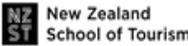


# Work Integrated Learning Agreement



YOOBEE COLLEGES LTD



## **Work Integrated Learning Agreement and Guidance**

This agreement is used for undergraduate and postgraduate internships, studio or work placement, and external projects. Proposals should satisfy learning outcome expectations, ensure that commercial parties are satisfied that student work/outputs will be of value to them, and protect the interests of all involved. This agreement should be considered alongside Yoobee Colleges policies on Assessment and Intellectual property.

### **PURPOSE**

The purpose of this agreement is to provide a student with work experience during their studies and to help the student develop project design, implementation and research skills and to build a network of contacts that will support them later in their career. A fair agreement must be reached between all parties to ensure the student is being adequately assessed, that the host organisation is getting reasonable work for the time they offer, and to ensure the experience is a fair and valid as part of the student's qualification.

The WIL activity is primarily for the purpose of student learning and development. Approval for the internship/work placement/industry project will take into consideration the facilities and support available to students within their workplace and the learning potential available within the environment.

### **ELIGIBILITY**

Any internship/placement/industry project is subject to approval by the relevant faculty and also by Yoobee Colleges research and ethics committee approval processes if required. Yoobee Colleges must be satisfied that all parties are able to complete the outcomes of this internship/ placement/industry project, and that the opportunity exists for student growth and development.

Any contracts, remuneration, confidentiality, and IP arrangements will be negotiated on a case-by-case basis as required and will be considered as an integral part of this agreement.

### **ROLES AND RESPONSIBILITIES**

#### **Student**

The student is responsible for:

- meeting all reasonable requirements of their work placement or project activity, including behaving in a professional manner at all times and obeying the workplace regulations and requirements as outlined by the host supervisor.

#### **Host Organization**

The host organisation must be willing to devote time and resources to the student's learning experience, in exchange for the project/work completed for the organisation by the student, which must be conducted in a field and at a level relevant to their studies. It is the host organisation's responsibility to ensure that the student has a meaningful experience and is treated fairly and given appropriate support

to undertake the work.

To be eligible to receive students, a host organisation must:

- Nominate a supervisor
- Provide a summary of the duties and work/project the student would be required to complete and an indication of any remuneration the student would receive
- Confirm communication and reporting terms (frequency, digital or in person, etc.) to discuss student progress

### **Supervisor – Host Organisation**

A representative of the organisation will be nominated as the student's key supervisor. The supervisor will oversee the student's work placement, discuss the student's progress with the student, and maintain communication with the student's Yoobee Colleges supervisor, as outlined in the terms of this agreement.

Supervisors must:

- hold a tertiary level qualification (*level should be relevant to the qualification on which the student is enrolled*) and two years' experience in a relevant field; or have more than five years' experience in a relevant field at an appropriate level of seniority.

### **Supervisor - Yoobee Colleges**

A supervisor will be nominated who shall be responsible for overseeing a student's learning while based in a workplace. The Yoobee supervisor will meet regularly with the student, during their placement, to reflect on learning, the development of the internship/placement/industry project and document relevant details of the placement/project. The Yoobee supervisor is responsible for some measure of real-time evaluation during the placement to ensure the opportunity fulfills the requirements for student learning as well as the business requirements of the host.

The supervisor will conduct regular meetings (frequency must be indicated in this Agreement) with the student, to ensure the participating student has the appropriate learning opportunities, is working within the scope of the agreement, and is meeting the expectations of the host organisation. The Yoobee supervisor is responsible for keeping detailed notes from each supervision meeting with the student. The Yoobee supervisor is also responsible for approving any proposed changes (by the student or the host supervisor/organisation) to the project or work to be undertaken as set out in this agreement and mediating any disputes between the student and the host supervisor.

### **COMMUNICATION**

This agreement reflects the joint goals of the Host Organisation, their nominated supervisor, the student, and the Yoobee Supervisor. To help ensure that the Internship/placement/ project is acceptable for the host organisation as well as the faculty, excellent communication is critical: it is the Yoobee Supervisor's responsibility to maintain good communication between all parties by adhering to the conditions and scope of this agreement. Yoobee Colleges will support both the student and host organisation and make arrangements as simple and beneficial as possible for all parties.

## **INTELLECTUAL PROPERTY**

Yoobee Colleges will review relevant terms outlined by the host organisation to help ensure fairness and equity for students. This agreement should be considered alongside Yoobee Colleges policies on Intellectual property. Contracts, Remuneration, Confidentiality, and IP arrangements will be negotiated on a case- by-case basis as part of this agreement.

*(to be inserted as required)*

## **WORKLOAD**

The total number of hours spent in work placement or on a work based project must be indicated in the agreement and contribute to the learning hours required to be completed as part of the course to which the internship/placement/project relates. It must not exceed the total number of learning hours expected as a part of the course.

If required, any mandatory class sessions that a student must attend in addition to the placement/project will be negotiated and specified in the agreement prior to its commencement.

## **RISK MITIGATION**

It is the responsibility of Yoobee Colleges and the host organisation to ensure that the placement environment present minimal risks to the student and that the student is provided with a health and safety induction at the commencement of the placement/internship.

The Yoobee supervisor is responsible for mediating any disputes between the student and the host supervisor.

Any difficulties that arise during the course of the placement/project and the completion of the WIL activity should initially be subject to discussion by the Yoobee supervisor and the Host organisation supervisor. If any difficulties that arise are unable to be resolved the Yoobee supervisor, student or the host organisation should contact the member of staff responsible for placement coordination . The Placement Coordinator will arrange a meeting between parties to discuss the issues and to seek resolution. In the unlikely case that these are unable to be resolved consideration may be given to changing the focus of the internship/project, supervisory arrangement and/or the location of the placement.

