Internship Registration Form

Arts & Education Work Integrated Learning (WIL)

This form is required for all students requesting enrolment into an Arts & Education WIL unit.

**Students:** Please complete this form with your host supervisor, and sign pages 1-3 (blue sections)
**Host organisations:** Please review document and complete pages 4-5 (pink sections)

Please submit this form via [InPlace](https://placements.deakin.edu.au/inplace/) at least 10 working days before your proposed internship start date, and before the WIL registration deadline listed on the [Faculty website](https://www.deakin.edu.au/students/study-support/faculties/artsed/support/wil/internship-process). For internships outside of Australia, please submit at least 4 weeks in advance.

Submission and approval requirements:

* All internships must be undertaken for credit through enrolment in an approved WIL unit.
* Placements cannot commence until written approval is provided by the WIL team, and the student has enrolled in the approved unit.
* Incomplete forms will not be processed and/or placements will not be approved.
* Unapproved placements are not eligible for insurance cover or academic credit.

**Part A: Student and Internship details**

Student details:

|  |  |  |  |
| --- | --- | --- | --- |
| Full name | [ | Student ID | [ |
| Deakin email | [ | Mobile number | [ |
| Course Code | [ | Major / Discipline | [ |
| Completed credit points | [ | Proposed WIL unit | [ |

Compulsory pre-requisites:

[x]  I have space in my course to complete a WIL unit, or have confirmed with [Student Central](https://www.deakin.edu.au/students/help/student-central) that my course map allows for it

[x]  I have completed the [pre-internship program in Cloud Deakin](https://d2l.deakin.edu.au/d2l/home/191163)

Internship details:

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed Start Date | [ | Proposed End Date | [ |
| Days per week / hours per day | [ | Total Internship hours | [ |
| Internship arrangement  | *e.g. on-site, remote, hybrid* | Will any internship hours take place outside of Australia? | [ |
| Organisation name | [ |
| Team name (if applicable) | [*e.g. Marketing Communications team* |
| Organisation website | [ |
| Organisation Address | [ |
| If any if your internship hours occur at a different address to the one listed above, please list it here | [ |
| Internship tasks(100-word minimum)*Please describe the agreed tasks and projects that you will be supporting during your internship* | Click or tap here to enter text. |
| Learning and career goals*Consider what skills and learnings you hope to gain from this internship* | Click or tap here to enter text. |

Student Guidelines

1. **Student Code of Conduct**

As a Deakin 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 assist you in understanding how you are expected to behave and approach your academic work, you should familiarise yourself with your student [Rights and Responsibilities.](https://www.deakin.edu.au/students/enrolment-fees-and-money/enrolments/rights-and-responsibilities)

1. **Communication with Deakin**

While you are on placement, you remain a student of Deakin. Therefore, it is expected that you will read your Deakin student email and respond to any requests from Deakin within 48 hours.

1. **Assessments and Unit Requirements**

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

1. **Personal Leave and Annual Leave**

There is no provision for personal leave or annual leave during your placement. If you are absent during your placement, you must:

* 1. inform your internship supervisor and the WIL team or unit chair as soon as possible; and
	2. make-up the time you were absent from your placement during or at the end of your placement.
1. **Expenses**

It is your responsibility to pay for travel to and from the host organisation placement site as well as any other pre-placement requirements including a criminal history check, Working with Children Check and immunisations, if applicable.

1. **Placement Issues and Grievances**

If you encounter difficulties or grievances during your placement (for example, difficulties with your internship supervisor, other member(s) at the host organisation, your Deakin academic supervisor or other Deakin staff):

1. firstly, discuss your issue (if you feel safe and comfortable to do so) directly with the person(s) concerned (without involving a third party); and
2. secondly, escalate your issue to the WIL team via email at artsed-wil@deakin.edu.au.
3. **Termination of your Placement by Deakin**

Deakin has the right to terminate your placement if:

1. you fail to comply with your responsibilities set out in paragraph 8 below;
2. you cease to be enrolled as a student of Deakin in a relevant course or unit, or defer, intermit or discontinue your placement; and
3. it has a reasonable suspicion that the information you have provided about your placement is not as described or is in anyway misleading.

