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## INTRODUCTION

If you are receiving this guide, you are undertaking an industry placement as a core requirement of your course or have made the decision to undertake an industry placement as an elective. Your placement may be sourced by the university or, in some cases, sourced by you. Either way, congratulations! Completing an industry placement and engaging in work-based learning (WBL) is one of the most effective ways to build your capabilities for employment and prepare yourself for your new career directions.

We want to ensure that you are appropriately supported while undertaking your placement and as such, we have designed this manual for you to reference throughout your placement. This manual provides a summary of responsibilities, expectations and key considerations when La Trobe students are approved to undertake a WBL activity within a partnering host organisation.

This manual is intended to provide high level information regarding La Trobe University support mechanisms and processes. The manual does not replace discipline, course or subject specific manuals. Please make sure you also access these manuals to receive all the necessary information that supports you to successfully complete your industry placement subject(s).

## WHAT IS AN INDUSTRY PLACEMENT?

An industry placement is a work-based learning activity that:

- is an experience that integrates theory with practice in the workplace, where a student engages with industry or community organisations
- 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 both an industry placement educator (supervisor) and an academic supervisor for the student
- is approved by the University prior to being undertaken.

### 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 (this may include wearing attire for work health and safety)
- adopting appropriate workplace etiquette and communication
- undertaking the agreed work and academic activities
- asking questions, use initiative, offer support in the workplace, and provide constructive feedback
- adhering to privacy, confidentiality and intellectual property (IP) requirement and student placement deed.
- obtaining all necessary compliance requirements stipulated by the host organisation such as vaccinations, Working With Children Checks, Police Checks, First Aid Certificates etc.
- abiding by relevant workplace policies as notified to them by the host industry placement educator
- abiding by the relevant University policies and codes, including the University's [Charter of Student Rights and Responsibilities](#)
- raising issues with appropriate people such as your industry placement educator or an academic 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 learning objectives and assist in determining the project brief or placement 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.
- Organise work-based learning arrangements, including one-off and student-sourced arrangements, formalising an agreement between the University and the host organisation. Prior to formalisation, the proposed arrangements must undergo a due diligence review to ensure regulatory compliance, quality and safety.

## 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)
- provide 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. Specific information about student placement and internships can be found [here](#).

## What is the industry placement educator role?

The role of the industry placement educator 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 placement description to assist in clarifying the role and for recruitment purposes
- work collaboratively with the student to develop some key workplace aims related the placement 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 at the conclusion of the placement
- be aware of the subject learning outcomes and academic activities and align placement activities accordingly.

## LEGAL AND SECURITY CONSIDERATIONS

### All parties agree to terms

Depending on the subject and relationship status (new or existing partnership with La Trobe University), the host organisation may need to provide a placement description (or equivalent) to describe the activities that you will engage in during your time at the organisation

All student-sourced placements need to be approved by the university prior to commencement to ensure alignment to subject learning outcomes and suitability of the workplace. Each subject has a specific approval process, please ensure you follow the process and complete all necessary tasks in the application and approval process. This includes ensuring you are enrolled in the correct subject for the correct teaching period. For subject enrolment assistance, please contact ASKLaTrobe. For assistance with the application and approvals process, please contact your La Trobe University representative or email your question to [industryplacements@latrobe.edu.au](mailto:industryplacements@latrobe.edu.au).

### Work Based Learning Agreement

The terms of the placement are agreed prior to commencement via a Work Based Learning Agreement. This is a document that is signed by both the University and the host organisation and outlines the key requirements relating to the placement and the key responsibilities of each party.

A valid Agreement must be in place prior to placement commencement. Students will be notified when the placement agreement is finalised, and the placement is approved. Please ensure you have this approval before starting placement. Note, there are deadlines for placement approval, and you must make sure you do not leave any tasks related to enrolment or approval until the last minute. If approval is not obtained prior to the deadline, you will not be able to complete the subject in that teaching period.

## Insurance while on placement

La Trobe University's insurance policies provide some cover for students when on approved placements. However, a valid agreement must be in place prior to placement commencement. This is particularly relevant to those students who have self-sourced a placement as they will be required to complete sections of the agreement prior to commencing placement. More information about insurance for students on placement can be found at the University's insurance [pages](#) or via [University WBL teams](#).

