- Create workplace ready graduates – which can assist in addressing supply issues
- Contributing to the training of emerging professionals
- 'Try before you buy' future recruits – evaluating future employees
- Having tasks professionally completed in a cost-minimal way
- Strengthen/broaden staff's professional networks
- Provide students from municipality with work experience opportunities
- Support municipalities educational institutions
- Generate a culture of continuous learning and development amongst staff

### **3.4 What should I consider prior to embarking on Student Placements?**

As you will have certain responsibilities when hosting a student it is necessary to take the following into account before making the decision to host a student:

- Spending time planning the placement will provide a better outcome for all parties
- Consider your teams work plans, projects and workforce needs
- Provide a written brief outlining the opportunities available for a student
- The organisation's ability to provide an appropriate level of supervision; development opportunities; mentoring and feedback
- Insurance requirements – WorkCover; Public Liability; Professional Indemnity
- Payment considerations
- Logistics – such as desk space, PC and other equipment.

## **4 Planning Student Placements**

### **4.1 Why should I plan ahead?**

Planning Student Placements ahead of time provides benefits for City of Port Phillip, managers, students and education institutions. City of Port Phillip hopes to improve the quality of the placements and encourage greater participation in student placement opportunities through better planning.

Planning ahead will assist the education institutions in providing you with access to the best students for your projects.

As part of the annual corporate and workforce planning cycle branch managers should undertake planning to identify scope and plan for work experience students and student placements.

Student Placement planning will include:

- Forecasting future work experience and student placements
- Identification of student projects
- Identification of budget impacts

The student planning process will be completed by branches and supported by the HR department.

### **4.2 When can student placements take place?**

Student Placements can happen throughout the calendar year and tend to align with:

School Sector – end of term and term holidays.

Tertiary Sector – semesters and semester breaks.

Vocational Sector – any time throughout the year.

Key times for contacting the universities in regards to tertiary placements are:

For placements in the Autumn Semester (Mar-May) – contact them in approximately October – November

For placements in the Spring Semester (Sep-Nov) – contact them in approximately May-June

If you have missed these times don't be put off institutions and students are usually open to negotiation on the timing of placements and will be keen to hear about opportunities throughout the year.

### **4.3 What do I need to do as a supervising manager?**

Managers hosting a student(s) will be required to perform activities pre, post and during the placement to assist in this process see the Student Placement Checklist.

In some instances the student is required to have their placement supervised by an individual who holds a particular of qualification - this will be confirmed by the student and the education institution when the placement is being negotiated.

#### 4.4 What is the estimated time required for setting up a placement and managing it?

As placements come in all shapes and sizes the time required in setting up and managing a student placement will differ, the information below can be used as a guide.

Set up could include:

- Meeting with student and institution to agree placement details
- Interviewing candidate(s)
- Obtaining and signing necessary paperwork
- Completing processes for setting student up IT and other systems

Management of the placement could include:

- Department induction
- Corporate induction
- Regular coaching and mentoring sessions
- Providing feedback at completion of placement

| Placement Type  | Length of Placement    | Set Up  | Management                                     |
|-----------------|------------------------|---------|--|
| Work Experience | Between 3 and 5 days   | 2 hours | Require high level of supervision and support. |
| Internship      | Between 40 – 240 hours | 3 hours | Require low level of supervision and support.  |

#### 4.5 Will student work part time or full time?

The student placement opportunities available fall into a spectrum that includes short and long term placements and can also be performed part time and full time. You can negotiate these details with the education institution or student involved in the placement.

Consider the following in regards to the length or working hours of the placement:

- How will the length of the placement and hours worked impact your team.
- Longer term placements are often paid, therefore consider budget requirements

#### 4.6 Do we have to pay students?

Payment arrangements differ between placement types. Discuss payment expectations with the student and the institution.

Any payment made to students will come from your branch budget.

#### 4.7 Do we need to insure or provide WorkCover for students?

Public liability insurance cover and WorkCover arrangements are required for students performing placements. The student must be completing their course as an educational requirement, and their education institution will need to provide public liability insurance.

