

# A GUIDE FOR HOST ORGANISATIONS

Faculty of Arts

Work Integrated Learning (WIL) program

# A GUIDE FOR HOST ORGANISATIONS

FACULTY OF ARTS

WORK INTEGRATED LEARNING PROGRAM

## Contents:

Page	Topic	Page	Topic
2	<ul style="list-style-type: none"><li>• Contents</li><li>• Welcome</li><li>• Supervision of students</li></ul>	6	<ul style="list-style-type: none"><li>• End of placement</li><li>• Professional skills and attributes</li></ul>
3	<ul style="list-style-type: none"><li>• Communication during the placement</li><li>• Be inclusive</li></ul>	7	<ul style="list-style-type: none"><li>• Insurance</li><li>• Remuneration</li><li>• Fair Work Act Legislation</li></ul>
4	<ul style="list-style-type: none"><li>• Induction – Day 1</li><li>• Work plans</li></ul>	8 9	<ul style="list-style-type: none"><li>• Glossary of terms</li><li>• WIL team contact details</li><li>• Faculty contact details</li></ul>
5	<ul style="list-style-type: none"><li>• Student’s assessment requirements</li></ul>	10	APPENDIX - Checklist for on-boarding a placement student

## Welcome:

Thank you for hosting a Monash student for their WIL placement. This guide aims to outline what to expect and some ideas about how to adequately induct and supervise your student. If you have any questions, please call us on 9903 8866. We hope you find the WIL experience to be of value to you and your organisation.

## Supervision of students

### Key attributes

- Knowledgeable – supervisor has enough knowledge of the tasks to be able to adequately guide the student
- Constructive – supervisor is able to provide constructive feedback to the student to help them improve their performance and skills
- Patience – supervisor is able to understand that the student hasn’t yet finished their studies and won’t be as fast as a regular employee
- Available – supervisor will be in the office and available for the majority of the time the student will be in the workplace

### Supervisors will be required to:

- Ensure a collaborative learning experience for the student
- Provide a positive and constructive learning environment
- Assign duties that provide professional development and a variety of experiences
- Respond to a mid-placement questionnaire and provide feedback on student’s progress and any issues
- Provide opportunities to apply and develop professional knowledge and skills
- Ensure a safe working environment
- Meet regularly with the student to discuss progress and provide and receive feedback
- Be clear about expectations of the student throughout the placement

- Provide access to additional/specific workplace related training needed by the student to complete tasks
- Contact the WIL team immediately if a student is injured or there are any issues with the students work placement relating to attendance or conduct
- Complete a final host evaluation at the end of the placement

## Communication during the placement

Feedback and communication with your student - regular feedback helps your student know they're on track and enables you to address any concerns as they occur:

### Communication tips

- Meet regularly to discuss the students' progress – you could schedule these meetings in your first week to ensure they are in your diary
- If any work isn't up to your required standard, clearly explain how the student can improve using examples
- Make sure you are available for them to ask you questions about the work via email or face to face – let them know which is most appropriate
- Let them know when they are doing really well
- Be realistic with timelines. Remember that your student may not be as fast at completing tasks as you are, or they may finish work very quickly, so be prepared to shift your deadlines around

### Communication with the university

Monash University WIL team will be in touch a minimum of 3 times during the placement. Outside of these times, we encourage you to contact the WIL team if you have any issues or concerns about your student.

1. Commencement check – we will email you in the first few weeks to ensure your student has commenced and everything is on track.
2. Mid-placement check – we will email you at the mid-point of the placement with a link to a questionnaire asking about your student's progress and performance. Your responses will be used to follow up on any issues or concerns that you are experiencing.
3. Final host evaluation – we will email you a link to an evaluation survey that we use to assess and evaluate the WIL program overall. The responses to this survey will be used to measure and track the programs' performance, our service to you and inform future improvements.

## Be inclusive

Your student will likely be nervous about their placement. Making them feel welcome will help improve their morale and productivity.

