

2015 WORK INTEGRATED LEARNING (WIL) SCHEDULE & AGREEMENT

This form **must** be completed and returned by post, email or fax to your Work Integrated Learning **Workplace** Co-ordinator (Rosemarie, Tania, Toni or Barry) **within five days** of commencing your approved Work Integrated Learning position (Co-op or BIL). Please provide your Host Organisation with a copy and keep a copy for your records. You must notify your WIL Workplace Co-ordinator **immediately** of any changes to information contained in this form. Please return your completed form,

To: Work Integrated Learning - Room G302 @ FP or (for Toni) to FS1047 at City Flinders.
Or post: Victoria University – Footscray Park Campus
 PO Box 14428, Melbourne, Victoria, 8001, AUSTRALIA
By fax to: + 61 (03) 9919 5057
Or scan (jpg) and email to your **Work Integrated Learning WORKPLACE** Co-ordinator or wil.business@vu.edu.au

1.) STUDENT DETAILS:

| | | | |
|---|-------|------------------------|-------|
| Student Name: | _____ | | |
| ID Number: | _____ | Campus: | _____ |
| Course Name: | _____ | | |
| Home Mailing Address: | _____ | | |
| | _____ | Postcode: | _____ |
| Home Phone Number: | _____ | Personal Mobile Phone: | _____ |
| Emergency Contact Person (name and phone) | _____ | | |

2.) WORK INTEGRATED LEARNING HOST ORGANISATION DETAILS:

| | | | |
|--|-------|-------------|-------|
| Organisation Name: | _____ | | |
| Address: | _____ | | |
| | _____ | Postcode: | _____ |
| Work Phone Number: | _____ | Fax Number: | _____ |
| <i>If you are not based at the above address, please specify your work location:</i> | | | |
| Address: | _____ | | |
| | _____ | Postcode: | _____ |
| Work Phone Number: | _____ | Fax Number: | _____ |
| Your Work Email Address: | _____ | | |
| Payment Arrangements/Gross Salary (p.a.) or hourly rate: | _____ | | |
| Work Status - F/t or P/t, or other (please indicate): | _____ | | |

WORKPLACE / COMPANY SUPERVISOR DETAILS:

| | | | |
|----------------------|-------|---------|-------|
| Supervisor Name: | _____ | | |
| Supervisor Title: | _____ | | |
| Supervisor Phone No: | _____ | Mobile: | _____ |
| Email Address: | _____ | | |

3.) AUTHORISED WORK INTEGRATED LEARNING PERIOD:

Dates (per contract/offer of employment)

Position commencement date: _____

Position conclusion date (as expected or state "Ongoing"): _____

Standard Work Day (if applicable): Start: _____ Finish: _____

4.) WIL UNIT OF STUDY ENROLMENT

I agree to maintain enrolment at Victoria University in the following WIL Unit/s in the following Semester/s:

Co-operative Education 1* BBB 3001 Semester: _____

Co-operative Education 2* BBB 3002 Semester: _____

Business Integrated Learning BBB 3100 Semester: _____

* Students commencing a Co-operative Education position of 10 months or longer duration MUST enrol in the Units BBB 3001 (Co-operative Education 1) and BBB 3002 (Co-operative Education 2).

5.) SUCCESSFUL COMPLETION - REQUIREMENTS:

I am aware of all reporting requirements involved in my participation in the above WIL Unit/s. That is, I understand that I need to submit **employment documentation** to my WIL Co-ordinator at the end of each Semester (details will be advised by your WIL Workplace Co-ordinator) which are a hurdle requirement for successful completion of this unit. Also I understand that I will need to successfully complete all **required academic assessment tasks** co-ordinated by the Academic Co-ordinator/Tutor online via Collaborate to satisfy all requirements of this unit/s.

Student Signature: _____

Date: _____

6.) WORK INTEGRATED LEARNING AGREEMENT DETAILS:

This agreement sets out the terms agreed by Victoria University, the Host Organisation and the student for the established authorised Work Integrated Learning (WIL) activity/position.

