

Internship Application

Work Integrated Learning
Faculty of Arts and Education

artsed-wil@deakin.edu.au

(03) 9246 8759

deakin.edu.au/artsed-wil



Instructions

Students: please complete all green fields on pages 1-4.

Host organisations: please complete all blue fields on pages 5-6.

Students: When complete, please submit this form to artsed-wil@deakin.edu.au at least two weeks prior to your proposed internship commencement date. Please note that incomplete forms cannot be approved and all unapproved placements will be ineligible for insurance coverage or academic credit. Once your internship has been approved, you will be granted permission to enrol via StudentConnect.

Prerequisites

- I have space within my course to complete an internship unit
 Student Central (artsed@deakin.edu.au) will be able to provide a Course Map which outlines your eligibility to include an internship unit in your course.
- I have completed the ArtsEd Pre-Internship Program in CloudDeakin
 This is a compulsory pre-requisite for your internship to be approved.
 Self-registration instructions are located online at Step 1 of the internship process:
deakin.edu.au/students/faculties/artsed/work-integrated-learning/internships/process



About me

Given name		Family name	
Preferred name		Student ID	
Deakin email address		Mobile number	
Course name		Major	
Completed credit points		Proposed internship unit	

About my host organisation

Organisation/business name			
Street address			
Suburb		Postcode	
State		Country*	
Host supervisor full name and title			
Host supervisor email address		Host Supervisor phone number	

* If your placement is overseas, the ArtsEd WIL will assist with additional approvals for insurance purposes and advise on visa requirements.

About my placement

Confirmed start date		Confirmed end date*	
Expected days per week and hours per day**		Total internship duration (hours)	
Description of your proposed tasks (minimum 100 words)			
What do you hope to learn and what skills do you hope to gain from your internship?			

* An end date must be supplied for insurance purposes. If your end date changes, please advise artsed-wil@deakin.edu.au as soon as possible.

** E.g. Monday 9am-2pm, Thursday 10am-5pm.

My health and wellbeing

Do you have any pre-existing medical conditions? If yes, please specify.	
Do you have a Learning Access Plan (LAP)?	

The ArtsEd WIL team are available to discuss any support you may require to complete your internship.

Student declaration

I declare that the information given in this application is correct and complete.

I declare that the above work is not being used toward completion of any other credit-bearing unit.

I have declared any previous work relationship with this organisation as part of my application. I agree to be photographed by Deakin University during my internship and consent to the use of any photographs, video footage or audio recordings taken by the University, or provided by me or other interns, for use in newsletters and other promotional material (including University webpages).

I understand the copyright in the photographs, video footage or audio recordings is owned by the University and that where the photographs, video footage or audio recordings are placed on the University's website I may ask for their removal at any time.

Signed		Date	
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Insurance declaration

My presence in this organisation is for the purposes of practical education only:

I therefore understand that I am not entitled to WorkCover.

I will not hold this host organisation responsible for any claim under WorkCover, which I may otherwise have for personal injuries for the duration of my internship.

I understand that as an enrolled student of Deakin University taking part in an approved course-related activity in the form of a Work Integrated Learning experience I am covered as follows:

- Deakin University Public and Products Liability Insurance Policy

The policy provides insurance cover for the University's legal liability to pay compensation to a third party in respect of physical injury and/or property damage caused by a student. A third party is a claimant other than Deakin University or the student concerned.

- Deakin University Professional Indemnity Insurance Policy

The policy provides insurance cover for acts, errors or omissions committed by insured in their professional duty, including medical malpractice. This policy includes the liability of employees and non-employees such as representatives, voluntary workers, consultants, sessional teachers and any other person not employed by the Insured whilst any such aforementioned persons are acting on the Insured's behalf and includes liability for consultancy services. The policy extends to include students whilst on internship.

- Deakin University Personal Accident Insurance Policy

The policy provides personal accident insurance cover for students. It provides a variety of benefits (permanent disability, weekly benefits for income earners, home tutorial, injury assistance, overseas medical expenses, non-Medicare expenses etc). In principle the cover applies across Australia, as long as the activity has been consented to by the University and whilst the students are admitted into a degree.

- Deakin University Public and Products Liability Insurance Policy for Host Organisations

The policy provides insurance cover for the University's legal liability to indemnify the host organisation for increased WorkCover premium costs due as a result of a compensation injury to a student on an approved Work Integrated Learning experience.

Signed		Date	
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Student obligations and guidelines

As a Deakin University student participating in an academic internship, you are expected to uphold the Student Code of Conduct. Whilst on placement you remain accountable for your actions. To help you understand how you are expected to behave and approach your academic work please reference the Student Code of Conduct:

blogs.deakin.edu.au/deakinlife/2015/03/13/newstudent-code-of-conduct

Sick leave/annual leave

Given the short duration of the placement, there is no annual leave nor formal sick leave allowance. If you take any time off during the placement due to illness you must:

1. Inform the Placement Supervisor and the School as soon as possible; and
2. Make up the time at the end of the placement

The duration of the placement is based on the number of hours worked.

