

Business & Law WIL

Student Application Form



INSTRUCTIONS

Students: Complete Part A and sign Student Declaration.

When all sections are complete, please submit this form online via [InPlace](#) at least 10 University working days prior to your placement commencement date. You must have your internship approved, and be enrolled, prior to commencing your placement. Once your application has been approved, you will be granted permission to enrol in the appropriate unit via StudentConnect.

Please note that incomplete forms will not be approved, and all unapproved placements will be ineligible for academic credit or insurance coverage.

Hosts: Please complete Part B Host Details, OH&S, and sign Host Declaration.

Please contact bl-wil@deakin.edu.au or call 5227 8619 for any questions.

PART A – STUDENT AND INTERNSHIP DETAILS

STUDENT DETAILS			
Student ID		Deakin email	
Full name			
Course code and name			
Major or Specialisation			
Credit points completed		Is this for a core or elective unit?	
Contact number		Date	

UNIT SELECTION DETAILS	
Business Internship (MWL318/MWL718)	
• Paid or unpaid internship between 80 -160 hours with a <u>new organisation</u>	<input type="checkbox"/>
• Paid or unpaid internal rotation between 80 -160 hours with a <u>current employer</u>	<input type="checkbox"/>
Legal Professional Practice (MLL338/MLJ738) Paid or unpaid legal internship between 100 -160 hours	<input type="checkbox"/>

PLACEMENT DETAILS

Organisation name		ABN	
Organisation website			
Organisation industry		Internship discipline focus	
Street address		Suburb	
Postcode		State	Country
Project or role title			
Proposed start date		Proposed end date	
Expected attendance <i>e.g. Mondays 9am-2pm</i>		Total placement duration (hours)	
Internship tasks <i>(100 words minimum)</i> <i>Please describe and verify with the host organisation the agreed tasks, work type (office/computer based, administrative, attendance at client sites, etc.) and projects that you will be supporting on your internship.</i>			
Location <i>Working from home, office space, blended, etc. Please also tell us what sort of supervision will be in place at the location(s).</i>			
Rotation/ Secondment <i>If working at a current organisation, will this experience be in with a new business area/ new supervisor? Provide details</i>			
Learning and career goals <i>What do you hope to learn, and what skills to you hope to gain from your internship?</i>			

Deakin University is collecting the personal information on this form for the purpose of organising and administering the proposed student placement described in this form. If the personal information is not provided Deakin may not be able to approve the student placement. Deakin manages personal information it holds, including requests by individuals for access to their personal information, in accordance with the Privacy and Data Protection Act 2014 (Vic). Deakin's Privacy Policy may be viewed on the Guide. Questions about privacy may be directed to the Privacy Officer on (03) 5227 8524 or by email to privacy@deakin.edu.au

STUDENT OBLIGATIONS AND GUIDELINES

Student Code of Conduct

As a Deakin University student participating in an academic placement, you are expected to uphold the [Student Code of Conduct](#). To help you understand how you are expected to behave and approach your academic work, please familiarise yourself with your student [Rights and Responsibilities](#).

Sick leave/annual leave

Please note there is no provision for annual leave or sick leave in this placement. If you take any time off during the placement due to illness you must:

- Inform the Placement Supervisor and your Deakin WIL office or unit chair as soon as possible; and
- Make up the time during or at the end of the placement. Where your end date is required to be extended, you must notify the WIL team prior to this date.

Behaviour and compliance

You must attend at the location and on the days and times set out in this form. 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, and not refer to such confidential information in any material produced by you in relation to the placement without the organisation's prior written consent. You may be asked to sign confidentiality agreement(s) by the host organisation. Your obligations of confidentiality will survive the completion of the placement.

Intellectual property

Intellectual property resulting from your placement (other than your assessment materials) remains with the host organisation.

Assessments and unit requirements

It is your responsibility to complete all academic assessments of your placement experience, and to ensure that the requirements of the placement do not impact on your course progress. You should understand and confirm your broader course requirements prior to the commencement of the placement.

Communications

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 within 48 hours. 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.

Termination of placement by Deakin

At Deakin's reasonable discretion, Deakin may terminate your placement by advising you and the host organisation in writing, in the event that:

- You behave in an inappropriate or unprofessional manner (or in a manner that may tarnish Deakin's good reputation);
- you fail to commence the placement on the agreed date or are absent from the placement without acceptable reason;
- you fail to perform to the reasonable satisfaction of Deakin and the host organisation;
- you cease to be enrolled as a student or defer, intermit or discontinue the placement, or
- you are exposed to a risk to your health and safety.
- it is confirmed that you have misled the WIL team in your application and your internship is not as described in the application form.

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).

