



# Work Based Learning at La Trobe

## Host organisation guide

# 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 as part of their degree that will give them valuable skills to assist them in their future careers.

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.

In addition to this manual, we want to ensure that you are appropriately supported while hosting our student(s). To ensure this, you will be assigned a key contact person. Please let us know if you are unclear on who is available at the University to support you while hosting the student.

## 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 through an enrolled subject as part of their degree
- 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 an industry placement educator who is qualified, skilled, or experienced in the agreed work-based learning activities, 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 (and student) 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, remote working environments 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 industry placement educator qualifications where appropriate
- abide by the Australian Government [Fair Work Act](#).

# What is the industry placement educator's role?

The role of the industry placement educator at the host organisation is to:

- clearly communicate the expected tasks and responsibilities of the student, from the host's point of view. Depending on the subject, industry placement educators 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-house 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 at the conclusion of the placement
- be aware of the subject learning outcomes and academic activities and align placement activities accordingly.

# What is the student's role?

The role of the student is to:

- conduct themselves 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 and confidentiality requirements
- obtain all necessary compliance requirements stipulated by the host organisation such as vaccinations, Working With Children Checks, Police Checks, and First Aid Certificates.
- 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 [Student Charter](#) and [Code of Conduct](#)
- raise issues with appropriate people in a timely manner.

# What is the University's role?

The role of the University is to:

- approve the placement/work-based learning activities, assuring they are in line with expected course and subject learning outcomes and provide the student with appropriate opportunities
- 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 industry placement educator and the student
- provide resources or curriculum for students for the conduct of each project/program as necessary
- develop clear subject 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 placement 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](#).

## 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.

All students are sent a Student Placement Deed to sign prior to commencement of placement. The student placement deed is a document to acknowledge students understand they must meet certain requirements as a condition of them undertaking a Placement.

The deed covers;

- Placement document and personal information
- Compliance requirements
- Accepting placement and condition of placement
- Behaviour on placement
- Intellectual Property
- Confidential information

## Security checks

### Police Check

Hosts can request that students complete this check. This may affect timing of the commencement of the placement. Students can choose to organise a Police check through La Trobe, then La Trobe can engage a third-party provider fit2work to assist with applying for a Police Check at a reduced cost

### 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 any WBL activity until all relevant documentation has been completed and submitted to the University.

# 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 Subject Intending Learning Outcomes

Where a work-based learning activity is being assessed for credit towards a student's course, 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. SILOs are the expected learning that is supported during a WBL activity and are what the students are assessed on at the end of the industry placement. As such, opportunities to develop the knowledge, skills and capabilities of the SILOs are needed during the placement.

Students also often complete activities online with the University academic staff. Understanding these activities and when they occur will assist in designing the WBL activities completed as part of the placement. The Subject Learning Guide provides details of the activities (if any) that the student completes with academic staff at the University.

## Assessment

Depending on the particular subject, hosts may be requested to take part in the assessment of some student activities or outcomes. The Subject Learning Guide provides details on the assessment and you will be provided with clear instructions from the University on how to complete any assessment of student performance. You can also contact the University at any time for support.

## 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, please refer to the [Academic Integrity Policy](#) and associated documents.

## 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 [Accessibility 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. 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. If there are any concerns, they need to be discussed with the Disability Advisor and the student prior to commencing the placement.



## Safety in the Workplace

Students, like all staff, are entitled to a safe working environment and are encouraged to report any concerns they have for their safety directly to their industry placement educator and/or the University academic staff involved in teaching them during the placement.

Concerns for safety may include physical safety as well as emotional safety, such as displays of inappropriate behaviours including discrimination, victimisation, assault, harassment, or sexual harassment.

Where the host organisation or La Trobe University becomes aware of an unsafe situation, the student will be supported, and the matter investigated. This may include temporarily or permanently ceasing the placement depending on the set of circumstances. 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).

Other Occupational Health and Safety measures such as workplace commencement inductions, regular safety inspections and allowing adequate time away from the host organisation throughout the placement will also be implemented by the host organisation.

## 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 student to also submit an [Incident Report](#) as soon as possible

If a student requires an ambulance during 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.

As a guiding principle, students should follow the priority order below if they experience an incident while on placement:

- For non-emergency incidents – where assistance is required – a call through to LTU Security on 03 9479 2012 (available all hours), followed by notifying the industry placement educator and La Trobe University Subject Coordinator academic.
- For counselling support contact Converge (our EAP provider) on 1300 687 327 (available all hours) or contact the Student Counselling Service at La Trobe - <https://www.latrobe.edu.au/students/support/wellbeing/services/counselling> or P: (03) 9479 2956, Monday to Friday, 9am to 5pm.
- For all incidents and near misses, the student must complete an incident report using the organisation's reporting process and complete an online incident report for La Trobe University: <http://www.latrobe.edu.au/emergency/incident-reporting>
- When practical, please email your Subject Coordinator and brief them on what has happened in case there is need for any further support.

## 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 ([Counselling](#), [Financial Aid](#), [Study Abroad](#), [Health Service](#) (select campus), [Indigenous Support](#), [International Student Support](#), [Housing Office](#), [Chaplaincy](#), [Accessibility Hub](#))
- [Library](#)
- [Student Union](#)
- [Security Office](#)

## University contact

So that we may best assist you, please contact the discipline area relating to the work placement opportunity:

Discipline	Contact Type
Computer science, Data science and IT	<a href="mailto:CSITS.Placements@latrobe.edu.au">CSITS.Placements@latrobe.edu.au</a>
Business, Accounting	<a href="mailto:Business.Placements@latrobe.edu.au">Business.Placements@latrobe.edu.au</a>
Humanities	<a href="mailto:HUSS.Placements@latrobe.edu.au">HUSS.Placements@latrobe.edu.au</a>
Engineering	<a href="mailto:Engineering.wil@latrobe.edu.au">Engineering.wil@latrobe.edu.au</a>
Public Health	<a href="mailto:PublicHealth.Placements@latrobe.edu.au">PublicHealth.Placements@latrobe.edu.au</a>
Agriculture	<a href="mailto:SABE.Placements@latrobe.edu.au">SABE.Placements@latrobe.edu.au</a>
Psychology (Undergrad)	<a href="mailto:psychologyugplacements@latrobe.edu.au">psychologyugplacements@latrobe.edu.au</a>
Engineering	<a href="mailto:WIL.Administration@latrobe.edu.au">WIL.Administration@latrobe.edu.au</a>
Industry Placements General Enquiries	<a href="mailto:industryplacements@latrobe.edu.au">industryplacements@latrobe.edu.au</a>
Criminology, Law	<a href="mailto:Law.Criminology.internships@latrobe.edu.au">Law.Criminology.internships@latrobe.edu.au</a>