## Intellectual property

The Intellectual Property (or IP) of a student refers to creations of the mind, such as literary and artistic works, designs, symbols, names and images used by an organisation.

All Intellectual Property created, discovered, brought into existence or otherwise acquired as a result of, for the purposes of, or in connection with the student placement written within the WBL Agreement and all other rights in respect of such Intellectual Property vest exclusively in the Organisation.

The Work Based Learning Agreement allows the Organisation to acknowledge and agrees that ownership of all Intellectual Property discovered, brought into existence or otherwise acquired by a student as a result of, for the purposes of, or in connection with, course work that is a component of the Student's University Course and all other rights in respect of such Intellectual Property vest in the student.

Once a WBL agreement is signed the parties agree that the ownership of Background Intellectual Property is not affected by this Agreement and remains the property of the party that owns or controls that Background.

## Confidentiality

Students should be aware that host organisations may have concerns surrounding privacy and confidentiality in relation to clients' information or the organisation's intellectual property. You may be requested to sign a confidentiality agreement. The OPV team will send students a Student Placement Deed to sign prior to commencing placement.

The Student Placement Deed is a document to acknowledge that students understand they must meet certain requirements as a condition of their Placement, and that for LTU to facilitate the Placement it must provide students personal information to the Organisation on my behalf.

The deed covers

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



## Security and compliance checks

There are a range of security and compliance checks that you may be required to undertake before commencing placement. Police Checks and Working with Children Checks are two of the more common requirements of host organisations prior to commencing placements, however, please note there are other potential requirements. The [University WBL team](#) can advise on specific compliance requirements for your subject.

### Police Check

Police Checks may be required for some placements. Areas such as Health related specialisations will have mandatory Police Check requirements. The Placement Operations Team will be able to advise if this is needed. Should you be required to complete a Police Check, you will be sent a registration link for fit2work (to your LTU student email) or directed to the Victoria Police online application. The University subsidises some of the cost of Police Checks for student requiring them for placement purposes. If your host organisation informs you that you will need a Police Check, please contact your [University WBL](#) email address to access assistance.

### Working with Children Check (WWCC)

The University requires students undertaking unpaid child-related work or professional experience placements to have a current and valid volunteer Working with Children assessment prior to commencing their placement.

- Students should be aware that their host may still request a WWC check in non-child related activities. Therefore, it is recommended that you check with your host organisation prior to commencement, particularly for a placement you have sourced yourself.
- If a WWCC is required, for a volunteer check for a student, the checks are free to complete.
- Application instructions for a WWCC are available here – <https://www.latrobe.edu.au/students/opportunities/wil-placements/placements-and-wil/health/checks>
- Please note that you are not approved to commence a WBL activity until all relevant documentation has been completed and submitted to the University. This includes a WWCC where the host organisation requests.

## ENSURING A QUALITY EXPERIENCE

### Seeking and receiving feedback

To support student learning, industry placement educators are encouraged to provide constructive feedback to students on their skill development throughout their placement. Some placements may require completion of a student performance evaluation form as a subject requirement (hurdle) or as part of the subject assessment. You are highly encouraged to regularly check in with your Subject Coordinator or industry placement educator to obtain feedback throughout the placement so that any required changes to the activities you are completing, or your approaches to tasks, can be made. Some subjects also have a specific mid-way feedback process which is completed by the student and industry placement educator.

Students are also provided with an opportunity to provide formal feedback on the placement experience via the La Trobe end of subject evaluation survey, SFS (Student Feedback on Subject).

