

## Work Integrated Learning Policy

'Work Integrated Learning' incorporates a range of approaches that integrate theory with the practice of work within a purposefully designed curriculum.

*(Insert council name)* welcomes the opportunity to provide students with career development opportunities through work placement. 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.

### Work integrated learning may include:

- Work experience (secondary students)
- Unpaid or paid work placement (tertiary students)
- Traineeships

The process and guidelines for hosting a student will vary depending on the nature of the placement. Work integrated learning placements are for a limited period which will be determined through agreement with the student and their institution.

### Common features of student placements

It is necessary to take the following into account before making the decision to place a student:

- The organisation's ability to provide an appropriate level of supervision
- Appropriate development opportunities
- WorkCover insurance
- Public Liability insurance
- Professional Indemnity Insurance

Human Resources will provide support on the requirements of any placement.

### Considerations prior to placing a student for work integrated learning

When considering whether to host a student, a manager needs to review the following to assist with the decision:

- **Motivation:** what is your goal for placing a student
- **Project/role:** what is the scope of the role or position that is being offered
- **Confidentiality:** managing confidential information or intellectual property
- **Supervision:** do you have the appropriate resources to provide necessary and beneficial supervision to the student
- **Induction:** what level of induction will they need

For further information on the guidelines surrounding work integrated learning, click on the links below:

- Secondary student work experience
- Tertiary student work placement
- Traineeships (new employees)

# Work Integrated Learning – Guidelines

## Secondary Student Work Experience

Secondary institutions may approach (insert council name) to host their secondary students for work experience. The usual duration of placement is one to two weeks. Students are typically at Year 10 or Year 11 level. Usually the student is seeking exposure in their area of career interest.

Secondary students on work experience must be sponsored by their school under the Department of Education, Employment and Training's Work Experience Program.

### **1.0 Objectives**

The City of (council name) will endeavour to provide reasonable work experience opportunities for secondary students. Engaging work experience students is an integral part of the Councils commitment to the community and fosters the development of future talent for the wider Local Government sector.

The objective of this guideline is to ensure that the process for the engagement of work experience students within the City of (Council):

- Meets legislative requirements
- Facilitates the community expectation for students to engage in work experience
- Establishes clear procedures and processes to meet both Council and the participant's expectations/objectives of the program.

### **2.0 Scope**

These guidelines apply to the temporary placement of secondary students for brief work experience placements.

### **3.0 Responsibilities**

#### **3.1 (insert Council name)**

(Insert council name) is responsible for providing a safe workplace, free of harassment, discrimination and bullying.

#### **3.2 Human Resources**

- HR will provide advice and support to areas who host a work experience student.

#### **3.3 Managers**

Managers hosting a work experience are required to:

- Organise appropriate facilities for the student (desk, computer)
- Complete and return the students Work Experience documentation as provided by the school
- Prepare and send an introductory letter to the student confirming the placement dates, location and key contacts
- Provide an appropriate local induction. Complete the induction checklist (link) and enter onto TRIM.
- Allocate a staff member to appropriately supervise the student
- Prepare a student placement program which is appropriate to the relevant skill level of the student
- Organise for the payment of the student in accordance with relevant legislation. The current minimum is \$5 per day, which is to be paid out of petty cash
- Provide feedback to the student at the conclusion of their placement

### **3.4 Student's institution**

All secondary institutions have standard documentation relating to the provision of work experience for a student.

The school must be able to provide a form entitled "Work Placement Arrangements" which covers:

- Pupil details
- Work Placement details including insurance
- Employer acknowledgement
- Pupil Agreement
- Parent permission
- Principal permission

Insurance for the student during the placement is covered through the school's work experience program.

## **Tertiary Student Work Placement**

Tertiary student placements give Council an opportunity to employ an undergraduate student for a period of time in an area related to their studies.

### **1.0 Objectives:**

- To provide meaningful work experience and enable a student to apply their learning within the workplace
- For students to gain industry or professional practical experience in the workplace while studying and
- To provide clear guidelines and procedures for <Council Name> on how to engage students.

### **2.0 Scope:**

These guidelines apply to students (Tertiary or TAFE) who are seeking a period of paid work experience within <Council Name> to complement their learning.

### **3.0 Overview (General Guidelines) and Payment:**

#### **3.1 Length**

Tertiary student placements can differ greatly in length depending on the course requirements. Some educational institutions require students to complete placements of up to 12 months in their chosen field (also called Industry Based Learning or Internships). Other tertiary students may be required to complete a specified number of hours/ days or an industry research project to meet their course requirements.

#### **3.2 Payment**

A tertiary work placement is usually considered unpaid work experience. For Vocational Education Practical Placement, if no rate is specified, the rate is \$5 per day as per Skills Victoria.