### Some ideas

- Invite them out for lunch with the team in their first week
- Include them in key meetings and make sure they have been introduced to staff
- Include them in any work social events or celebrations you have planned – ensure they are included on the team email list
- Introduce them to other students on placement or newly arrived graduates
- Provide them with ways to expand their knowledge and skills, for example, by taking them to meetings and have them take notes/minutes for you

- Provide them with a buddy/mentor or opportunity to shadow one of your team members for a period of time

## Induction – Day 1

Students are all required to attend a WIL induction session at the university, however, your induction on the first day of a placement is very important for both the student and the organisation as it sets the scene for their time with you. Ensure you are able to meet with your student when they first arrive at your organisation. Set aside time to introduce yourself and provide an orientation to your workplace. **See Appendix 1 - check list template for on-boarding a placement student.**

### Suggested first day activities

- Show the student where they will sit
- Introduce the student to key team members
- Provide the student with a tour of your work location – toilets, printers, equipment, exits, kitchen, meeting rooms
- If required, set them up with IT, phones, computers, stationery and access passes
- Set up a signature for their email address
- Provide an OH&S briefing for your organisation\*
- Provide background reading on your organisation/department
- Demonstrate office systems such as how to log onto computers
- Agree to regular meeting times, goals and work plans
- Explain the lines of authority or workplace structure – provide an organisational chart
- Confirm contact details, starting times, finishing times.
- Provide information about general office conduct, etiquette and dress code (eg. mobile phones, noise, Facebook/social media)
- Provide information about breaks and lunch – lunch times, where to eat, office kitchen - tea/coffee, water

**IMPORTANTLY** – Give your student a clear task to work on straight away. This will help prevent them from feeling awkward. Also, you can use this task to determine their skill level, work speed and competency to guide further work tasks.

### \*OH&S briefing should include

- Health and safety policies
- Emergency and evaluation procedures
- First aid arrangements
- Procedures for reporting incidents/accidents/risks
- Name and location of health and safety representative
- Details on the process for managing and resolving health and safety issues

## Work plans

Have a structured list of tasks based on your placement description.

Prior to starting the placement, your student would have been provided with a list of tasks or a placement description. The work you assign your student should be as close to this information as possible. We understand that organisations are fluid, however, it is helpful to have a prepared list of tasks for the student when they commence their placement.

### **Key benefits**

- You'll always have something your student can help with
- Your student won't feel like they are wasting time
- Students can structure their time and plan their work
- A great way for your student to deliver real value to your organisation

### **The work plan should:**

- Provide a range of experiences or tasks, enabling the student to apply professional and technical skills and knowledge
- Allow the student to be responsible for his/her own tasks and work autonomously
- Allow the student to work collaboratively with other team members
- Provide learning opportunities that will meet the student's goals for the placement – to be discussed in initial meetings at commencement of placement

You will probably be the student's technical teacher in most aspects of their work. We imagine you will be the person giving them guidance as to the appropriate way to draft written correspondence, obvious research avenues, the day to day operational business activities, or relevant legislation. Your contribution to supporting the student in their skill development is greatly appreciated.

### **Students' assessment requirements**

The student assigned to you is enrolled in a Bachelors Degree or Graduate Degree offered by the Faculty of Arts at Monash University and is undertaking the Work Integrated Learning (WIL) Placement as an integral part of his/her degree. Course outcomes associated with this unit are that students will:

- Demonstrate critical thinking and professional judgement by developing a report plan for the academic component of the unit;
- Demonstrate developing communication skills by reporting on an aspect of the work undertaken for during the placement.
- Apply broad discipline knowledge to design a proposal for a final project relating to an internship.
- Demonstrate critical reflective practice skills as a result of completing an internship.
- Execute a final project with a degree of independence and accountability relating to an internship.
- Show technical skill in designing, conducting and reporting on a research project
- Communicate in a clear and coherent way that is effective for the purpose and the intended audience
- Collaborate with others on a project in a workplace setting

The students will be assigned a variety of assessment tasks related to their WIL placement. These may include:

- Reflective essay, journal or presentation discussing placement learnings, challenges and experiences
- Self-evaluation of skill and professional development
- Report providing a work plan and project outline that includes goal setting
- Organisational report – discussing workplace structure, culture, and environment.
- Career plan outlining career goals and aspirations in relation to WIL placement

Hosts don't need to assess students, however it would be a great help to check in with your students about the nature of their assessment tasks and to keep in mind they will have deadlines. They may have some questions for you during this time and your suggestions and professional guidance would be appreciated.

