

# 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.

## **Purpose**

To record Council's policy on secondary school work experience and tertiary student placements.

## **Scope**

This policy applies to:

- Council staff members responsible for managing student placement opportunities – referred to in this policy as 'managers'.
- HR/OD team responsible for supporting managers with student placement opportunities.

## **Definitions**

<b>Term / 'Abbreviation'</b>	<b>Definition</b>
Secondary School Work Experience / 'Work Experience'	The 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'.
Tertiary Student Placements / 'Student Placements'	Student placements for students in the tertiary sector.

## **Policy statement**

**Organisation** will endeavour to provide work experience and student placement opportunities for secondary and tertiary students. Engaging students is an integral part of the Councils commitment to the community, strengthens the partnerships and connections with universities, VET sector and TAFEs and schools. Also, fosters the development of a future workforce for the wider local government sector.

The objective of this policy is to ensure that the process for student placements:

- Meets legislative requirements
- Establishes clear procedures and processes to meet both Council and the student's expectations/objectives

It is necessary to take the following into account before making the decision to place a student – Planning; Insurance Obligations and Payment Obligations.

## **Planning – Student Placements**

Managers are encouraged to identify needs, scope and plan for work experience and student placements.

Student Placement planning should 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 is supported by HR.

Planning resources are provided in the form of the Student Placements Guide and associated planning documents.

## ***Insurance Obligations***

Insurance requirements include – WorkCover; Public Liability; Professional Indemnity.

### ***1.1. Work Experience – Insurance Obligations***

All secondary institutions have standard documentation relating to the provision of work experience for a student. Details of the WorkCover and Insurance liabilities for secondary school students on work experience are covered on the “Work Placement Arrangements” form (the form can be found on the DEECD website).

The school must be able to provide a form entitled “Work Experience Arrangement Form” which covers:

- Student details
- Employer details
- Employer acknowledgement
- Student Agreement
- Parent/guardian agreement and consent
- Workcover and public liability
- Principal Consent

**WorkCover:** The student is covered for WorkCover by the Department of Education and Early Childhood Development (DEECD state of Victoria).

**Public Liability:** The student needs to be covered by public liability insurance in accordance with Ministerial Order No. 382 – Work Experience Arrangements. Public Liability can be provided by:

- Government School – DEECD (state of Victoria)
- Non-government School – Non-government school
- Employer – If the student is from a non-government school that doesn't have public liability insurance the employer is obliged to hold or take out public liability insurance.

If you are unsure about your WorkCover or insurance liabilities contact HR.

### ***1.2. Student Placements – Insurance Obligations***

Entering into a student placement requires the student and their institution to provide documentation regarding their placement. The documentation will indicate that the student is performing the placement as part of their studies and the institution provides public liability insurance for the student. The student and institution should also provide a ‘certificate of currency’ demonstrating this cover.

## ***Payment Obligations***

The Fair Work Act 2009 (FW Act) recognises formal work experience arrangements, vocational placements and internships that are a mandatory part of an education or training course.

Under the FW Act if criteria are met students are not entitled to minimum wage and other entitlements provided in the National Employment Standards and modern awards. Effectively, this allows managers to enter into ‘unpaid’ student placements.

### 1.3. Work Experience – Payment Obligations

Organisation has a policy that work experience students are to be paid.

The minimum rate of pay under the Education Training and Reform Act 2006 (ETRA) for each student is \$5.00 per day.

#### 1.3.1. Work Experience Payment Criteria

Payment	minimum of \$5 per day
Payment Method	As per organisation's process

### 1.4. Student Placements – Payment Obligations

Each tertiary student placement will differ in regards to whether payment is required.

The student and education institution will advise whether the placement is to be considered paid or unpaid and it shall be the responsibility of the department hosting the student to determine payment requirements.

In regards to payment / non payment the following should be considered:

- Certain courses will require that their student placements are unpaid, and may 'gift' the minimum payment back to the employer
- Some courses will not specify whether the placement is unpaid or paid – leaving it up to the employer and the student to negotiate terms.
- In some instances it can be a requirement of the student's course that they perform a paid placement.
- Managers may choose to enter into 'paid' student placements – where student is paid a wage in line with their level of qualification. Typically this would be for longer term placements.
- It is the responsibility of the department hosting the student to determine payment requirements and have applicable positions and budget available.

The following criteria will assist in determining whether a student placement should be considered as a 'paid' or 'unpaid' placement:

<b>Paid</b>	<ul style="list-style-type: none"><li>• Directly relates to educational outcomes of the student's course</li><li>• Payment is required by the educational organisation</li><li>• Placement is greater than 240 hours</li><li>• Mutual benefit from the placement – benefit flows to both student and employer</li><li>• Placement is being extended or repeated – for example after completing an unpaid placement a manager would like to retain the student</li></ul>
<b>Unpaid</b>	<ul style="list-style-type: none"><li>• Directly relates to educational outcomes of the student's course</li><li>• Educational organisation requires that the placement be 'unpaid'</li><li>• Placement is less than 240 hours</li><li>• Main benefit of the placement flows to the student</li></ul>

Students who have completed their studies and are 'graduating' should not be considered for 'unpaid' student placement opportunities.

Further information on employer obligations in regards to work experience and internships in the form of a factsheet available from the Fair Work Ombudsman see the following a link can be found in the Section 0 of this document. HR/OD will provide advice and support in regards to obligations under the FW Act and payment for student placements.

### **1.4.1. Student Placement Payment Criteria**

The following criteria can be applied to payment:

<b>Payment Type</b>	<b>Details</b>	<b>Payment Mechanism</b>
Unpaid	Student receives no payment.	Not applicable.
Paid	Student receives a wage in line with level of qualification, determined by manager and HR/OD.	Payroll.
Paid – University	Student is paid by the university, who recover the costs from the employer.	Cheque requisition to the Finance Department

HR/OD will work with you to set the wage for a 'paid' placement the following should be considered:

- Education institution may specify an expected payment or wage for the student placement
- Wage should be in line with level of qualification currently held by the student.

As these positions are for a significant length and cost to Council it is important to ensure the process is conducted in line with policy and the appropriate approvals are sought.

If you are unsure about your payment obligations contact the HR/OD Department..

#### **Occupational Health and Safety (OHS)**

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

Link to the OHS procedures can be found in the '11.Related documents and attachments' section of this document.

#### **Grievance Procedures**

If either the 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

Link to the Grievance procedures can be found in the '11.Related documents and attachments' section of this document.

#### **Performance Management and Discipline**

Prior to the start of the placement ensure you establish a clear understanding with the student and education institution regarding the process and requirements if there is a performance or issue of serious misconduct with the student.

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

- Notify education institution via agreed contact person
- Notify HR

**Related documents and attachments**

<b>Document / Site</b>	<b>Link</b>
Occupational Health and Safety Policy	<insert link>
Grievance Policy	<insert link>
Work Experience Arrangement Form	<a href="#">Work Experience Arrangement Form</a>
Fair Work Ombudsman Fact Sheet	<a href="#">Fair Work Ombudsman Work Experience and Internship Fact Sheet</a>

**Who can assist me?**

The HR team are your key contact for work experience and student placements they can be contacted via email – ??? or phone - ???.