Behaviour and compliance

You must comply with all rules, regulations, protocols, procedures and by-laws of the host organisation and of Deakin University. You should also behave in a safe and professional manner and perform all allocated tasks in a diligent and competent manner.

Confidentiality

You must preserve the confidentiality of information concerning the affairs of the host organisation and its clients. You may be asked to sign confidentiality agreements by the host organisation.

Intellectual property

Intellectual property resulting from placements (other than materials produced for assessment in your course) remains with the host organisation.

Assessments and unit requirements

It is your responsibility to complete all academic assessments of your internship experience, and ensure that the requirements of the placement do not impact on your course progress.

Communications

Please note that while you are on placement, you remain a student of Deakin University. As such, it is expected that you will read your Deakin email and respond to any requests from the University with utmost urgency. It is also your responsibility to notify your placement Supervisor and the Unit Chair about any concerns or issues that may arise during your placement.

Expenses

It is your responsibility to pay for travel to and from the placement host site as well as any other personal expenses during the placement, including vaccinations, health and travel insurance (where applicable).

Signed		Date	
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Host organisation confirmation

Full name and position title	
Are there any amendments required to the information or proposed tasks described on page 2?	
Are you related to the student? If so, what is your relationship?	
A brief career profile/ short summary of your experience in the industry. Eg: Study area, background in the industry including, years in the industry years in current role etc.	

Host organisation health & safety

	YES	NO
Do you have written policies on health, safety and welfare at work?		
Will you provide all necessary health and safety training for the student upon induction for their placement?		
For Australia organisations only (not for international internships): Is your organisation registered with your states relevant WorkCover Authority? For example, in Victoria, Australia; The Victorian WorkCover Authority (WorkSafe).		
Risk assessment <ul style="list-style-type: none"> • Have you carried out risk assessment of your work practices to identify possible risks, whether to your own employees or to others within your organisation? 		
Accidents and incidents <ul style="list-style-type: none"> • Is there a formal procedure for reporting, investigating and recording accidents and incidents to the Victorian WorkCover Authority or relevant interstate or international authority? • Do you have procedures to be followed in the event of serious and imminent danger to people at work in your organisation? <ul style="list-style-type: none"> • Will you report to the University all recorded accidents involving WIL students? • Will you report to the University any sickness involving WIL students that occur during their placement? 		

If the answer to any of the above questions is No, Deakin University may require additional information to determine the level of risk associated with the proposed internship.

Host organisation declaration

I declare on behalf of the above organisation that we agree to provide to the student:

- a) Suitable induction, training and supervision appropriate to the internship to be carried out by the student.
- b) Appropriate occupational health and safety supervision, information, instruction and training to ensure any work practices the student engages in are made as safe as is practicable.

Host organisation responsibilities

The host organisation will:

- (a) appoint a suitably qualified Placement Supervisor to supervise and mentor the student during the placement;
- (b) provide the student with experiences appropriate to their course and unit and consistent with the approved position description during the agreed placement times;
- (c) discuss with Deakin University any activities to be undertaken as part of the placement which may require special planning in relation to safety;
- (d) ensure that Deakin University knows or is easily able to ascertain the student's location during the internship placement;
- (e) notify Deakin University as soon as possible if the student is injured during the internship placement;
- (f) ensure the Placement Supervisor will provide early feedback to the University if there are any concerns about the placement;
- (g) liaise with the student's academic supervisor at Deakin University and, if required, allow the Deakin University academic supervisor to visit the student during the placement; and
- (h) ensure the Placement Supervisor will provide the student with constructive feedback on their performance during the placement and will also provide Deakin University with an evaluation of the student's performance at the end of the placement, in the form provided by Deakin University.
- (i) ensure that the student:
 - i. is given adequate induction and orientation training, including in building and office security and emergency procedures;
 - ii. is trained in the use of any relevant equipment;
 - iii. is exposed to a working environment that complies with all applicable occupational health and safety laws; and
 - iv. is provided with all relevant guidelines, policies, manuals, rules, regulations, protocols, procedures and by-laws of the organisation.
- (j) hold and maintain appropriate insurances during the internship placement including:
 - i. public liability insurance
 - ii. worker's compensation insurance in respect of its employees and sub-contractors as required by applicable law.

The host organisation may terminate a student's placement if, during the placement, the student fails to:

- a) comply with any rule, regulation, protocol, procedure or by-law of the host organisation notified to them by the host organisation;
- b) behave in a safe and professional manner; or
- c) perform all allocated tasks in a competent manner.

Before terminating the placement the host organisation agrees to hold discussions with the student and Deakin University to determine, if, and on what basis, the placement can continue.

Signed		Date	
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Insurance coverage will only apply once this placement is confirmed via an approval email from artsed-wil@deakin.edu.au.