**For more information on assessment, see here: <https://arts.monash.edu/WIL-Internships/about>**

## End of placement

### Evaluation

You will be asked to complete two different evaluations of your hosting experience.

1. If you are willing to do so, you may be asked to provide a written reference for your student
2. We will email you with a full program evaluation at the end of the placement.

Please ensure you complete both of these evaluations as the first will be used by the student for future employment and the second is used by the WIL team to evaluate and improve our service. The program evaluation in particular is helpful in assessing students' suitability and preparation for the WIL program so we appreciate your honest feedback

### Wrapping up

Discuss with your student the following:

- Keeping in touch with colleagues through LinkedIn, networking or even future work opportunities
- Endorsing your student on LinkedIn for skills and professional attributes
- Acting as a referee

### Offering your student ongoing employment

- If you would like to offer your student a temporary or casual role with your organisation beyond the placement hours, please contact us to find out how we can assist with providing an employment service through Monash Talent.

Monash Talent offers a solution to your temporary or casual recruitment needs. As a full-service employment agency, Monash Talent is able to provide competitive hourly rates and payroll the student for you saving you the cost of acquiring further FTE. Offering this temporary and casual solution is the perfect way to provide extra support over peak periods and cover for annual leave as well as assisting with projects or assistance in another part of your organisation. Contact us today to find out more.

- Please note that any additional hours your student spends at your organisation must comply with the Fair Work Act, as per the information below.

## Professional skills and attributes

The host evaluation survey will ask you questions about how your student met your expectations in the following areas.

- Communication
- Creativity and innovation
- Initiative and enterprise
- Intercultural competence
- Planning and organisation
- Problem identification and solution
- Professionalism
- Team work
- Use of tools and technology

## Insurance

In our initial contact with your organisation, we requested information regarding your public liability insurance. Monash University insures students while they are on placement for the following:

1. Negligent liability to third parties causing death/injury and/or damage to property
2. Professional liability while providing professional advice under supervision
3. Injury to student's under a Personal Accident policy if within Australia
4. Travel insurance if travelling overseas

This insurance is not applicable when a student is on a placement that is paid in an employment arrangement.

There may be other situations where an insurance claim by the student is required – therefore, Monash University will not allow a student to be placed with any organisation that cannot demonstrate they hold both Workplace/Workcover insurance for employees and Public Liability (or equivalent) insurance.

If there is a critical incident, accident or event at your organisation and your student is present, involved or affected in any way, please contact:

Monash University WIL team

[Wil.arts@monash.edu](mailto:Wil.arts@monash.edu)

9903 8866

## Remuneration

Under the [Fair Work Act 2009](#), work integrated learning placements such as those offered as part of the Monash WIL program are **lawfully unpaid**. This is because the student is undertaking the placement as a requirement of their course of study. **Please note** that if your student continues working with your organisation after the official end date for their placement, they are no longer considered to be 'on placement' and so may be entitled to be paid. **Employers should also note that students who are paid while on placement, will not be covered by the university insurance policy.**

### Fair Work Act Legislation

The [Fair Work Act 2009](#), considers that a work experience arrangement or placement is when a person contributes to a business to gain experience in a particular occupation or industry. These arrangements can be a valuable way for prospective employees to make the transition from study to work or explore a new career path.

Students undertaking vocational placements are not considered employees and therefore not entitled to the minimum wage or other entitlements provided under the Fair Work Act.

A student undertaking a work placement is generally considered to be lawfully unpaid in the following circumstances:

1. There must be a placement
2. There must be no entitlement to pay for the work the student undertakes
3. The placement must be done as a requirement of an education or training course
4. The placement must be one that is approved by the university.

A host organisation may choose, at their own discretion and under no obligation, to pay a remuneration to a student undertaking a vocational placement as determined above. Monash University will not be responsible

for approval of these payment arrangements. We recommend that hosts contact the Fair Work Commission to confirm the required remuneration under these circumstances.

