

## Learning in the Workplace and Community Contract

NOTE: Student & Host need to complete Section 2 together. Please sign & return LiWC Contract to the Engagement and Partnerships Coordinator, Alison Whan [alison.whan@vu.edu.au](mailto:alison.whan@vu.edu.au) PRIOR to the commencement of the placement. Only placements with formal University approval will be deemed acceptable for this unit of study, ACY3005 Communication Professional Practice.

This contract agreement sets out the terms on which Victoria University will place the Student with the Host Organisation for the purpose of the Student undertaking the learning in the workplace described in Section 2.

Please note this placement is for work experience purposes only. While it is understood that students will contribute to productive work, the focus is on educational outcomes for the student in all tasks they undertake. The educational outcomes to be gained from this placement should be outlined in Section 2 of this document.

Please note that national legal guidelines govern what constitutes an educational placement and host organisations are responsible for ensuring that they meet these requirements. For further information please refer to the attached information sheet produced by the [Fair Work Ombudsman](#).

### SECTION 1

#### HOST SUPERVISOR TO COMPLETE:

Organisation Name:		
Address: (location of placement)		
Contact Person / Supervisor:		
Position / Qualifications held:		
Telephone Numbers	<i>Business:</i>	<i>Mobile:</i>
Email Address:		
Website:		
<i>I hereby agree to abide by the conditions set out in Section 3 of this Contract Agreement:</i>		
SIGNED for and on behalf of the HOST ORGANISATION	Signature:	Date:

#### STUDENT TO COMPLETE:

Last Name:		
Given Name:		
Address:		
Telephone Number:	<i>Home phone:</i>	<i>Mobile:</i>
Email Address:		
Emergency Contact Person:		
Emergency Contact Phone:		
Enrolled Course:		
Unit Coordinator:	Ella Hewitt, Lecturer – Marketing and Communications <a href="mailto:ella.hewitt@vu.edu.au">ella.hewitt@vu.edu.au</a>	
<i>I hereby agree to abide by the conditions set out in Section 2 of this Contract Agreement:</i>		
SIGNED by the STUDENT	Signature:	Date:

**VICTORIA UNIVERSITY REPRESENTATIVE TO COMPLETE:**

Organisation Name:	College of Arts Victoria University	
Postal Address:	PO Box 14428, Melbourne City Mail Centre, MELBOURNE VIC 8001	
Contact Person:	Alison Whan	
Title:	Engagement and Partnerships Coordinator	
Telephone Numbers	03 9919 8745	
Email Address:	<a href="mailto:alison.whan@vu.edu.au">alison.whan@vu.edu.au</a>	
<i>I hereby agree to abide by the conditions set out in Section 4 of this Contract Agreement:</i>		
SIGNED for and on behalf of the UNIVERSITY	Signature:	Date:

**SECTION 2  
HOST AND STUDENT TO COMPLETE TOGETHER TO FORM AN AGREEMENT**

PARTICULARS OF THIS LEARNING IN THE WORKPLACE ACTIVITY		
Dates of LiWC activity:	Commencement date:	Exp. completion date:
Hours of Standard Work Day:	Start time:	Finish time:
Maximum Hours of Placement <i>Students must complete minimum 110 hours or 15 days.</i>		
Is the placement offered at Home Office Business?		
Will the student be expected to undertake all or part of their placement offsite (as in their own home)?		
Are students expected to bring their own laptop or other equipment?		
<p>The following section is an Agreement between the Organisation Supervisor and the Student, and should be completed with both parties present. This Agreement is to ensure that both parties understand the expectations of the placement and to ensure that it provides a valid learning experience for the student. A clear outline of the expected educational benefits of the placement ensures that the internship meets standards defined by Fair Work Australia.</p> <p><i>The student and host have agreed that the student will be involved in the following tasks:</i></p>		
<p><i>It is anticipated that the following educational and professional outcomes will be achieved, based on the above list of tasks:</i></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>		

