



Industry Internship Policy and Procedure

1. Purpose

This policy and procedure is to establish an Institute supported industry internship and work integrated learning programs for its students.

2. Scope

This policy and procedure applies to all of the Institute's higher education students.

3. Definitions

Term	Definition
an Internship	is a short-term placement where students spend time within a company, business or organisation to gain valuable work experience and improve their employability, and includes work integrated learning. Internships may be paid or unpaid.
internship application	is a downloadable template obtained from the Institute website.
work integrated learning	is an inherent academic requirement for a student within their course.

4. Policy Statement

- 4.1. The Institute is committed to the facilitation of programs and activities that support work integrated learning and/or will enhance its students' ability to find suitable employment. As part of this commitment, the Institute will endeavour to provide opportunities for students to undertake internship programs by the final year of their course with various employing bodies.
- 4.2. As there is strong competition, internship placements cannot be guaranteed. Students should therefore research potential employment opportunities and make the most of networking activities, including those that are facilitated by the Institute, to seek internships and employment opportunities through any external sources that they identify.
- 4.3. Various organisation such as companies, government departments and not-for-profit groups offer internship programs that provide professional work experience for tertiary students who are close to completing their undergraduate or postgraduate degree.

Warning: uncontrolled when printed.

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5. Procedure

- 5.1. The Institute internship program consists of:
- career development activities, including resume preparation, job search assistance and interview skills training. Career development activities can be undertaken on an individual basis or through periodic workshops.
 - regular employer seminars held at the Institute that provide a forum for students to meet informally with potential future employers to access information about work experience opportunities.
 - engagement with professional bodies such as ACS, Engineers Australia and the CPA.
 - formal timetabled course units for preparing engineering students for internship and work integrated learning, as applicable.
- 5.2. The Institute will support students applying for industry placements and internships and endeavour to ensure each applicant has an opportunity for an internship. Students required to complete compulsory work integrated learning, internships or industry placement, as part of their course will be the focus of the Institute internship program.
- 5.3. All other students may apply for an internship, with Institute preference given to students who have:
- been active in extra curricula and co-curricula activities of the Institute;
 - completed the equivalent of at least 3 trimesters of full-time undergraduate study (12 units);
 - completed the equivalent of at least 2 trimesters of full-time postgraduate study (8 units);
 - applied for an internship in the area of at least one of their current study majors; and
 - good written and verbal communication skills.
- 5.4. Upon receipt of student applications (including a current CV), businesses will be invited to interview students for the internship position(s). The experience of undergoing an interview and selection process is a valuable learning experience for students. Offers of internship are at the discretion of host businesses.
- 5.5. Students will normally undertake placements for either 1 or 2 days per week, depending on project requirements and student study programs. Alternative placement formats can also be negotiated to suit both the student and the business.
- 5.6. The Institute will quality assure, including assurance of the quality of supervision of student experiences, all work-integrated learning, placements, and other community-based learning arrangements conducted with another party.

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6. Responsibilities

6.1. The Institute will:

- remain accountable for the course of study or that part of a course of study delivered through arrangements with another party(ies), whether in Australia or overseas, and verifies continuing compliance of the course with the standards in the Higher Education Standards Framework that relate to the specific arrangement with another party.
- Publish, periodically, student internship opportunities on its website including the terms and conditions of each student internship opportunity.
- Publish the criteria for eligibility, the application process and closing date for internship opportunities. The criteria may include a formal interview with the prospective organisation offering the internship.
- Provide a downloadable template for students to apply for an internship opportunity.

6.2. Students should:

- read their internship agreements carefully to understand the terms and conditions of their placement, and to obtain Institute and/or legal advice where necessary.
- be aware that internship placements are primarily intended to provide work experience and may not be covered by employment laws, as the intern is not an employee.

6.3. Businesses or host organisations must:

- have his or her own public liability insurance of \$20M to cover liability for any negligent act or omission on the part of the host organisation that results in injury to, or loss or damage of personal property of a student.
- provide a suitable staff member to mentor the student(s) to provide guidance in the workplace during the internship, and to contribute to workplace assessment of the intern(s).
- provide access to facilities, equipment, staff and any information necessary to enable the student to successfully complete their internship.
- at all times, guarantee the welfare and safety of the student whilst placed.

7. Associated Documents

Institute Strategic Plan

Higher Education Standards Framework (Threshold Standards)

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