

# Industry Internship Policy and Procedure

## 1. Purpose

This policy and procedure is to establish an Institute-supported Industry Internship and Work Integrated Learning (WIL) program for its students, ensuring compliance with the Tertiary Education Quality and Standards Agency (TEQSA) Guidance Note: Work Integrated Learning (WIL) and the Higher Education Standards Framework 2021 (Threshold Standards).

## 2. Scope

Applies to all of the Institute’s higher education students undertaking internships, placements, practicums, fieldwork, industry projects, simulated or online WIL experiences, or any other structured learning integrating theory with practice.

## 3. Definitions

Term	Definition
an internship	A short-term placement providing work experience and employability enhancement. May be paid or unpaid.
internship application	Template for internship or WIL applications.
work integrated learning	. Structured learning combining theory with practical experience, including placements, practicums, fieldwork, industry projects, virtual WIL, or simulations.
Host	Is the organisation currently hosting a Melbourne Institute of Technology (MIT) student undertaking a Work Integrated Learning (WIL) placement.

## 4. Policy Statement

4.1 MIT supports WIL that enhances employability, is constructively aligned with course learning outcomes, includes valid assessment, ensures wellbeing, equity, and safety, and meets legislative and TEQSA compliance standards.

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

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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 organisations 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.

## 5. Procedure

- 5.1 The Institute internship program consists of: Career activities, employer seminars, professional body engagement, and formal WIL course units.
- 5.2 Eligibility & Application – Priority will be given to students undertaking compulsory WIL placements; however, other students may also apply. Student-sourced placements require Institute approval and Fair Work compliance.
- 5.3 Placement & Supervision – MIT must approve all sites and supervisors; hosts guarantee safety and provide feedback. MIT and the students.
- 5.3 Learning Outcomes & Assessment – WIL must demonstrate course learning outcomes; include supervisor evaluation, reflective reporting, and moderation across sites.
- 5.4 Wellbeing & Safety – MIT is responsible for welfare and critical incident management. Grievances follow Institute procedures.
- 5.5 Intellectual Property & Confidentiality – Students must assign IP to hosts; academic work governed by MIT IP Policy. Students engaged on an internship or workplace learning should expect to assign any and all intellectual property generated or contributed by them in the course of doing any work task to the business entity providing that opportunity (in the same manner that any employee or volunteer would do). Students should also expect to submit to confidentiality terms in relation to proprietary information and data to which they are provided access to by the business entity during their internship. Such terms will usually be included in the internship agreement that you will enter into directly with the business entity. Any learning-based activity or task undertaken by an internee student as part of their course (but related to the work placement/internship - eg writing a report on their internship experience) would otherwise be governed by the IPP&P in the normal way but they should discuss any confidentiality concerns with the business entity first.
- 5.6 All other students whom WIL is not compulsory 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.
- 5.7 Upon receipt of student applications (including a current CV), businesses will be invited to

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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.

5.8 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.

5.9 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.

## 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.
- Is accountable for WIL quality, due diligence, compliance and the quality of the student experience.
- Maintain records, equity, and grievance support
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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.
- adhere to agreements, conduct, and reporting duties.

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.

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- maintain insurance, supervision, safety, and feedback.
- adhere to agreements, conduct, and reporting duties.

#### 6.7 Schools:

- Heads of Schools are responsible for developing guidelines to support the implementation of this policy. These guidelines will form part of the policy framework.
- Each School is responsible for ensuring compliance with this policy.
- Schools must ensure that the student workload associated with the WIL component aligns with the requirements of this policy.

## 7. Associated Documents

Institute Strategic Plan  
Higher Education Standards Framework (Threshold Standards)  
TEQSA Guidance Note: Work Integrated Learning (2022)  
Fair Work Guidelines on Unpaid Work  
Intellectual Property Policy and Procedure  
Student Wellbeing and Safety Policy  
Critical Incident and Risk Management Policy  
Agreement between MIT, the host organization and the WIL student.

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