

INTERNSHIP WORK PLACEMENT AGREEMENT

Virtu Design Institute Pty Limited trading as
Virtu Institute

ACN 154 273 757 – RTO ID 40530



An Internship or a Work Placement is a mandatory part of the Virtu Institute's Advanced Diploma and Bachelor degree courses.

This agreement establishes a relationship between the student, Virtu Institute (Virtu), represented by its Administration Manager and Registrar, and the Host Organisation; usually a company or government instrumentality. All three parties are required to complete all sections of this form. Part I through to IV form the Learning Agreement. The student, the Site Supervisor of the Host Organisation and the Virtu Administration Manager and Registrar must sign the forms (Parts I to IV) and return them as a set to the Administration Manager and Registrar at registrar@virtuinstitute.edu.au for addition to the student file. Each party should keep a copy.

INTERNSHIP WORK PLACEMENT AGREEMENT

Part I – Placement Details



STUDENT

First Name

Family Name

Virtu Student ID Number

Qualification

Student Email

Student Phone

HOST ORGANISATION

Name of Host Organisation

Department

Address

Web address

Contact Number

HOST ORGANISATION - STUDENT SUPERVISOR

Name

Title

Email

Contact Number

INTERNSHIP DETAILS

Internship/Work Placement Position

Hours Per Week

Start Date

Finish Date

INTERNSHIP WORK PLACEMENT AGREEMENT



Part II - Learning Outcomes

This agreement should be read in conjunction with the Virtu Institute Subject Outline and learning materials. The Student and the Host Organisation agree that they have discussed the Subject Outlines, the skills, knowledge and competencies expected that make up the learning outcomes to be achieved in the Internship Work Placement. The parties agree that the student's position within the Host Organisation will be organised so that the student will be able to fulfil the assessment tasks of the Subject.

Part III - The Agreement

Virtu Institute agrees:

- a. to assume the entire responsibility for organising and implementing the official education program of the Internship Work Placement.
- b. to discuss the objectives of the Internship Work Placement program with the Host Organisation in order to get their full cooperation.
- c. to name a person who will discuss, plan, and coordinate the management of the Internship Work Placement within the Host Organisation.
- d. upon written request from the Host Organisation, after agreement between the parties involved, to take the necessary measures concerning a student whose attitude has caused prejudice to the Host Organisation.
- e. to provide the Host Organisation representative with student references if requested.
- f. not to distribute or disseminate Internship Work Placement reports and any relevant documents concerning the training program to any other person or persons except the student involved and the person marking the student's report or as required by the Subject Outline.
- g. not to prejudice the Host Organisation in its decision to hire/employ the student after the Internship Work Placement period, if there is a suitable vacancy available.
- h. to provide appropriate insurance cover for the Intern while attending the Host Organisation's premises.

The Host Organisation agrees:

- a. to make available to the student the necessary services, equipment, material, and other resources to help him/her reach the objectives outlined in the Internship Work Placement subject outline/s.
- b. that no student, under any circumstances whatsoever, will be considered as a representative or employee of the Host Organisation during the training period. The student will be considered as a student intern.
- c. to offer emergency medical services, if a student should become ill or be the victim of an accident during the course of the training period.
- d. to appoint a Site Supervisor to discuss the planning of

the Internship Work Placement period with the student involved.

- e. to pay transport costs incurred by the student if the task assigned by the Host Organisation requires the student to travel during the course of the Internship Work Placement period and also to pay the student trainee for any business expenses incurred if the task assigned by the Host Organisation requires the student to make a local or overseas trip.
- f. that the selection of the areas of work covered during the Internship Work Placement period be agreed upon by Virtu and the appointed Site Supervisor of the Host Organisation, in order to meet the needs of both parties and the objectives of the Subject Outline.
- g. to show the premises of the Host Organisation to the student and explain its policies, and procedures.
- h. that no student will be held responsible for tasks assigned for him/her to accomplish.
- i. that the student will not be assigned to do any other task irrelevant to his/her course of study.
- j. to complete the provided Internship Work Placement Evaluation report.
- k. to issue a Letter of Participation to the student upon completion of the Internship Work Placement.
- l. to ensure that the insurances of the Host Organisation enacts appropriate insurance cover for the student and any visiting Virtu staff for when they are in the Host Organisation's business premises.

Joint Obligation

The Host Organisation and Virtu agree that:

- a. except in special cases, and after agreement between the parties, the Internship Work Placement period will last for 200 to 400 hours as described by in the relevant Subject Outline and can be conducted within the period from to .
- b. the exclusion of a student intern from a participating Host Organisation, due to exceptional circumstances, shall be decided jointly by Virtu and the Host Organisation. The Virtu Administration Manager and Registrar, and the Course Coordinator of the relevant course shall communicate the joint decision to the student in question.
- c. this agreement will be signed between the Virtu Administration Manager and Registrar, and the Host Organisation.
- d. changes to the present agreement must be made jointly and in writing by the representative of the Host Organisation and the Virtu Administration Manager and Registrar.
- e. all information obtained about Virtu, and the student concerned during this internship/work placement will be kept private and confidential.

INTERNSHIP WORK PLACEMENT AGREEMENT

Part IV - Signatures



The undersigned agree to the terms of this contract.

Virtu Design Institute Pty Limited trading as Virtu Institute

Name of Institution

Virtu Institute Administration Manager & Registrar

Authorised Signature

Date

Name of Host Organisation

Name of Site Supervisor

Authorised Signature

Date

STUDENT

First Name

Family Name

Signature

Date

INTERNSHIP WORK PLACEMENT AGREEMENT

Part V - Internship Completion Log



This Part V is to be completed at such time as the students completes their Internship Work Placement hours and returned separately to the Administration Manager & Registrar on registrar@virtuinstitute.edu.au.

STUDENT

First Name

Family Name

INTERNSHIP WORK PLACEMENT PERIOD

Start Date

Completion Date

Number of hours completed

INTERNSHIP WORK

Name of Host Organisation

Name of Site Supervisor

Authorised Signature

Date