Paid placements usually occur when the student is looking to further their knowledge in their chosen field, however the placement is not a prescribed part of their curriculum.

Payment for work experience is limited to the prescribed formula of each individual course and institution and shall be the responsibility of the department hosting the student.

In general students undertaking longer-term industry placements such as the IBL year may be paid at a specified student placement level (or as otherwise advised on the agreement form). This is usually between 70-75% of a graduate salary (Band 5). In these circumstances students become employees for the duration of the placement and are paid via the payroll system. As these positions are for a significant length and cost to Council it is important to ensure the process is conducted in line with the Recruitment Policy and the appropriate approvals are sought.

With regards to other student arrangements (for example, placements requiring a specific number of hours) generally the recommended payment is \$5 per day or as per the agreement form. In these circumstances students do not become employees and will be paid via a cheque requisition arranged with the Finance Department. In some instances payment may not be required (please refer to the agreement form for further information or contact the relevant institution).

#### **4.0 Responsibilities:**

##### **4.1 (insert Council name)**

(Insert council name) is responsible for providing a safe workplace, free of harassment, discrimination and bullying.

##### **4.3 Managers**

Any manager that hosts a student is responsible for ensuring that:

- The appropriate budget/ approval process has been arranged
- A supervisor is appointed to manage the action plan
- The student receives a local induction (and Organisational Induction as determined by Human Resources
- The WIL Checklist has been completed
- An action plan is completed for the duration of the placement and
- The necessary arrangements for payment have been made

##### **4.2 Human Resources**

Before a student is provided with a placement, Human Resources should ensure that:

- All correct forms from the student and institution are signed
- The student receives a letter confirming the details of the placement
- The student receives relevant forms to put them on the payroll (if applicable)
- A copy of the practical placement agreement is retained for Council records

##### **4.4 Tertiary/TAFE institution**

Each tertiary institution has a different agreement for the placement of students in the workplace. They will however contain similar information such as:

- Start and end date
- Tasks to be undertaken by the student
- Requirements of the host organisation, institution and student

The institution will also:

- Monitor and assess the students progress
- Provide constructive feedback for the student
- Liaise with the host manager if any problems arise

## **Traineeships**

The traineeship scheme is a federal government initiative to improve employment opportunities for individuals through the provision of a meaningful employment experience. Traineeships are generally regarded as an entry level for introducing new staff into the workforce. Traineeships provide individuals with the opportunity to develop practically based skills and knowledge in an active working role, while also obtaining a nationally recognised qualification.

Traineeships provide a range of benefits for the business including:

- People trained to your business requirements
- A range of financial incentives for eligible employers
- Nationally recognised qualifications and competencies

For information on eligibility, qualifications and conditions, refer to [www.skills.vic.gov.au](http://www.skills.vic.gov.au)

### **1.0 Objectives**

- To provide meaningful work experience to enable trainees to apply their learning within the workplace while studying.

### **2.0 Scope**

These guidelines apply to new employees who are currently completing nationally recognised qualifications, with training provided by a Registered Training Organisation under a Contract of Training.

### **3.0 Responsibilities**

#### **3.1 (insert Council name)**

(Insert council name) is responsible for providing a safe workplace, free of harassment, discrimination and bullying.

#### **3.2 Human Resources**

HR will:

- Assist in identifying roles that could be filled by a Trainee
- Provide recruitment advice and support to areas who employee new staff under a Traineeship arrangement
- Ensure that all standard recruitment processes are completed including induction

#### **3.3 Managers**

Any manager that hosts a trainee is responsible for ensuring that:

- Human Resources have been consulted regarding the placement of the trainee
- The WIL Checklist has been completed
- All necessary documentation such as registration, training contract and agreements are completed with Apprenticeship Centre
- They complete a training plan in consultation with the Registered Training Organisation (this may also include completion of performance appraisal documentation as per normal requirements for fixed term contracts in each council)
- A supervisor is appointed to manage the training plan and endorse training documentation at the required stages of the trainee's progress
- Work is allocated to the trainee to enable them to gain a broad range of work experience, relevant to their training and within the expectations of their job role
- The trainee receives encouragement and support from other staff
- Any grievances or disputes are dealt with promptly

- In the event that a trainee does not complete the traineeship, all steps necessary to end the training contract are undertaken

### **3.4 Institution/Registered Training Organisation**

- Work with the employer to create a training plan for the trainee
- Provide guidance to the employer on the completion of paperwork required for financial incentives and funding

Contact Human Resources for more information on available traineeships or:

[www.skills.vic.gov.au](http://www.skills.vic.gov.au)

[www.training.com.au](http://www.training.com.au)

### **Related Documents**

- WIL Frequently Asked Questions

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