## **LEARNING AGREEMENT**

The Yoobee supervisor is responsible for ensuring all sections of the learning agreement are completed. SECTION ONE should be completed prior to the student entering the internship/[placement/industry project arrangement. The completed agreement must be submitted to the Faculty Lead.

### **SECTION ONE:**

**Student Details** *(to be completed by Yoobee's supervisor on behalf of the student)*

Family Name:

First (or given) Names:

Student ID No:

Email Address: Contact telephone no.:

Current Programme of study (e.g., Master of Business Informatics):

Circle relevant Trimester : Trimester 3 Trimester 4

Proposed placement/project title:

**Company name and information** *(to be completed by Yoobee's supervisor on behalf of the host organisation)*

Company Name:

Company Location Address:

Telephone Number:

Email address:

Company Website:

**Learning Details** *(to be completed by the student's Yoobee supervisor)*

Start date of Internship/Placement/Industry Project:

End Date of Internship/Placement/Industry Project:

Description of Learning to be undertaken in completion of the placement/project, e.g., hours on placement, nature of project, department, tasks etc.

**Host Supervisor Details** *(to be completed by the Yoobee Colleges supervisor)*

Supervisor's Name:

Job Title:

Supervisor Email Address:

Host Supervisor CV attached: Yes/No (circle one)

Training to be arranged for supervisor: Yes/No (circle one)

**SECTION TWO:** *(to be completed by, or on behalf of, the HOST SUPERVISOR)*

**Host Supervisor Information** *(to be completed by or on behalf of the host supervisor)*

Please provide an overview of your current role in the organisation:

Please include information about your key day-to-day responsibilities, reporting relationships, and length of time in your current role:

Please provide details of any project supervisory experience and at what level and with which organisations:

**Communication** *(to be completed by, or on behalf of, the host supervisor)*

What will be the main methods of communication with the student during the placement/industry project?

What is the frequency of supervisor communication with the student during the placement/industry project?

Will the student report to anyone other than the Host Supervisor? If so, please provide details.

**Description of key responsibilities during the internship/placement and completion of the industry project**

*(to be completed prior to, or during placement/industry project by, or on behalf of, the host supervisor)*

Participants successfully undertaking and completing the internship/placement/industry project will be able to: *( detail anticipated learning outcomes)*

**SECTION THREE** *(to be completed by the YOOBEE SUPERVISOR)*

**Yoobee Supervisor Details** *(to be completed by, or on behalf of, the student's Yoobee Colleges supervisor)*

Supervisor's Name:

Job Title:

Supervisor Email Address:

**Communication with the student** *(to be completed by, or on behalf of, the students Yoobee Colleges supervisor)*

What will be the main methods of communication with the student during the placement/industry project?

What will be the frequency of supervisor communication with the student during the placement/industry project?

Please list all/any known key meeting dates proposed for this agreement

**Communication with host organisation/supervisor** *(to be completed by Yoobee Colleges supervisor during and at the end of the placement/project)*

Provide key details from all communication with the host during the placement/industry project:

**Supervision Meeting Notes** *(to be completed by, or on behalf of, the student's Yoobee Colleges supervisor)*

I agree that these meeting notes reflect a detailed and accurate record of my communication and progress/supervision meetings with the student ..... during this placement/industry project:

**Supervisor's signature:**

**Final Sign-off Date:**

**SECTION FOUR** *(to be completed by or on behalf of, the HOST SUPERVISOR)*

**Position Environment, Planning & Timeframe Details** *(to be completed by, or on behalf of, Yoobee's supervisor)*

What activity/project work will the student undertake during the placement?

Briefly describe the student's roles and responsibilities on this work placement/industry project and detail the project on which the student will be involved

Provide an estimation of the number of hours the student will be required to attend at the host organization to undertake the placement/project

Will the placement/project be undertaken in collaboration with other students? If so, please indicate the number involved

List/record any critical milestones (deadlines) set by the host supervisor/organisation and estimated due dates the student will need to meet:

Will the student have any other functional relationships at work? If so, with who, and for what?

What decisions will the student have the authority to make on their own?



**SECTION FIVE** *(to be completed by the STUDENT)*

The student should be provided with the following template to record their experience during the placement/industry project. The student is responsible for ensuring this section of the placement/ work- industry project agreement is kept up to date during placement, is detailed and accurate. The completed section must be submitted to the assigned Yoobee supervisor.

|   |
|---|
| <p><b>Position, Environment, Planning &amp; Timeframe Details</b> <i>(to be completed by the student)</i></p> <p>What is your job/position title or role during the placement/industry project?</p> |
| <p>Maintain a list of your key roles and responsibilities undertaken during this work placement/project:</p>  |
| <p>Provide a record of weekly hours spent working during the placement/industry project.</p>  |
| <p>List/record any critical milestones (deadlines) during the placement/industry project and maintain your own notes regarding project tasks, progress and completion.</p>                          |
| <p>Outline the nature of all functional relationships during the placement/industry project:</p>  |
| <p>Outline any challenges you've dealt with. How did you handle/manage these?</p>   |

Comments on your supervision/supervisor

List all new Learning, skills etc. acquired:

Reflections and Insights:

I agree that these notes reflect a detailed and accurate record of my experience during this placement/industry project:

**Student signature:**

**Final Date:**