### Understanding Intending Learning Outcomes

As work-based learning activities are generally undertaken as part of the curriculum, you should familiarise yourself with the Subject Intended Learning Outcomes (SILOs) associated with the activity. SILOs are available in the Subject Learning Guide that can be accessed on LMS, through the [University Handbook](#) or the [online subject database](#) prior to commencing the placement. You are encouraged to advise your Subject Coordinator if you feel the SILO's of the subject are not being met via the placement experience. For some placements, you are required to provide your industry placement educator a copy of the subject learning guide or the learning outcomes and any assessment requirements. This assists the industry placement educator to appreciate what you are working towards and what you will be assessed upon during and at the conclusion of the placement

### Assessment

Placement that is undertaken as and enrolled subject as part of your course will have associated assessment tasks. Depending on the subject, some assessment will involve input from the industry placement educator, particularly in the form of evaluation of placement performance. This assessment by the industry placement educator will contribute towards final grade. You should inform your industry placement educator at the beginning of the placement if they are required to complete any assessment or evaluation during the placement time period. Provide them with details of the process, including the assessment instructions and form, as soon as practical. Information regarding assessment requirements can be found within the Student Learning Guide on LMS through the [University Handbook](#) or the [online subject database](#).

### Academic Integrity

The University takes academic integrity seriously and has a framework for promoting academic integrity and managing cases of academic misconduct. This also applies to work-based learning experiences. Host organisations are encouraged to report any suspected case of academic misconduct during a student's industry placement so that the case can be managed according to University policy. For more information, please refer to [Academic Integrity](#) on the La Trobe University webpage.

### Equitable access for all students

It is a priority for La Trobe that all students have access to quality placement experiences. You are encouraged to speak with your Subject Coordinator or the **University WBL teams** regarding any conditions or situation that could impact your ability to undertake placement, so that reasonable adjustments can be made. La Trobe's [AccessAbility Hub](#) is also available to offer support to students to enable a successful work based learning experience.

### What is a Learning Access Plan?

A Learning Access Plan (LAP) is a set of *recommendations* on adjustments for a student with a disability or medical condition 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 you disclose and share 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. Having an LAP does not prohibit your ability to access industry placement opportunities at La Trobe.

## Safety in the workplace

You are entitled to a safe working environment and should feel comfortable reporting any concerns you have for your safety directly to your industry placement educator and/or the Subject Coordinator. Concerns for your 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.

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

- Use the incident notification procedures for the organisation that they are working within (which may direct a call straight through to 000).
- In an emergency requiring immediate assistance (particularly if away from the placement site) direct call through to 000, followed by a call to La Trobe University security on 03 9479 2222 (when it is safe to do so). Note that the La Trobe University security number operates 24 hours a day.
- 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 supervisor and La Trobe University Subject Coordinator academic.
- For counselling support contact the Student Counselling Service at La Trobe - <https://www.latrobe.edu.au/students/support/wellbeing/services/counselling/contact> or P: (03) 9479 2956, Monday to Friday, 9am to 5pm. For out of hours counselling support, La Trobe University Out of Hours Crisis Line, call :1300 146 307 or Text: 0488 884 100 (5.00 pm–9.00 am weekdays, 24 hours weekends and public holidays).
- For all incidents, the student should complete an incident report using the organisation's reporting process **and** complete an online incident report for LTU: <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.

## Emergency Contacts

- For **fire, police** or **ambulance** call **000**
- Contact your supervisor and use the incident notification procedures for the organisation you are working within
- For non-emergency incidents – where assistance is required – call LTU Security 03 9479 2012 (24x7 number), followed by notifying the workplace supervisor and Instance/Subject Coordinator.
- For counselling support contact La Trobe University Counselling Service
- For all incidents, the student should complete an incident report using the agency's reporting process and complete an online incident report for LTU: <http://www.latrobe.edu.au/emergency/incident-reporting>
- It is recommended that Students have their own Ambulance and Private Health Insurance. More information: <http://www.latrobe.edu.au/insurance/students/personal>.
- More information regarding all insurance policies for students: <http://www.latrobe.edu.au/insurance/students>.

## University support resources

La Trobe University provides several free services for students to access. Please refer to any of the following services at any point during your placement:

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

## UNIVERSITY CONTACT

For answers to common placement or work-based learning questions please visit the [Work Integrated Learning and Placements](#)

If you can't find the answer you are looking for, please submit your question through the [Work Based Learning Placements Student Enquiry form](#) and your Placement Officer will help you out. This will ensure that your question is answered quickly and by the right person.

If you are currently receiving support from your Placement Officer, your enquiry will continue to be managed and you do not need to take any action.

For general questions not related to WBL or placements, or for questions regarding enrolment into placement subjects, please visit [Ask La Trobe](#).