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## INTRODUCTION

La Trobe University is delighted that you and your organisation have agreed to partner or are considering a partnership with the University to provide our student(s) with a placement or project opportunity that will give them valuable skills to assist them in their future careers.

We want to ensure that you are appropriately supported while hosting our student(s) and as such, you will be assigned a key contact person. This manual provides a summary of responsibility, expectations, and key considerations when a La Trobe University student is approved to undertake a work based learning (WBL) activity with your organisation.

## WHAT IS A WORK BASED LEARNING ACTIVITY?

A work based learning activity:

- is an experience that integrates theory with the practice of work where the student engages with industry or community partners
- is an activity that is planned so that students acquire practical work skills
- has purposeful links to the curriculum with assessments specifically designed for the activity
- has input from a workplace and an academic supervisor
- is approved by the University prior to being undertaken.

### What is the host organisation's role?

The role of the host is to:

- appoint a host supervisor who is qualified, skilled, or experienced in the student's discipline, with the ability to mentor and supervise the student
- determine the level of the organisation's involvement in the recruitment and selection process (this will depend on the subject)
- give details of whether the position is paid or unpaid, the duration and proposed start and end dates, preferred days per week, and any non-financial benefits, such as accommodation or meals
- advise the university of relevant compliance requirements. For example, the need to undertake a Working with Children Check or Police Check prior to commencing placement
- assess any specific risks associated with student placements (e.g. any travel requirements or out-of-hours work) in the workplace and advise the University staff contact how these will be managed
- provide appropriate facilities for the placement and the number of students using them
- provide an environment for the student that is actively managing COVID-19 risks
- complete and return any required documents such as agreements, COVIDSafe plans (if applicable) and evidence of supervisor qualifications where appropriate
- abide by the Australian Government Fair Work Act. Specific information about student placement and internships can be found [here](#).

### What is the host supervisor's role?

The role of the host supervisor is to:

- clearly communicate the expected tasks and responsibilities of the student, from the host's point of view. Depending on the subject, host supervisors may also be asked to provide a written position description to assist in clarifying the role and for recruitment purposes.
- Work collaboratively with the student to develop some key workplace aims related the position description and their academic studies as appropriate.
- provide an overview of the organisation's goals, aims, mission to the student(s).
- provide an on-site induction and/or online induction where appropriate, including in occupational health and safety procedures such as emergencies and incident reporting, and ensure these are adhered to for the duration of the placement. Introduce the student to key staff and provide an overview of your organisation's policies and procedures.
- ensure any necessary training is provided.

- report any issues with the placement or concerns about the student's progress and wellbeing to your key contact at La Trobe University.
- meet regularly and provide feedback on the student's performance during the placement and in many instances provide written feedback to the university on the student's performance post placement.
- be aware of the intended learning outcomes and align placement activities accordingly

### What is the student's role?

The role of the student is to operate in a professional manner including:

- arriving on time
- dressing to an acceptable workplace standard
- adopting appropriate workplace etiquette and communication
- undertake the agreed work and academic activities
- ask questions, use initiative, offer support in the workplace, and provide constructive feedback
- adhere to privacy, confidentiality and intellectual property (IP) requirements
- abide by relevant workplace policies as notified to them by the host supervisor
- abide by the relevant University policies and codes, including the University's [Charter of Student Rights and Responsibilities](#)
- raise issues with appropriate people such as your host or academic supervisor in a timely manner.

### What is the University's role?

The role of the University is to:

- approve the arrangement/ work-based learning activities in line with expected course and curriculum learning outcomes
- ensure all legal and compliance obligations are understood and followed by all parties, including those related to appropriate facilities, occupational health and safety, services available to students, child safety and Working with Children Checks
- provide a point of contact for the host supervisor and the student
- provide resources or curriculum for students for the conduct of each project/program as necessary
- develop clear learning objectives and assist in determining the project brief or position description as appropriate
- provide opportunities for individual/group reflections and class discussions as applicable
- support students to resolve issues that may arise within the workplace and/or impact their placement overall.
- provide students with relevant COVID updates and information that may impact placement delivery

## LEGAL AND SECURITY CONSIDERATIONS

### All parties agree to terms

Depending on the subject and relationship status (new or existing partnership), a position description may be needed to describe the activities that the student will engage in during their time in your organisation.

### Work Based Learning agreement

The key requirements relating to the placement and the key responsibilities of each party are covered by an agreement between the University and the host organisation.

This must be signed by all parties and returned to the University before any work-based learning activity can commence.

### Insurance while on placement

Students are covered by the University's insurance while on placement. Host organisations must also hold public liability insurance to the minimum value of \$10 million AUD.

More information about insurance for students on placement can be found at the University's insurance pages or the [College WIL teams](#).

## Intellectual property

The standard provisions for intellectual property associated with the placement are outlined in the Work Based Learning Agreement.

