**PLACEMENT SCHEDULE; FAIRWORK CONSIDERATIONS; OH&S**

The University of Melbourne is committed to sourcing internships that engage our students and provide valuable opportunities for our Industry partners to engage with our cohort.

Please complete the documentation below to have your organisations internship opportunity considered for our [for-credit internship program](https://fbe.unimelb.edu.au/engage/place/access-talent#business-internships).

Once approved, this internship opportunity will be advertised to both our Bachelor of Commence and master’s degree students. You will receive student resumes and personal statements as part of the application process.

**Please return this form as either a word document or PDF. Please do not print and scan to return.
Email:** **fbe-industryprograms@unimelb.edu.au**

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| **Internship details** |
| **Host organisation name** | Click or tap here to enter text. |
| **Placement name** | E.g. Marketing Intern |
| **Number of placements**  | Click or tap here to enter text. |
| **Placement start date\*** | Click or tap here to enter text. |
| **Placement end date\*** | Click or tap here to enter text. |
| **Is this a paid or unpaid placement?** | [ ]  Paid placement [ ]  Unpaid placement (please ensure you complete the Fair work questions on page 4) |
| **Placement days**[ ]  Monday [ ]  Tuesday [ ]  Wednesday [ ]  Thursday [ ]  Friday |
| **Hours of work per week**We recommend no more than 14 hours maximum per week to ensure students can also fit in study and paid employment. If you require more hours, please discuss this with one of our team members. Students must complete at least 90 hours in total. |  |
| **Will students be required to attend the internship in-company?**  | [ ]  Yes, entire internship required to be in-company[ ]  Yes, some in-company time required and some remote [ ]  No, internship can be in-company and/or remote[ ]  No, internship will be conducted completely remotely |
| **If you selected in-company, in the case of COVID-19 workplace restrictions, are there alternative arrangements for students to undertake their internship remotely?**  | [ ]  Yes (please provide a brief explanation of arrangement) [ ]  No, because it would make supervision and mentoring a difficult experience  |
| **Contact Details** |
| **Name of organisation contact and title**  | Click or tap here to enter text. |
| **Organisation contact email** | Click or tap here to enter text. |
| **Organisation contact phone** | Click or tap here to enter text. |
| **Host Supervisor name***(If differs to organisation contact)* | Click or tap here to enter text. |
| **Host Supervisor title***(If differs to organisation contact)* | Click or tap here to enter text. |
| **Host Supervisor email address***(If differs to organisation contact)* | Click or tap here to enter text. |
| **Host Supervisor contact number***(If differs to organisation contact)* | Click or tap here to enter text. |
| **Organisation information** |
| **Company ABN (Australian Business Number)**  | Click or tap here to enter text. |
| **Organisation address** | Click or tap here to enter text. |
| **Organisation website** | Click or tap here to enter text. |
| **Number of employees in organisation** | Click or tap here to enter text. |
| **Number of employees at placement location** | Click or tap here to enter text. |

*\*Please ensure placement dates align with a semester period.*

**Please describe the placement proposed and what students you are seeking? *(Or attach Position Description)***

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| *Please provide a description that could be used in an internship advertisement and note if there is a preference for what students are studying or are interested in\*:* *E.g. We are seeking students with an interest in a career in marketing* *\*We recommend that you don’t restrict applications to students of specific disciplines* |

**Please describe what tasks and duties students will be undertaking**

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| *Please dot point the specific tasks and duties* |

**If the students will be working remotely from home, what measures will be put in place to ensure that the student is adequately onboarded and actively supervised, to be able to fulfil their work tasks?**

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**If the students will be working remotely from home, have you considered cybersecurity risks? Will the student be able to access necessary company documents and/or data to fulfil their work tasks?**

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**Please provide details of your selection process**

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| *We recommend contacting preferred students via phone or email and then undertaking a single round of interviews with preferred applicants and affording them a 48-hour window to accept or decline the offer**Please advise us if there is any other testing you will be undertaking* |

**Please indicate whether successful students will need to complete any additional checks**

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| [ ]  N/A[ ]  Yes – please specify |

**Fair Work Considerations:**

Please complete each of the sections below to provide some more information regarding the placement duties with reference to the Fair Work factsheet. The following factors are considered as compliance **for unpaid internships only.**