Student Responsibilities

1. **Your Responsibilities**

While on placement, you will:

1. comply with the rules, regulations, protocols, procedures and by-laws of the host organisation (as notified to you by the host organisation) and the legislation, policies and procedures of Deakin;
2. attend your placement at the location and on the days and times set out in this Internship Registration Form;
3. comply with all lawful and reasonable directions of the host organisation;
4. behave in a safe and professional manner; and
5. perform all allocated tasks in a diligent and competent manner.
6. **Confidential Information**

You will preserve the confidentiality of information concerning the affairs of the host organisation and, where relevant, its clients and not refer to such confidential information\* in any material produced by you in relation to your placement (unless you have the prior written consent of the host organisation). You understand that your obligations of confidentiality will survive the completion of your placement. You agree to sign a confidentiality agreement, if requested by the host organisation.

*\*Confidential Information generally means all information disclosed by the host organisation to you during your placement which is personal or health information about any person; is designated by the host organisation as confidential; or you know or ought to know is confidential; but does not include information which is in, or enters the public domain, other than through unauthorised disclosure by you or another person.*

1. **Intellectual Property**

You will own copyright in any assignment, journal or field report or essay you submit for assessment in fulfilment of Deakin requirements (“your assessment materials”). You agree that intellectual property\*\* rights in any other material produced by you while on placement will be owned by the host organisation, unless otherwise agreed in writing by you and the host organisation.

*\*\*Intellectual Property generally means all rights conferred by statute, common law or in equity to ownership of copyright (including future copyright), trademarks, designs, patents, business names, domain names, semiconductor or circuit layout rights, plant breeders rights, rights in respect of trade secrets and other confidential information, and all other rights generally falling within the scope of this term, whether registered or unregistered and whether registrable or not.*

Agreement by Student

* I warrant that:
	+ information given by me in this Internship Registration Form is true, complete and correct;
	+ internship tasks listed above are not being used toward completion of any other credit-bearing unit; and
	+ I have disclosed to Deakin any previous relationship (professional or personal) with the host organisation and/or any member of its staff.
* I have read, understand, accept and agree to be bound by the Student Responsibilities set out above.
* I consent to the WIL team contacting me via my contact details provided in this Internship Registration Form to discuss any aspect of my placement.

|  |  |  |  |
| --- | --- | --- | --- |
| Student Signature | Click or tap to enter text. | Date | Click to enter a date. |

Internship Registration Form

Arts & Education Work Integrated Learning (WIL)



**Part B: Host and Supervisor details**

Supervisor details:

|  |  |
| --- | --- |
| Full name | [ |
| Position Title | [ |
| Email address | [ | Phone number | [ |
| Professional Profile link *(e.g. LinkedIn profile, bio on company website)* | [ |
| A brief career profile (o*utline your experience relevant to the student’s internship area of focus)* |
| Click or tap here to enter text. |

Health and Safety Questionnaire
*Deakin may require additional information to determine the level of risk associated with the proposed internship, if the answer it “no” to any of the below*

|  |  |  |
| --- | --- | --- |
| **General Health & Safety** | **Yes** | **No** |
| Does your organisation have documented health, safety, and wellbeing policies that will be shared with student interns, along with established procedures to follow in the event of an incident or emergency in the workplace? |[ ] [ ]
| Will your organisation ensure that any threats to a student intern’s wellbeing, such as bullying, discrimination, sexual harassment, or sexual assault, are promptly identified and addressed in accordance with your policies and procedures? |[ ] [ ]
| Will you ensure that the student intern is inducted into your organisation, and will receive appropriate training and supervision so that they can intern safely and adhere to organisational requirements and procedures (including emergency procedures and reporting processes)? |[ ] [ ]
| Will your organisation provide all necessary health and safety training for student interns to ensure they can carry out their placement duties safely? This should include any relevant guidance on safe remote working practices if the internship involves an online or hybrid component. |[ ] [ ]
| Does your organisation have a detailed risk assessment to identify and address any potential hazards or risks, such as physical, ergonomic, chemical, or environmental, that may affect employees, visitors, and student interns in the workplace where the internship will take place? |[ ] [ ]
| As per your agreement to host a student intern, will your organisation report to Deakin University all recorded accidents, incidents, or cases of illness involving the student intern during the internship? |[ ] [ ]
| **Internships with Australian Organisations** | **Yes** | **No** |
| Is your organisation registered with the relevant work health and safety regulator in your State or Territory (for example, WorkSafe Victoria)? |[ ] [ ]
| Do you have a formal procedure for reporting and investigating health and safety incidents, and notifying the work health and safety regulator when required? |[ ] [ ]

|  |
| --- |
| **If you answered “no” to any of the above, please provide a brief explanation:** |
| Click or tap here to enter text. |