## 2. THE STUDENT AGREES TO:

- a. read and comply with the information provided in this Memorandum of Understanding by signing and returning this contract to the University **PRIOR** to the commencement of the LiWC experience, which will activate coverage by the **University's Insurance Policy**;
- b. behave in a professional manner, including being punctual, attending on all agreed days for the duration of the contract, behaving professionally, not disclosing any confidential information of the Host Organisation, dressing appropriately and performing tasks satisfactorily;
- c. work in accordance with the policies, procedures, directions and requirements of the Host Organisation (including, without limitation, those relating to occupational health and safety, equal opportunity, confidentiality and information privacy);
- d. advise the Host Organisation if the Student suffers from any medical condition or disability that may affect his/her work performance;
- e. comply with the statutes, policies and procedures of the University (including, without limitation, the Learning in the Workplace Policy & Procedures and the procedures relating to occupational health and safety, equal opportunity);
- f. maintain communication with the University and the workplace supervisor(s);
- g. be available and prepared to discuss relevant issues when visited or contacted by the University, complete relevant LiWC evaluation documentation and submit to the University at the completion of the LiWC experience;
- h. address any issues/concerns that arise with the workplace supervisor in order to resolve them, referring any unresolvable issues on to the University;
- i. immediately advise the Host Organisation and the University of any accident or incident in the workplace; and
- j. at the completion of the activity return to the Host Organisation all its property or equipment including security cards, computer disks, documents and records and all copies of such material in the possession or control of the Student.

## 3. THE HOST ORGANISATION AGREES TO:

- a. read and comply with the information provided in this Contract Agreement by signing and returning it to the University **PRIOR** to the commencement of the LiWC experience, which will activate coverage by the **University's Insurance Policy**;
- b. provide and maintain a safe workplace environment, free from discrimination/harassment, with appropriate occupational health & safety and equal opportunity safeguards in place;
- c. provide proper supervision of the Student by a suitably trained supervisor;
- d. continuously provide constructive and supportive performance feedback to the student throughout the workplace experience;
- e. meet with the student for a reasonable amount of time each day in order to brief, debrief, and provide any training / guidance and feedback necessary for him/her to satisfactorily undertake assigned tasks;
- f. provide a learning environment with adequate opportunities for the Student to meet the learning objectives of his/her learning in the workplace experience;
- g. provide an appropriate orientation to the Host Organisation, its work culture, policies and procedures;
- h. comply with, and ensure that its personnel comply with all relevant Commonwealth and State legislation, regulations, rules, codes of practice and Australian Standards, including, without limitation those relating to OH&S to ensure that the Student is not exposed to any uncontrollable or inadequately controlled hazards or risks;
- i. address any issues or concerns that arise in relation to the Student in order to resolve them with the Student in the first instance, referring any unresolvable issues to the University at earliest convenience;
- j. immediately advise the University of any accident or incident that occurs in the workplace;
- k. allow visits by the University to monitor and assess the Student's progress; and
- l. complete and return the student evaluation documentation and a written reference to the University at the completion of the LiWC experience.



#### **4. THE UNIVERSITY AGREES TO:**

- a. ensure the tasks and activities which are proposed to be undertaken in the workplace by the Student are relevant, appropriate and consistent with the maturity, academic background and year level of the Student;
- b. use best endeavours to ensure there are opportunities for the Student to meet the learning objectives of the workplace experience;
- c. monitor and assess the Student's progress;
- d. provide constructive and supportive feedback to the Student;
- e. liaise with the workplace supervisor responsible for the Student if any issues arise; and
- f. act promptly to address any concerns about the safety and suitability of the workplace and well-being of the Student.

#### **5. TERMINATION**

This agreement may be terminated at any time by the University, the Student or the Host Organisation on the provision of 2 weeks written notice to the other parties.

#### **6. VARIATION**

This agreement may be varied by written agreement between the University, the Host Organisation and the Student.

#### **7. DISSATISFACTION PROCESS**

Process for dealing with dissatisfaction in a professional placement setting

The placement should '**NOT**' be discontinued until the following process has been completed, unless there is an Occupational Health and Safety risk.

- a. Any issues encountered during a placement should be raised with the party concerned in the work environment, in order to find a resolution in the first instance.
- b. If the issue is found to be unresolvable, the issue should then be raised with the Partnerships Coordinator, advising any action taken to date.
- c. The Partnerships Coordinator will then contact the other party in order to gain an understanding of the issue from their perspective.
- d. The Partnerships Coordinator will liaise with the Unit Co-ordinator, and if deemed necessary, a meeting will be arranged for all parties to discuss the issues and explore possible resolutions.
- e. In the situation where a meeting is not deemed necessary, the Partnership and Unit Coordinators will discuss the issue/s and offer some possible solutions.
- f. All parties will be kept informed throughout the process.