

Non-Partner Vetting Checklist

There is a separate form if your program is considered Work Based Learning (WBL). Speak to LTA for more info if required.

Things to think about...

Students must review the items on this list and prepare information for their Course Coordinator. The Course Coordinator can then use that information to make a decision about whether the program is appropriate. Students must make reasonable enquiries to enable the Course Coordinator to review the program content, location and safety matters.

It is the STUDENT'S responsibility to present the information to the Course Coordinator and to La Trobe Abroad.

This is not a thorough checklist and is provided to assist Students and Course Coordinators to think about various issues that should be considered before approving an Overseas Short Program with an organisation that is not an Exchange Partner or approved Mobility Provider. A list of approved organisations can be found at: <https://www.latrobe.edu.au/students/opportunities/exchange/short-programs> or at <https://www.latrobe.edu.au/students/opportunities/exchange/partners>

If the program is approved, the student will be eligible for course credit.

Students must complete all checklist items and return to La Trobe Abroad with the OSP Supporting Documents, as well as their GECA Application for final approval.

Program Information

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| <ul style="list-style-type: none"> <input type="checkbox"/> Is the placement or program a course requirement – if so, it must meet the requirements of the course of study <input type="checkbox"/> Is program a benefit to the course – if so, it must be considered helpful in providing the student with relevant experience in their chosen field of study <input type="checkbox"/> Has enough information about the work or program to be performed been presented to Course Coordinator? | <ul style="list-style-type: none"> <input type="checkbox"/> Are the tasks clearly defined or has a subject description been provided? If not, request further information <input type="checkbox"/> Are the number of hours/days sufficient to meet the course requirement/hurdle requirement? <input type="checkbox"/> Can the student be granted credit for an entire subject with this program? |
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Company/Organisation Information

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| <ul style="list-style-type: none"> <input type="checkbox"/> Is Course Coordinator aware of this company/organisation? <input type="checkbox"/> Has a Course Coordinator had students placed with this company/organisation previously? | <ul style="list-style-type: none"> <input type="checkbox"/> Has student undertaken a simple internet search of the company to understand it further? <input type="checkbox"/> Does the company have \$10million USD of Public Liability Insurance? |
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Safety & Risk

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| <ul style="list-style-type: none"> <input type="checkbox"/> Has the student checked www.smarttraveller.gov.au regarding the safety of the country or the area of the country for the work/program? <input type="checkbox"/> If the Course Coordinators are unsure about the safety of the country or area of the country you must contact the Director, Risk Management to discuss. <input type="checkbox"/> Has the student provided the contact details for the company/organisation? <input type="checkbox"/> Are there safety issues for the work/tasks being performed by the student? This includes the site location, the work performed, the tools used etc <input type="checkbox"/> If there are safety issues, is the Course Coordinator now confident these will be addressed by the company? If they are not confident, the Course Coordinator should contact the Director, Risk Management and discuss the issues. <input type="checkbox"/> Is the Course Coordinator confident that the program is appropriate for this student's degree? | <ul style="list-style-type: none"> <input type="checkbox"/> Does the Course Coordinator need more information about the program, the work or the environment? <input type="checkbox"/> Has the student been provided with the contact details for the organisation in the country? <input type="checkbox"/> Is it clear if these contact people will be on-site or at another location? <input type="checkbox"/> If staff for the program are in another location, where will they be and can they easily assist the student from that location? <input type="checkbox"/> Are you satisfied that the accommodation is considered safe and appropriate for the student? <input type="checkbox"/> Will the student be able to travel from the accommodation to the company/organisation safely? <input type="checkbox"/> Does the student speak the local language? If not, is it advisable they learn basic language skills? <input type="checkbox"/> If the student does not speak the language, will the company/organisation provide a translator or ensure the student works with English speaking personnel? |
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For their personal well-being has the student:

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| <ul style="list-style-type: none"> <input type="checkbox"/> La Trobe provides travel and health insurance for students on approved programs. You must consider additional coverage if traveling personally or for high-risk activities outside of the La Trobe policy coverage. <input type="checkbox"/> Bought air and ground (if required) tickets that they can change if they need to return home early? <input type="checkbox"/> Confirmed the emergency contact number for the country? (eg that country's "000") <input type="checkbox"/> Confirmed the contact details for the Australian consulate or embassy nearest the area you are going to? <input type="checkbox"/> Provided a friend or family member with your travel and accommodation information? | <ul style="list-style-type: none"> <input type="checkbox"/> Found out where the closest hospital or medical aid is? <input type="checkbox"/> If they are on prescription medication, have they organised sufficient medication for their trip or found out if you can get appropriate medicine? (Note – some prescription/over the counter medication may be illegal in other countries) <input type="checkbox"/> Found out if they will be met on arrival at the airport, or how to get to their program area? <input type="checkbox"/> Familiarised themselves with local customs, dress codes, appropriate behavioural standards? <input type="checkbox"/> Made copies of all documentation? |
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Checks and immunisations:

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| <input type="checkbox"/> Is a police check required and does the student understand how to get this? | <input type="checkbox"/> Has the student received the appropriate immunisations? |
| <input type="checkbox"/> Is a working with children check required and does the student understand how to get this? | <input type="checkbox"/> Is a work VISA or permit required? |
| <input type="checkbox"/> Are any immunisations required? | <input type="checkbox"/> Has the student received these VISA or permits? |

Required Attachments:

The below documents **MUST** be provided. Information can be attached in the form of screenshots, scanned/printed documents or PDF files. You may need to request this information from the host organisation directly.

- Information on the content of the program
- Organisational policies covering Sexual Abuse, Safety and Harassment (SASH)
- Proof and exact amount of organisation's Public Liability Insurance
- Contact details of the host organisation and/or supervisor
- Confirmation of accommodation arrangements at the program location

Academic Approval:

****Please do not sign unless you can verify the student has undertaken a full investigation of the program and attached all the mandatory information above.****

The Course Coordinator acknowledges that this Program is suitable as course or hurdle requirement and is being undertaken with the knowledge of the University.

Course Coordinator name: _____

Signature: _____ Date: _____

Student name: _____

Signature: _____ Date: _____

For Internal Use Only - La Trobe Abroad Approval

La Trobe Abroad Staff name: _____

Signature: _____ Date: _____