For more information please refer to the following section of the Fair Work Ombudsman website:

[www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements)

Or contact the Fair Work Infoline on 13 13 94

## Glossary of terms

Academic supervisor	Relating to an educational or scholarly institution or environment. Responsible for specific academic units, including assessment within a university environment.
Bachelor Degree	The degree awarded on successful completion of a (university) undergraduate course.
Masters Degree	A university degree conferring the status of master (postgraduate).
WIL – work integrated learning	The term given to educational activities that integrate academic learning of a discipline with its practical application in the workplace.
WIL placement	Students are immersed in a workplace related to their program, discipline or career goals. WIL PLACEMENT must apply class-based learning to structured and supported workplace-based activities and provide opportunities for students to reflect on their learning and be provided with timely feedback on their performance. Examples include: Internships, placements, practicums, clinical placements, work shadowing, or supervised professional experience.
Host supervisor	Placement supervisors provide guidance to placement students for their daily work, and ensure that there are clear links between the knowledge of theory and the practical experience gained within the organisation.
Host organisation	The organisation where a student proposes to undertake their WIL Placement.  Host organisations can include but are not limited to; government agencies, research centres, higher education providers, private companies and not for profit organisations.
Official start date and end date	Commencement and completion dates that aligns with the requirement of the academic unit and have been confirmed in writing by the university.
Host contact	A contact within an organisation who may coordinate placements across a range of disciplines. May also be a student's direct supervisor e.g. HR manager or Talent acquisition manager.

## WIL Team contact details

### **Placement team**

Email: [Wil.Arts@monash.edu](mailto:Wil.Arts@monash.edu)

Phone: 9903 8866

### **Arts faculty team leader**

Email: [Jo.Walsh@monash.edu](mailto:Jo.Walsh@monash.edu)

Phone: 9903 8116

### **Arts faculty program manager**

Email: [Sharon.cook@monash.edu](mailto:Sharon.cook@monash.edu)

Phone: 9903 8118

Website: [www.arts.monash.edu/WIL-Internships](http://www.arts.monash.edu/WIL-Internships)

## WIL Academic contact details

### **WIL academic unit coordinators**

Dr Felix Nobis: [felix.nobis@monash.edu](mailto:felix.nobis@monash.edu)

## APPENDIX

### CHECKLIST FOR ON-BOARDING A PLACEMENT STUDENT

This checklist should be explained and given to the student on their first day.  
All items should be completed by the end of the student's second week of placement.

<b>Personal Details:</b>			
<b>Name of student:</b>	<b>Date:</b>		
<b>Host department:</b>	<b>Student's position title:</b>		
<b>Buddy name:</b>	<b>Host supervisor name:</b>		
<b>Tick &amp; date as completed</b>	<b>Who</b>	<b>✓</b>	<b>Date</b>
Introduce student to immediate team members and buddy	Manager		
Provide a tour of the immediate workplace including toilets, lunchroom, etc.	Manager/ Buddy		
Show the student to their desk and ensure they have the stationery they need. Explain stationery procedures	Manager/ Buddy		
Logging in, printer set up, connecting to wireless network etc.	Manager/ Buddy		
Arrange building access and ID cards if required	Manager/ Buddy		
Set up company email signature and telephone including voicemail and display name	Manager/ Buddy		
Ensure access to relevant folders and email groups, specific accounts, subscriptions (LinkedIn, Shared Google drives)	Manager/ Buddy		
Show emergency evacuation exit locations and explain location of evacuation assembly area – Facilities induction if applicable	Workplace Team/OHS Manager		
Explain role of and contact details of Health & Safety Representatives, Floor Wardens and First Aid Officers. Show location of first aid kits. Clarify OHS policy and procedures (including incident / hazard reporting)	Workplace Team/OHS Manager		
Discuss position description, roles and responsibilities and alignment with department goals.	Manager		
Discuss company Vision, Values and Mission – provide company background information, organisational chart etc.	Manager		
Discuss professional dress, acceptance of gifts and IT code of conduct	Manager		
Clarify reporting relationships and organisation structure	Manager		
<b>Manager</b> Signature: Date: / /	<b>Student</b> Signature: Date: / /		