Insurance

If you are not an employee of the host while on placement, the [Deakin University Insurance](#) program will provide insurance cover for students during approved medical placement, community placement, practical placement, enterprise experience and work experience approved by the University. Insurance cover is provided under the following policies: General & Products Liability (including liability to host employers), Professional Indemnity, Professional Indemnity Medical Malpractice, Personal Accident and International Travel.

Other Agreements

The student placement referred to in the Placement Application to which these Terms and Conditions are attached is governed by these Terms and Conditions and is not subject to the terms of any overarching student placement agreement between Deakin and the host

<p>Placement Issues and Grievances</p> <p>If you encounter difficulties or grievances during your placement, such as difficulties with your supervisor, other staff member(s) at the host organisation and/or your Deakin Academic Supervisor or other Deakin staff we suggest:</p> <ul style="list-style-type: none"> • that in the first instance you discuss your issues directly with the person/s concerned (without involving a third party). • If required, your WIL team is available to discuss issues you may be experiencing and to offer you support and advice. The WIL team can be contacted via email: bl-wil@deakin.edu.au. • If an issue is not satisfactorily resolved through informal discussion, Deakin offers a range of services that may be useful and information about the formal student complaint processes is accessible at deakin.edu.au/students/student-complaints 	<p>organisation (if any).</p>
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STUDENT DECLARATION

<ul style="list-style-type: none"> • I declare that the information given in this application is correct and complete. • I declare that the above placement tasks/roles are not being used toward completion of any other credit-bearing unit. • I have advised Deakin of (any) previous/current work relationship with this organisation. • I agree to be photographed by Deakin University during my placement and consent to the use of any photographs, video footage or audio recordings taken by the University, or provided by me or other students, 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. • I agree to be contacted by the WIL team via my contact details provided in this application form. 			
<p>Print Name (Student)</p>			
<p>Sign</p>		<p>Date</p>	

PART B – HOST DETAILS AND OH&S

HOST DETAILS

HOST DETAILS			
Supervisor name			
Position title		Department	
Email		Phone	
Number of employees at organisation <i>Deakin require organisations of at least 5 employees</i>		Will the student be paid?	
Will the student be located on-site, working from home, or a blended arrangement?			
Is the student a current or former employee, owner, or have any other financial interest in the organisation?			
Are you related to the student or have a previous working relationship? If yes, what is your relationship? <i>Students should not have a family member or friend supervise the placement</i>			
For current employee applications only* Where the student is undertaking an internal rotation within your business (a secondment), explain how this will differ from their current role.			
As the supervisor, you will be required to complete a short supervisor evaluation at the completion of the internship. Are you able to do this?			
Please provide a short statement regarding the duties and outcomes you expect the student to achieve during the placement, and how as their placement supervisor, you will mentor and help the student achieve these outcomes.			
Please provide any other relevant information, required student competencies/licenses (driver's license, etc.), specific workplace safety hazards or considerations that the Work Integrated Learning (WIL) team should be aware of.			

**HOST ORGANISATION HEALTH AND SAFETY QUESTIONAIRRE
INCLUDING COVID-19 SAFETY**

If the answer is 'no' to any of the below questions, Deakin may require additional information to determine the level of risk associated with the proposed placement.

Overarching OH&S Policies	Yes	No
Is your organisation covered by an OHS Management System? <i>Policies, procedures, safe work practice documentation, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organisation registered with: <input type="checkbox"/> WorkSafe Victoria? or <input type="checkbox"/> Other appropriate authority (interstate or international hosts only)? _____		
Risk assessment	Yes	No
Have you carried out a risk assessment to identify potential risks to employees and visitors to the workplace where the internship will occur, including bullying, discrimination, sexual harassment or sexual assault?	<input type="checkbox"/>	<input type="checkbox"/>
Are the results of risk assessments (e.g. controls, training, etc.) implemented?	<input type="checkbox"/>	<input type="checkbox"/>
Are there documented procedures to be followed in the event of a serious and imminent danger to people at work in your organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Accidents and incidents	Yes	No
Is there a formal procedure for reporting, investigating and recording accidents and incidents to the WorkSafe Victoria Authority or other relevant authority?	<input type="checkbox"/>	<input type="checkbox"/>
Will you report to the University all recorded accidents involving Deakin students on placement?	<input type="checkbox"/>	<input type="checkbox"/>
Will you report to the University any sickness, including COVID-19 that occurs during placement?	<input type="checkbox"/>	<input type="checkbox"/>
Supervision and induction	Yes	No
Will you appoint a suitably qualified Placement Supervisor to supervise, mentor and provide performance-based feedback to the student during their placement?	<input type="checkbox"/>	<input type="checkbox"/>
Will you ensure that the placement student is inducted into your organisation, will receive appropriate training so that they can undertake their role safely and adhere to organisational requirements and procedures? Please also provide a brief outline of the induction and training that they will receive.	<input type="checkbox"/>	<input type="checkbox"/>
COVID-19	Yes	No
Do you have a COVID Safe Plan or relevant work health and safety plan?	<input type="checkbox"/>	<input type="checkbox"/>
Will you monitor and ensure your plan is regularly updated in line with relevant government information?	<input type="checkbox"/>	<input type="checkbox"/>
Does your plan include safety precautions such as: physical distancing rules, use of PPE or protective facemasks, good hygiene measures, attendance registers and electronic record keeping, or other measures to minimize the spread of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
Have you, or will you provide this information to the student?	<input type="checkbox"/>	<input type="checkbox"/>

