

Student Placement Policy and Procedure

Date of Implementation

This policy is current as of 1 September 2014 and will be reviewed at least annually by the Academic Board.

Scope

This policy is applicable to Kaplan Business School which will be referenced as “The School” throughout the remainder of the document.

Student Placement Principles

We are committed to providing students with the opportunity to apply the theory and skills they learn with us while studying in a professional workplace. Our philosophy supports students graduating with the necessary skills to successfully transition from study to work, and enriching industry with a pool of work-ready talent.

These Guidelines assist the School’s staff in the approval, establishment and management of Student Placements, also known as ‘Internships’ or ‘Vocational Placements’, for our students.

Guidelines for mandatory course placements

Unpaid work can legally be performed if it is a mandatory course requirement (i.e. must be undertaken to successfully complete a unit or course). Otherwise, the placement is not legally considered a vocational placement and will need to meet the Guidelines below for non-mandatory course placements.

Mandatory course placements can only be organised and approved by the School.

The course or program of study incorporating the mandatory placement must be undertaken at a registered higher education provider or registered training organisation within Australia. Any placements that are not connected to a student of the School are not covered by this policy.

These placements must not involve any payment of money between the School and the host organisation, or the student. If the host organisation wishes to pay the student an allowance please seek further advice from the Quality and Standards Group.

Other School policies and procedures must be complied with during the course of the placement, including policies regarding the management of international students and the granting of study leave breaks.

Students undertaking mandatory unpaid course placements will be covered by the School’s insurance policies.

Guidelines for non-mandatory course placements

A placement may be organised as a non-mandatory supplement to a course by the School, host organisation or student. Placements that are not organised by the School, however, must be approved in accordance with these guidelines before the student commences.

These placements must be in line with the learning experience of the course or program of study at the School. The School does not support students undertaking voluntary placements in workplaces that will not enhance the work readiness of students.

The placement must be intended as a learning experience for the student’s training and development, and not a means for the host organisation to obtain labour to support its usual business operations, such as undertaking work that is already performed by existing employees at the host organisation. Students may undertake tasks that are part of a host organisation’s usual business activities on an observational basis. A good test is to

determine whether the student or the host organisation is getting the most benefit from the placement – it should always be the student and not the host organisation.

These placements should generally be no longer than a trimester on an unpaid basis.

Students may be offered ongoing employment by their host organisation after their placement ends. A new employment contract should be entered between the student and their employer in that circumstance, and the terms of the School's placement agreements cannot be used for this new relationship.

These placements must not involve any payment of money between the School and the host organisation, or the student. If the host organisation wishes to pay the student an allowance please seek further advice from the Quality and Standards Group.

Other School policies and procedures must be complied with during the course of the placement, including policies regarding the management of international students and the granting of study leave breaks.

Generally, students undertaking an unpaid non-mandatory course placements will be covered by the School's insurance policies.

If these Guidelines above have been followed, the standard Student Placement Agreements can be issued using the instructions below without any further need for advice.

Standard Student Placement Agreements

There are 2 standard Student Placement Agreements.

1. Template Placement Agreement (Host) - signed by the organisation hosting a student from the School on a mandatory or non-mandatory course placement
2. Template Placement Agreement (Student) – signed by the student attending a mandatory or non-mandatory course placement.

How to use the standard templates

Staff are to arrange to enter into both Template Student Placement Agreements BEFORE a student placement commences.

No amendments can be made to the standard placement agreements without approval from the Quality and Standards Group.

The latest version of the standard placement agreements should always be obtained from the Quality and Standards Group.

The following steps are required:

1. Insert details in all highlighted sections of the template – including Attachment A: Placement Terms
2. Attach a copy of the student letter to the host agreement
3. Arrange for both letters to be signed by Head of School or College Director (or their authorised delegate)
4. Arrange for signatures from the student and the host company
5. Keep a fully executed (signed by both parties) agreement on the student's file
6. Advise the student to keep a copy in their own records

Note: counterpart, facsimile or scanned copies of signed agreements are acceptable.

7. It is important to correctly identify the other party involved. A full company name (if there is one) and an ABN (Australian Business Number) is required. To ensure the correct details have been provided by the other party an ASIC Company Search should be performed.
8. Insert the name of the appropriate signatory and title.
9. Once the Placement Agreement is signed and sent to the host organisation for signature, a signed copy back from them needs to be received.
10. Notify the Quality and Standards Group, by email to compliance@kaplan.edu.au that the placement has been arranged and the agreement has been signed.

Help?

Please contact the Quality and Standards Group (email to compliance@kaplan.edu.au) if there are any questions or concerns in relation to the content of the Template Student Placements Agreements or their application.

Responsible Officer

The responsible officer for the implementation and relevant training of this policy is the Vice President, Academic.

Policy Category	Quality and Standards			
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