

## Inner Melbourne Action Plan

### Briefing Paper

#### **Strategy 7 – Promote the Inner Melbourne Region as an investment location for knowledge rich business sectors**

#### **Action 7.7 Universities and regional development - Work collaboratively with universities and TAFE to define and develop a stronger role in regional development.**

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##### **Purpose**

1. To present the IMAP Implementation Committee with an update and draft Manager's Guide supporting Workplace Integrated Learning (WIL)/Internships. This is prepared as part of Action 7.7 of Strategy 7 and is one approach IMAP is looking at to help create stronger linkages between universities and local government in the inner Melbourne region.

##### **Background**

2. Helen Steel (Office of Knowledge Capital) provided a verbal update at the IMAP meeting in February 2010 noting that Councils approach to providing internships was found to be generally ad hoc with no consistent approach. As a result a workshop was held in May with representatives from the 4 Councils. The aim of the workshop was to identify the information Council managers needed and to produce a consistent approach to engaging students across the four IMAP Councils. To promote students in the workplace, it was identified that:
  - (a) Council Managers would require a "How to" guide that answered their frequently asked questions, identified options and key contacts and gave them a process to follow, and
  - (b) Councils needed some HR policy guidelines that could be amended and adopted by each Council to extend current HR strategies.

##### **Discussion**

3. The WIL working group has met twice since the May workshop to discuss current initiatives and common issues surrounding different student arrangements and how to navigate through the tertiary institutions. The outcomes of these discussions led to the development of the attached Manager's Guide to support Managers, HR staff and tertiary institutions in providing WIL initiatives within Councils. Specifically the Guide aims to provide a consistent framework and procedure to follow when considering WIL opportunities as well as solutions to common issues and concerns. Four documents make up the WIL Manager's Guide:
  - WIL Policy and Procedure;
  - List of key university and tertiary institution contacts within the inner Melbourne region;
  - A list of frequently asked questions and responses; and a
  - Checklist to follow when engaging students.

The drafts of these documents are now attached for consideration and endorsement by the IMAP Implementation Committee.

Once consultation has been completed and the generic documents have been finalised, each Council will review and tailor the WIL Managers Guide to suit their individual requirements.

##### **Next steps**

4. Consideration must now be given to how to effectively promote the WIL Manager's Guide and develop student opportunities within Councils. With approval in principle from the four Councils, the WIL working group will now develop a regional promotional and rollout strategy and report back on any costs involved.

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5. The Project Team have identified that IMAP can add value to this project over and above that which individual Councils can achieve, through sharing resources. Consideration has been given to a number of **possible** options including
- Cost sharing opportunities,
  - Developing joint WIL positions across Councils,
  - Funding an IMAP student position to progress joint projects across Councils
  - Developing material to promote the WIL Guide to Council managers considering student opportunities within Departments which highlight the benefits students can bring to organisations; and/ or
  - IMAP to provide incentive funding for a student position in one or all of the Councils as a pilot project in return for manager's providing feedback on improving the process.

Until a promotional strategy is developed and these ideas further developed and prioritised, funding from IMAP is not required at this time.

### **Recommendation**

6. That the IMAP Implementation Committee resolves to:
- **Note** the draft Work Integrated Learning Manager's Guide and refer this for further consultation, amendment and adoption by individual Councils through the WIL Working Party; and
  - **Support** the WIL Working Party to promote the use of students across the 4 Councils.

### **Attachments:**

*WIL Managers Guide including:*

- *Policy and procedures*
- *Key University contacts*
- *FAQs*
- *Checklist*