Host Organisation Responsibilities

1. The host organisation will:
2. appoint a suitably qualified member of its staff to act as an internship supervisor to supervise and monitor the student on placement;
3. provide the student with work experiences appropriate to their course and unit and consistent with the relevant educational objectives of the placement or the approved position description relating to the placement;
4. discuss with Deakin any activity to be undertaken as part of the placement which may require special planning in relation to safety;
5. ensure that the student is given adequate induction and orientation training, including in building and office security and emergency procedures; trained in the use of any relevant equipment; and exposed to a working environment that complies with all applicable occupational health and safety laws;
6. ensure the student is provided with all relevant guidelines, policies, manuals, rules, regulations, protocols, procedures and by-laws of the host organisation (including any exit requirements for the student) prior to commencement of the placement;
7. liaise with the WIL team throughout the placement and, if required, allow the WIL team to visit the student on placement (on a day and at a time agreed between the parties in advance);
8. notify Deakin as soon as possible if the student is injured while on placement; an incident occurs which exposes the student to a risk to their health and safety or well-being; or if the host organisation has concerns about the student or the placement,
9. allow the student to make up placement days missed because of agreed study or recreation leave or because of unavoidable absences such as sick days;
10. ensure the internship supervisor provides the student with formulative feedback on their performance during the placement; and provides the student with an evaluation of the student’s performance at the end of the placement;
11. comply with all applicable laws relating to privacy and personal data protection;
12. hold and maintain appropriate insurances during the placement including public liability insurance for an amount not less than $5 million in respect of any claim; professional indemnity insurance for an amount not less than $1 million in respect of any claim; and workers’ compensation insurance, as required by law.

# 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 host organisation, the host organisation must ensure that the student has access to equipment and systems necessary to perform all placement tasks effectively and are able to communicate regularly with their internship supervisor at the host organisation.

# Intellectual Property

The host organisation acknowledges and agrees that students will own copyright in all assignments, journal or field reports or essays submitted for assessment in fulfilment of Deakin’s requirements. Unless otherwise agreed in writing and signed by the host organisation and the student, intellectual property rights in any other material produced by the student while on placement will vest in the host organisation.

# Termination of Placement

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

1. comply with any rule, regulation, protocol, procedure or by-law of the host organisation as notified to them by the host organisation;
2. undertake the placement at the location and times agreed between Deakin, the host organisation and the student;
3. comply with all lawful and reasonable directions of the host organisation;
4. behave in a safe and professional manner; and/or
5. perform all allocated tasks in a diligent and competent manner.

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

# Assignment

The host organisation must not assign or transfer any of its rights or obligations under this Internship Registration Form. The host organisation consents to the student assigning or transferring their rights (but for the avoidance of doubt, not their obligations) under this Internship Registration Form to Deakin.

Agreement by Host Organisation

* + The host organisation warrants that the information given in this Internship Registration Form is true and correct to the best of its knowledge and belief.
	+ The host organisation has read, understood, accepts and agrees to be bound by the Host Organisation Responsibilities set out above.

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Signature | Click or tap here to enter text. | Date | Click or tap to enter a date. |

Collection Statement

Deakin University (“Deakin”) is collecting personal information on this Internship Registration Form (“Form”) for the primary purpose of approving, organising and/or assisting with the administration of the proposed placement described in this Form. Deakin will also use the personal information provided on this Form for record keeping and legal compliance purposes. Deakin will not disclose (unless required to do so by law and/or for the purposes of an emergency response situation) personal information without the consent of the individual to whom that personal information relates. If this Form is not fully complete, Deakin might not be able to progress the placement described in this Form or document the declarations given. Deakin collects, uses, discloses, and 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) and the *Health Records Act 2001* (Vic). Further information about Deakin’s privacy practices is available at <http://www.deakin.edu.au/footer/privacy>