

Student Placement Guidelines

Scope

These guidelines are applicable to staff who support and/ or manage work placements for students studying at Kaplan Business School, (the School).

Purpose

These guidelines assist the School's staff in the appropriate establishment, approval and management of student work placements, which are also referred to as 'Internships' or 'Work Integrated Learning,' (WIL).

Student Placement Principles

The School is committed to ensuring its students are work-ready and able to successfully transition from study to work upon graduation. To this end, the School provides its students with opportunities to apply the theory and skills within professional workplace contexts during their study.

Guidelines for WIL placements

Unpaid work placements can legally be performed if the work activities during the placement are integrated with a student's course requirements (i.e. where a work placement is aligned to a student's unit or course learning outcomes or requirements).

Usually, WIL is undertaken as part of an elective unit of study. However, in some instances, students may wish to voluntarily participate in a work placement in addition to the requirements of their course of study. Such placements are known as 'co-curricula WIL' as they are supplementary to the course and do not lead to course credit.

The following guidelines outline how WIL placements must be managed at the School:

- All the School's WIL must be approved in accordance with these guidelines before the student commences work. This allows the School to assure the quality of the proposed WIL experience.
- Co-curricula WIL can be initiated by the School, a host organisation or a student.
- All WIL must be aligned with the learning outcomes of the student's course or program of study at the School. Note: The School does not support students undertaking voluntary placements in workplaces that will not enhance students' work readiness.
 - To this end, 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 however 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.
- WIL placements must be undertaken within Australia.
- WIL 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 advice must be sought from the Legal and Compliance Team.
- Relevant School policies and procedures must be complied with during the course of the placement, including policies regarding the management of critical incidents.
- Placements should generally be no longer than a trimester on an unpaid basis.
- Generally, students undertaking unpaid WIL placements will be covered by the School's insurance policies.

While students can be offered employment by their host organisation after their placement ends, a new employment contract should be entered into between the student and their employer. The terms of the School's placement agreements cannot be used for this new relationship.

If the above Guidelines have been followed, the standard Student Placement Agreement templates (*available from compliance@kaplan.edu.au*) can be issued using the instructions below without any further need for advice.

Standard Student Placement Agreements

There are 2 standard Student Placement Agreements that must be used within any WIL. These formal agreements set out expectations and responsibilities for the parties involved and the outcomes sought for the student(s).

1. Template Placement Agreement (Host) – signed by the organisation hosting a student from the School
2. Template Placement Agreement (Student) – signed by the student.

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 Legal and Compliance Team.

The latest version of the standard placement agreements should always be obtained from the Legal and Compliance Team (contact compliance@kaplan.edu.au).

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 Academic Dean or equivalent (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.

Help?

Please contact the Legal and Compliance Team (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.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer(s) and Responsible Officer to ensure compliance with these guidelines.

Category	Governance (Corporate_Legal)			
Responsible Officer	Regional Counsel, Asia Pacific			
Implementation Officer(s)	Academic Dean and General Manager Student Experience			
Review Date	December 2020			
Approved by		Authorised by		
Regional Counsel, Asia Pacific		Vice President, Academic		
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
1.0	Regional Counsel, Asia Pacific	New Policy	1 September 2014	1 September 2014
2.0	National Manager, Academic Governance	Governance instrument converted to guidelines and implementation officers introduced. Clarifications also made that all WIL placements need to be integrated with course learning outcomes, regardless of whether they are supplementary to course requirements, i.e. co-curricula WIL. Language also amended for increased coherency and accountable officers introduced to policy.	5 December 2017	20 December 2017