

The following form is required for all Deakin University, Business & Law Students undertaking an internship. Please contact bl-wil@deakin.edu.au or call 5227 8619 with any questions.
 **INSTRUCTIONS**

**Students**: Please complete Part A:

* Student and unit selection details
* Internship and learning goals
* Student Obligations and Guidelines Declaration

**Supervisors**: Please complete Part B:

* Supervisor Details
* Confirmation of Internship Details
* Health and Safety Questionnaire
* Host Responsibilities and Declaration

**Students:**

When all sections are complete, you must submit this form online via [**InPlace**](https://placements.deakin.edu.au/inplace/)at least 10 University working days prior to the internship commencement date, and before the relevant trimester deadline listed on the university [website](https://www.deakin.edu.au/students/study-support/faculties/buslaw/student-support/wil/self-sourced).

Once the application has been approved, you will be granted permission to self-enrol in the appropriate unit.
You must have your internship approved, and be enrolled, prior to commencing your internship.

Incomplete applications will not be approved and will be ineligible for academic credit or insurance coverage.

 **PART A – STUDENT AND INTERNSHIP DETAILS**

Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** |  | **Student ID** |  |
| **Deakin email** |  | **Contact number** |  |
| **Course**  |  | **Major or specialisation** |  |
| **Credit points completed** |  | **Is this for a core or** **elective unit?** | Select response: |

# Unit Selection

|  |  |
| --- | --- |
| **Business Internship (MWL318/MWL718)**  | Paid or unpaid internship between 80 -160 hours with a new organisation |[ ]
| **Legal Professional Practice (MLL338/MLJ738)**  | Paid or unpaid legal internship between 100 -160 hours |[ ]

# Internship Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation name** |  | **ABN (if known)** |  |
| **Street address**  |  | **Postcode** |  |
| **Suburb and State** |  | **Country** |  |
| **Organisation website** |  | **Organisation industry** |  |
| **Average hours per week** |  | **Proposed start date** | Select date |
| **Total internship duration (hours)** |  | **Proposed end date** | Select date |
| **Internship position title** |  | **Internship discipline focus** |  |
| **Internship tasks***Please outline the agreed tasks you will be performing during your internship.* *150 words minimum, bullet points are fine.* |  |
| **Learning and career goals***What do you hope to learn, and what skills do you hope to gain from your internship?* |  |
| **Supervision** *What sort of supervision will be in place at the location(s) of your internship?* |  |
| **Conflict of Interest\****Please disclose any existing connection or relationship you may have to your host organisation.* |  |

***\*Please note: Any undisclosed connections or relationships with the organisation (such as work history, ownership, or relationships with staff at the organisation) could result in academic integrity offences.***

# 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](https://www.deakin.edu.au/students/enrolment-fees-and-money/enrolments/rights-and-responsibilities). To help you understand how you are expected to behave and approach your academic work, please familiarise yourself with your student [Rights and Responsibilities](https://www.deakin.edu.au/students/enrolment-fees-and-money/enrolments/rights-and-responsibilities). **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.**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).**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.**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. **Disclosure of disability or health condition**Students are required to inform the University about any disability or health condition that might prevent them from meeting placement requirements, including if it affects occupational health and safety. Even if a disability or health condition doesn’t outright prevent participation, but could impact a student’s success, we strongly recommend disclosing any needs before the placement begins. This way, we can discuss and make reasonable adjustments, if feasible.**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.  | **Insurance**If you are not an employee of the host while on placement, the [Deakin University Insurance](https://www.deakin.edu.au/students/enrolment-fees-and-money/insurance/insurance-for-students-on-placements-or-work-experience) 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 organisation (if any). **Intellectual property**Intellectual property resulting from your placement (other than your assessment materials) remains with the host organisation. You may be asked to sign a deed of assignment of intellectual property by the host organisation.**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 mislead the WIL team in your application and your internship is not as described in the application form.

**Placement Issues and Grievances** 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:* 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: 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 [student complaints](https://www.deakin.edu.au/students/student-life-and-services/complaints-conduct-appeals/student-complaints).
 |

Student Declaration
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 contacted by the WIL team via my contact details provided in this application form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Signature** |  | **Date** | Select date |

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

# **PART B – HOST DETAILS, SUPERVISION, HEALTH & SAFETY**Supervisor and Internship Details

|  |  |
| --- | --- |
| **Supervisors Name** |  |
| **Position title** |  | **Department** |  |
| **Office location** |  |
| **Number of employees\*** |  |
| **Email** |  | **Phone** |  |
| **Student work location** | Select response | **Student remuneration** | Select response |

 *\*Please note, Deakin require organisations of at least 5 employees*

|  |  |  |
| --- | --- | --- |
| **Supervision and Conflict of Interest** | **Yes** | **No** |
| As the nominated supervisor, you will be required to complete a short evaluation of the student’s performance at the completion of the internship. Please confirm you are able to do this. |[ ] [ ]
| Does the student have any current or former relationship or connection with the organisation? |[ ] [ ]
| Are you or any other employee, manager or owner of the business related to the student? |[ ] [ ]
| **Where relevant:** * *Please explain any Conflicts of Interest which may impact your ability as a supervisor to complete an independent and objective student evaluation*
* *Please outline any Conflict of Interest you are aware of that the student may have with your organisation*
 |
|  |
| **Please provide a short statement regarding the duties and outcomes you expect the student to achieve during the internship, and how as their placement supervisor, you will mentor and help the student achieve these outcomes.** |
|  |
| **Please provide any other relevant information about this internship relevant to this application.***This can include any required student competencies / licenses, specific workplace safety hazards or considerations that the Work Integrated Learning (WIL) team should be aware of.* |
|  |

# Health and Safety Questionnaire

*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 internship.*

|  |  |  |
| --- | --- | --- |
| **Overarching OH&S Policies** | **Yes** | **No** |
| Is your organisation covered by an OHS Management System? *Policies, procedures, safe work practice documentation, etc.* |[ ] [ ]
| Is your organisation registered with:[ ]  WorkSafe Victoria; or[ ]  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? |[ ] [ ]
| Are the results of risk assessments (e.g. controls, training, etc.) implemented? |[ ] [ ]
| Are there documented procedures to be followed in the event of a serious and imminent danger to people at work in your organisation? |[ ] [ ]
| **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? |[ ] [ ]
| Will you report to the University all recorded accidents involving Deakin students on placement? |[ ] [ ]
| Will you report to the University any sickness, including COVID-19 that occurs during placement? |[ ] [ ]
| **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? |[ ] [ ]
| 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 provide a brief outline of the induction and training the student will receive: |
|  |

#

# Host 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. **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.**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.**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. **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. **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).  | **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.**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.**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).**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.

**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:* 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.
* 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.
 |

 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Signature** |  | **Date** | Select date |