#### 4.8 How do students apply for placements?

There are a number of ways students may apply for a placement at the City of Port Phillip.

| Process  | Details  |
|--|--|
| Student applies through the City of Port Phillip recruitment system.                   | Students will inquire or lodge an application for work experience via the City of Port Phillip recruitment system. The HR recruitment team will receive these applications and contact relevant areas to ascertain whether a placement is possible. These opportunities will be open at set points in each calendar year, determined by the HR team. |
| City of Port Phillip staff advertises for a student position – open application.       | Treated like a normal recruitment process, ensuring that recruitment policy is followed. Applications will be open via the City of Port Phillip recruitment system and students can apply directly. HR can assist in targeting specific institutions or courses in the recruitment process.  |
| City of Port Phillip staff advertises for a student position – restricted application. | You have an established agreement with an institution or have made contact with a particular student and arranged a placement. Contact HR and they can assist you in with a restricted recruitment process that targets the appropriate group/individual.  |
| City of Port Phillip staff enters into an agreement with education institution.        | You have entered into an agreement with a university for the provision of a student(s) and they are going to provide you with an 'invoice' for the services provided. Contact HR for the recruitment process to be followed for this process.  |

If your arrangement does not fit into one of these processes please contact Human Resources.

##### 4.8.1 What is the process for student selection?

You will have the final say as to whether a student is appropriate.

Prior to offering the student a position it is recommended you conduct an interview.

In regards to the selection process the following may occur:

- The education institution will assign the student(s) to work with you or
- The education institution will advertise the position or project and students will apply for the position or project or
- The position is recruited via normal recruitment channels and student applies directly to City of Port Phillip

#### 4.9 What should a student induction process involve?

Utilise the Student Placement Checklist to assist in developing a student induction process for your student.

Also, consider the appropriate corporate and department induction for each student. The 'Student Placement Training' plan can be used to record induction tasks.

#### 4.10 Will I be involved in the assessment process?

Prior to the placement commencing the education institution and student will confirm the assessment process and the role they expect the employer to play in this process. Ensure you are comfortable with the requirements of you and your team prior to agreeing to undertake the placement.

#### **4.11 How can I best support students to achieve their outcomes?**

You should develop a plan for what is expected from the student, what they are required to do, how they will work, and how you will monitor their placement. As the supervising manager, you will be monitoring and providing feedback on the learning and performance of the student in a similar way you would with any of your team members.

The education institution may set specific learning outcomes they wish to see demonstrated and often a student will have a 'learning diary' or report they are expected to complete.

The 'Student Placement Training' plan can be used to record information about what is you expect from your student(s). Additionally, the 'Student Placement Mentor Guide' can give you some tips on supporting students in during their placement.

#### **4.12 Who is responsible for monitoring performance and attendance?**

As the supervising manager, you should be monitoring and providing feedback on the learning and performance of the student in a similar way you would with any of your team members.

You need to agree with the student prior to the placement the process for non-attendance, working days and hours.

##### ***4.12.1 Do students receive credit points for their placements?***

Student placements are usually an enrolled and fully credited subject and for many a requirement of their course. Confirm the details with the student and their education institution.

#### **4.13 Are there considerations regarding intellectual property?**

All students should follow employee processes in regards to code of conduct, information security and confidentiality agreements.

Confirm the intellectual property requirements for the work produced by the student(s) through the placement agreement with the education institution.

#### **4.14 Who do I contact if there is a problem with the placement?**

Prior to the start of a placement ensure you establish a clear understanding with the student and education institution regarding the process and requirements if a problem arises during the placement.

Occupational Health and Safety - If a student sustains an injury or illness during their work experience or placement the OHS procedure covering reporting incidents should be followed. Additionally the staff member supervising the student will:

- Notify HR
- Notify education institution via agreed contact person

Grievance - If a student or manager has a grievance the grievance procedure should be followed. Additionally the staff member supervising the student will:

- Notify HR
- Notify education institution via agreed contact person

Performance Management or Misconduct - If there is an issue with the performance or behaviour of a student while on placement the staff member supervising the student will:

- Notify HR
- Notify education institution via agreed contact person

## **5 Who can assist me?**

The Human Resources team are your key contact.