Particulars of this WIL arrangement are as detailed in Sections 1 – 5 above.

JOB/POSITION DESCRIPTION:

Please attach copy of relevant Job Description (or Position Description) if not already provided as part of the VU Work Integrated Learning recruitment process.

The Job/Position Description should detail the learning goals and expected outcomes for the student, as well as the primary tasks to be undertaken. Tasks should be realistic, achievable and be aligned to the learning outcomes where applicable.

Please attach relevant documentation if/as required.

i. The student must:

- a. behave in a professional manner. This includes being punctual, attending when required, behaving professionally at all times, dressing appropriately and not disclosing any confidential information of the Host Organisation and complying with its information privacy policies;
- b. if working with the Host Organisation's ICT systems, or producing software which may be introduced to the Host Organisation's ICT system, not deliberately introduce (and take all reasonable precautions to prevent the introduction of) any virus or other malware into the Host Organisation's ICT systems;
- 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 you suffer from any medical condition or disability that may affect your work performance;
- e. comply with the statutes, policies and procedures of the University (including, without limitation, the Learning in the Workplace or Work Integrated Learning Policy & Procedures and the procedures relating to occupational health and safety, equal opportunity and the Student Charter);
- f. maintain communication with the University and the Host Organisation's representative or workplace supervisor(s) necessary for the attainment of the learning goals and expected outcomes;
- g. be available and prepared to discuss issues when visited or contacted by the University;
- h. immediately advise the Host Organisation and the University if any issue or concern arises in the workplace;
- i. immediately advise the Host Organisation and the University of any accident or incident in the workplace; and
- j. at the completion of the Work Integrated Learning 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; and
- k. if working as, or in a situation analogous to, an employee of the Host Organisation, assign to the Host Organisation all intellectual property which the Student creates during his or her work which is performed as part of the Host Organisation's ordinary business activities (Project Material) and hereby assigns all future copyright in the Project Material to the Host Organisation.

ii. The Host Organisation must:

- a. read and comply with the information provided by the University outlining administrative and academic information relating to the Work Integrated Learning activity and the process for reporting incidents which is attached to this agreement;
- b. provide and maintain a safe workplace environment, free from discrimination/harassment, with appropriate occupational health & safety and equal opportunity safeguards in place;
- c. pay the student the pay (if any) detailed above;
- d. 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 occupational health and safety to ensure that the student is not exposed to any uncontrollable or inadequately controlled hazards or risks;
- e. provide an appropriate orientation to the Host Organisation, its work culture, policies and procedures, and provide any training necessary to undertake the assigned tasks;
- f. provide proper supervision of the student by a suitably trained supervisor;

- g. immediately advise the University if any issues or concerns arise in relation to the student;
- h. immediately advise the University of any accident or incident that occurs in the workplace in relation to the student;
- i. allow visits by the University representative to monitor and assess the student's progress; and
- j. provide opportunities for the Student to meet the learning objectives of their Work Integrated Learning experience and provide constructive and supportive performance feedback throughout the workplace experience.

iii. The University, through the Student's Co-ordinators must:

- 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 Host Organisation's representative or 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.

iv. This agreement may be terminated at any time by any party on the provision of 2 weeks written notice to the other parties. The termination of this Work Integrated Learning Agreement does not affect the conditions of any independent employment agreement between the Host Organisation and the student.

v. This agreement may be varied by a further written agreement, signed by all of the parties.

| | |
|------------------------------|-------------------|
| SIGNED by the STUDENT | Name: |
| Date: | Signature: |

| | |
|--|-------------------|
| SIGNED for and on behalf of the HOST ORGANISATION | Name: |
| | Title: |
| Date: | Signature: |

| | |
|---|-------------------|
| SIGNED for and on behalf of the UNIVERSITY | Name: |
| | Title: |
| Date: | Signature: |