HOST DECLARATION AND RESPONSIBILITIES

Placement Objectives

The host organisation agrees to use its best endeavours to provide the student with experiences appropriate to their course at Deakin and consistent with the educational objectives advised by Deakin prior to the placement.

Safety

The host organisation will ensure that the student receives a suitable induction to the placement site, which will include at a minimum emergency procedures and instructions for the safe use of all equipment to be used during placement.

Upon request, the host organisation will make available to the student and to Deakin, copies of relevant policies, regulations, records of inductions and safety information (risk assessments, etc.) of the placement site pertaining to health and safety.

The host organisation will notify Deakin promptly if the student is injured during placement.

Supervision and feedback

The host organisation will provide suitably qualified staff to supervise the student during the placement, monitor the student's work and be reasonably available to meet with the student to answer any questions for the student about placement. The host organisation will provide students with access to training and materials relevant to the placement goals.

Deakin is responsible for the assessment of the student's progress. The host organisation agrees to provide feedback in the form provided by Deakin at the specified times (typically mid and end point of placement).

Off-Site Placements

If some or all of the placement activities are to be carried out at the student's residence or at another location not under the control of the organisation, the organisation must ensure that the student has access to equipment and systems necessary to perform all placement tasks effectively and are able to communicate on a weekly basis (or as agreed) with their nominated supervisor at the organisation.

Working with Children Check and Police Check (if applicable)

If required, the student will provide a copy of their Working with Children Check and Police Check on their first day of placement to be sighted by the host organisation. The host organisation must not photocopy the documents and they remain the property of the student at all times.

Discipline

While Deakin is responsible for student discipline during the placement, the student will be bound by the host organisation's rules and procedures and the host organisation may instruct the student on matters affecting the provision of services to its clients, and the student must promptly comply with such instructions.

Confidentiality and Privacy

The host organisation will keep confidential all personal information about the student. The host organisation will use or disclose such information only to enable the student to undertake the placement, to communicate with Deakin on any matter arising from the placement, and to provide to Deakin confidential feedback on the student's performance during placement. These obligations of confidentiality will survive the completion of the placement.

Intellectual Property

The host organisation agrees and acknowledges that:

1. subject to paragraph (2), intellectual property in materials resulting from the placement will vest in the host organisation;
2. intellectual property in materials produced by the student for the purposes of assessment will vest in the student; and
3. the student will not include any intellectual property or confidential information of the host organisation in materials produced for assessment without the prior consent of the host organisation, which will not be unreasonably withheld.

Insurance

The host organisation will hold and maintain appropriate insurance during the placement, including public liability insurance. Where the student is not an employee of the host while on placement. Deakin will hold and maintain *Public Liability Insurance*; - *Professional Indemnity Insurance*; - *Personal Accident Insurance* in respect of that student.

<p>No employment relationship The host organisation acknowledges that if the student is also an employee of the host organisation, such employment is outside the terms of this agreement and shall be subject to a separate contract of employment between the student and the host organisation.</p> <p>Other Agreements The student placement referred to in the Placement Application to which these Terms and Conditions are attached is governed by these Terms and Conditions and is not subject to the terms of any overarching student placement agreement between Deakin and the host organisation (if any).</p>	<p>Termination of Placement Deakin has the right to cancel a placement at any time if the host organisation is not able to provide a safe and/or appropriate learning environment for the student or the student breaches Deakin’s regulations, policies or procedures, ceases to be enrolled as a student or defers, intermits or discontinues their placement. The host organisation may terminate a student’s placement if, during the placement, the student fails to:</p> <ul style="list-style-type: none"> • comply with any rule, regulation, protocol, procedure or by-law of the host organisation notified to them by the host organisation; • behave in a safe and professional manner; or perform all allocated tasks in a competent manner. <p>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.</p>
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HOST DECLARATION

- I declare that the information given in this application is correct and complete.
- I declare that I have read and agree to the ‘Host Declaration and Responsibilities’
- I understand that I must provide a safe and suitable working environment for the student intern
- I will report to the University via bl-wil@deakin.edu.au any issues or potential issues during the placement

Print Name (Host authorised signatory)			
Signed		Date	