*Please refer to the link below to read further information on the guidelines of unpaid work as set out in the Australian Fair Work Ombudsman.*

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

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| *The nature and purpose of the arrangement* | *If the arrangement involves productive work rather than just meaningful learning, training and skill development, it is likely to be an employment relationship.*  |
| *Duration of the arrangement* | *If the arrangement is for a long period of time, the more likely the person is an employee. Although even relatively short engagements can still be an employment relationship.*  |
| *Significance of the arrangement to the business* | *Is the work normally performed by paid employees? Does the business or organization need this work to be done? The more integral the work is to the function of the business, the more likely that it is that an employment relationship could be found.*  |
| *The person’s obligations* | *An employment relationship is unlikely to be found in the circumstances if:* *-the role is primarily observational and,* *-the expectation or requirement to perform such activities is incidental to that learning experience and not primarily for the operational benefit of the business or organization.*  |
| *Who benefits from the arrangement* | *The main benefit from a genuine unpaid work arrangement should flow to the person undertaking the role. However, if the business is gaining a significant benefit from the person’s work, an employment relationship is more likely to exist.*  |

**Occupational Health & Safety**

The University of Melbourne is committed to providing a safe and healthy working environment for all staff, students, contractors, and other personnel at locations under the management or control of the University. The [**Health and Safety Policy (MPF1205)**](http://policy.unimelb.edu.au/MPF1205) supports compliance with the Occupational Health and Safety Act 2004 (Vic).

**Internship host to complete**

*(Please do not complete the OH&S section if you have completed it within the last 12 months)*

***Please answer all of the following questions below and should the student be working remotely from home, please ensure that the responses apply to this arrangement.***

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| **Health and Safety** |
| Do you have a written health and safety policy? [ ]  Yes (see attached) [ ]  No, because (please provide a brief explanation) |
| Will appropriate health and safety induction, training and supervision be provided to the internship participant? [ ]  Yes [ ]  No, because (please provide a brief explanation) |
| Are there instructions for local emergency procedures readily available?[ ]  Yes[ ]  No, because (please provide a brief explanation) |
| Are safe working procedures documented and available?[ ]  Yes[ ]  No, because (please provide a brief explanation) |

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| **Bullying/harassment/human rights/discrimination** |
| Do you have an appropriate workplace behaviour policy?[ ]  Yes (Please provide this document to the University)[ ]  No, because this is noted in our employment agreement |
| Is there a process in place to report and deal with inappropriate behaviour?[ ]  Yes[ ]  No, because (please provide a brief explanation) |
| **Risk Assessment** |
| Have you carried out risk assessments of your work practices to identify possible risks to employees and to others within your organisation?[ ]  Yes[ ]  No, because it is not considered a high-risk environment |
| Are remedies for assessed risks implemented?[ ]  Yes[ ]  Not Applicable |
| If required, will personal protective equipment be provided by your organisation for the internship participant?[ ]  Yes[ ]  No, because (please provide a brief explanation)[ ]  Not applicable |
| **Accidents and incidents** |
| It is a requirement that all accidents and/or illnesses that involve the placement student be reported to the University of Melbourne contact as soon as possible.Is there a formal procedure for reporting and recording accidents and incident?[ ]  Yes[ ]  No, because (please provide a brief explanation) |

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| Do you have procedures to be followed in the event of serious and imminent danger to people at work in your organisation?[ ]  Yes[ ]  No, because (please provide a brief explanation)  |

Please note that all students undertaking unpaid placements as part of their studies are covered by the University of Melbourne’s Personal Accident Insurance, [Public liability insurance](https://staff.unimelb.edu.au/legal-audit-records-policies/insurance/resources/policy-documents/19-20_Uni.-Melb_Public-and-Products-Liability_NEWLINE-Policy-No.-AUS.1988.9313.A_C-of-C_%24-20-M_-.pdf) and [Professional indemnity insurance](https://staff.unimelb.edu.au/legal-audit-records-policies/insurance/resources/policy-documents/19-20_Uni.-Melb_PROF-INDEM._Med-Mal_C-Trials_NEWLINE-Policy-No.-AUS.19889313.B-C_C-of-C_-.pdf).

I acknowledge the placement information, Fair work, and OH&S (Occupational Health & Safety) responses provided is correct as of [insert date].

Host representative:

Host representative signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_