## Confidentiality

La Trobe University recognises that hosts may have concerns surrounding privacy and confidentiality in relation to clients' information or the organisation's intellectual property. Guidelines are available to assist with clarifying how these issues are managed. These are available through your contact at La Trobe, alternatively, visit the WIL website for College of [Science, Health & Engineering](#) or College of [Arts Social Sciences and Commerce](#) to view Fact Sheets.

Hosts may request that students sign a confidentiality agreement or other placement agreement. The agreement must be reviewed by your La Trobe University staff contact prior to students signing.

## Security checks

### Police Check

Hosts can request that students complete this check. This may affect the timing of the commencement of the placement. Please inform a La Trobe staff contact to assist with the arrangements.

### Working with Children Check (WWCC)

The University requires students undertaking unpaid child-related work or professional placements to have a current and valid volunteer Working with Children assessment prior to commencing their placement. In non-child related activities, a host may still request a WWC check but should be aware that this may affect the timing of the placement.

Please note that a student cannot start a WBL activity until all relevant documentation has been completed and submitted to the University. Please inform a La Trobe staff contact to assist with the arrangements.

## ENSURING A QUALITY EXPERIENCE

### Giving and receiving feedback

To support student learning, hosts are encouraged to provide formative and constructive feedback to the student on their skill development. This may usefully include discussions about workplace expectations more generally.

### Understanding Intending Learning Outcomes

Work based learning activity is assessed for credit towards a student's course, and hosts will need to be aware of the subject intended learning outcomes (SILOs) associated with the activity. Subject Intended Learning Outcomes are available in the Subject Learning Guide that will be provided to you prior to the student commencing in your organisation and may also be on the WBL agreement.

### Assessment

Depending on the particular subject, hosts may be requested to take part in the assessment of some student activities or outcomes. This may also include providing feedback on their performance.

### Academic Integrity

The University takes academic integrity seriously and has a framework for promoting academic integrity and managing cases of academic misconduct. When a host comes across a suspected case of academic misconduct during a student's work-based learning instance they should inform their University contact immediately so the case can be managed

according to University policy. For more information regarding La Trobe's Academic Integrity Policy, please liaise with your staff contact from La Trobe.

## Equitable access for all students

It is important to ensure that all students have a quality experience, regardless of their background. Where a student indicates they have a need on equity, underage or disability grounds, a La Trobe University staff contact may discuss reasonable adjustments with hosts for the activity or the work environment with advice from the University's [AccessAbility Hub](#).

### What is a Learning Access Plan?

A Learning Access Plan (LAP) is a set of *recommendations* on adjustments for a student with a disability to ensure the learning support needs of each student are met. They are based on the impact of the disability and the needs and preferences of the student. Responsibility to disclose the LAP and its details lies entirely with the student and there is no obligation on the student's part to disclose the LAP. If a student discloses a LAP, staff involved in securing a placement for a student will need to ensure that the recommendations in the LAP are consistent with the requirements of that placement.

## Inappropriate workplace behaviour

If a host organisation or University staff member becomes aware of any inappropriate behaviours during a placement such as discrimination, victimisation, assault, harassment, sexual harassment or related inappropriate behaviours, students will immediately be removed from the workplace while the matter is being investigated. Please get in touch with your La Trobe staff contact.

Where this involves students under 18, this may also fall under the University's Reportable Conduct Policy. Any such allegations or incidents must also be immediately reported to the University's Child Safety Officer via [compliance@latrobe.edu.au](mailto:compliance@latrobe.edu.au).

## Emergencies and critical incidents

Any emergency or critical incident affecting a student while on placement should be reported immediately to La Trobe University Security on +61 3 9479 2222. It is the responsibility of the University contact to also submit an [Incident Report](#) as soon as possible – please ensure you notify your university contact immediately.

If a student requires an ambulance during placement duties associated with a placement within Australia, which has the knowledge and consent of La Trobe University, they are covered by the University's insurance for ambulance services whether or not they are admitted to hospital.

## University resources

La Trobe University provides a number of free services for students to access. Hosts can refer students to any of the following services:

- [Careers & Employability](#)
- [Child Safety Officer](#)
- [Health, wellbeing, and student support services](#)
- [Library](#)
- [Student Union](#)
- [Security Office](#)
- [ASSC Placements](#)
- [SHE Placements](#)



## UNIVERSITY CONTACT

If you have any questions relating to a student placement, please refer to the contact list below.

**College of Arts, Social Science & Commerce:**

[ASSC.internships@latrobe.edu.au](mailto:ASSC.internships@latrobe.edu.au)

**College of Science, Health & Engineering:**

[SHeworkintegratedlearning@latrobe.edu.au](mailto:SHeworkintegratedlearning@latrobe.edu.au) or [SHEclinicalWIL@latrobe.edu.au](mailto:SHEclinicalWIL@latrobe.edu.au)

Information for host organisations can also be accessed on the La Trobe website [here](#)