



VIM10109 Internship Work Placement Management Procedure

Virtu Design Institute Pty Ltd trading as Virtu Institute (“Virtu”) considers its Internship Work Placement to be Work Integrated Learning (WIL), an organised, supervised and assessed educational activity that aims to integrate theoretical learning with its application in a workplace context.

1. Purpose

Internship Work Placement is a supervised and assessed educational activity that provides students with exposure to the context and requirements of discipline-specific professional practice and to integrate theoretical learning with its application in a workplace setting. Virtu is committed to ensuring that graduates of a course of study are work and industry ready. This policy aims to assist teaching staff, internship supervisors, and students to apply learnt and developing knowledge, skills and capabilities for effective professional practice.

In an internship work placement, students are supervised and assessed by qualified teaching staff and workplace supervisors to ‘learn by doing’, to deepen and extend their developing knowledge and understanding of professional practice, and to receive constructive feedback to support the integration of theory with practice.

Supervision and assessment enable teaching staff and supervisors to objectively and incrementally measure the development and integration of core practice capabilities, skills and knowledge that employers and the wider community expect of a professional. Such experiences within the workplace aim to enhance and promote the future employability of graduates.

2. Scope

This policy applies to accredited vocational and higher education courses of study delivered by Virtu; teaching staff; students; internship supervisors; host organisations; and relevant industry partners and professional organisations that are involved in an internship/work placement.

3. Definitions and Provisions

An internship Work Placement involves:

- An organised, supervised, and assessed learning experience in a specific industry, organisation or professional workplace.
- Formal assessment by both workplace supervisors and Virtu teaching staff which contributes to academic credit for the course of study in which the student is enrolled.
- The minimisation of risks to students, the host organisation, and Virtu; and compliance with all relevant legislation.
- Clear learning outcomes and structured support to achieve the learning outcomes.
- Critical reflection on experience, feedback on progress, and assessment of achievement.
- Clear expectations of the roles and responsibilities of all parties involved.

4. Procedures for the Management of Internship Work Placement

The following table (Table 1) details procedures for the management of an internship work placement.

Table 1: Internship Management Procedures

Procedures	Responsibilities	Timeframes
Where relevant, Virtu courses shall include internship/work placement to address course learning outcomes and the requirements of relevant professional and/or accrediting bodies.	Academic Director (VET) (ADV), Dean (or nominee)	Prior to commencement of internship work placement
Virtu courses that include internships in the curriculum will determine eligibility requirements or prerequisites for students undertaking an internship.	ADV, Dean (or nominee)	Prior to commencement of internship work placement
Course information for prospective students shall include an overview of administrative and academic requirements including requirements for Police Checks and implications for students with a disability.	ADV, Dean (or nominee)	Prior to approval of course information
Course information on internships/work placement for enrolled students shall be provided prior to the commencement of the internship work placement.	Course Coordinator	Prior to commencement of internship work placement
Course information for enrolled students shall include administrative, academic and assessment requirements, insurance coverage; required immunisations, health screenings, police checks, rights and responsibilities of students, an orientation to the Australian employment context and relevant workplace legislation.	Course Coordinator	Prior to commencement of internship work placement
Internships/work placements that require a Police Check shall include details of the date by when Police Checks are required, including details of where to apply for them.	Course Coordinator / Administration Manager & Registrar	Prior to commencement of internship work placement
Students undertaking an internship/work placement that requires a Police Check must complete and pay all fees by the due date.	Student	By due date
Students must provide a copy of their Police Check where required by the workplace.	Student	At commencement of internship work placement
Prior to commencement of an internship work placement, the Virtu agreement (signed by the student, Virtu representatives, and the host organisation) shall be in place to ensure that, in the event of an accident, the student can claim on insurance.	ADV, Dean (or nominee)	Prior to commencement of internship/work placement
The original signed agreement shall be retained on the student's Academic File and a copy shall be provided to the student and the host organisation.	Course Coordinator / Administration Manager & Registrar	Within 5 working days of the agreement being signed
In the event of an accident, injury or damage whilst undertaking an internship, the student shall: <ul style="list-style-type: none"> ▪ Advise the Course Coordinator and the host organisation. ▪ Complete the host organisation's incident/accident report form. ▪ Lodge a copy with the Course Coordinator and Virtu's Admin Manager & Registrar (or nominee). ▪ Complete a Virtu incident form if the host organisation does not have an incident/accident report form. 	Students	As soon as practicable following the incident.



Procedures	Responsibilities	Timeframes
<ul style="list-style-type: none"> Lodge a copy with the Course Coordinator and the Virtu Administration Manager & Registrar (or nominee). 		
<p>Virtu shall develop processes for reviewing student progress throughout an internship/work placement.</p> <ul style="list-style-type: none"> Review processes must be conducted in situations where an internship has run into difficulty or has ended early. Review processes should be completed prior to the allocation of a final grade for an internship work placement. Review process should normally occur prior to any other appeal, academic progress, complaint or discipline process. 	ADV, Dean (or nominee) Course Coordinator	Review forms

5. Information to Students about Internship Work Placement and Responsibilities

Information about an internship work placement is provided to students in a variety of formats. Such information must be linked to course-specific requirements and provide details about available support services while undertaking an internship.

Subject Guides for an internship/work placement will detail: the purpose, aims and location of such activities; recognition of prior learning or credit transfer arrangements; contact details in the case of an accident and an/or emergency; grievance procedures; how to access Virtu policies on equal employment opportunity, sexual harassment, discrimination, support services, and grievance procedures; managing difficulties (including withdrawal procedures); Police Check and immunisation requirements; insurance coverage while on an internship with a host organisation; assessment requirements; and student responsibilities when undertaking an internship/work placement in a host organisation.

Student responsibilities when undertaking an internship/work placement include:

- Behaving in a manner appropriate to that of an employee and which upholds the reputation of Virtu;
- Punctuality throughout the duration of the internship work placement;
- Adherence to the professional ethics, codes of conduct, and policies and procedures of the host organisation, including occupational health and safety, and equal opportunity;
- Maintaining regular communication with the internship supervisor;
- Raising issues of concern with the internship supervisor and the Virtu Course Coordinator;
- Completing and submitting required assessments by their due by dates;
- Maintaining the confidentiality of the host organisation and any information gained while undertaking the internship/work placement;
- Advising the Virtu Course Coordinator of any issues that may impact on their capacity to undertake and/or complete the internship work placement, such as a disability or personal difficulty;
- Providing a medical certificate for absences of two (2) or more days to the internship/work placement supervisor and the Virtu Course Coordinator;
- Completing evaluation and feedback forms and submitting them by their due by dates;
- Maintaining logbooks and records as required.

6. Information to Host Organisations about Internships Work Placement and Responsibilities

Information about an internship/work placement is provided to an organisation that agrees to host a student. Such information must be linked to the course requirements and provide details about support services available to the host organisation.

Topics that must be included in distributed information to host organisations include: a brief description of the purpose / aims of the internship/work placement; information regarding supervision expectations; insurance



coverage of students; emergency / accident / grievance / withdrawal procedures; a list of the host organisation's responsibilities.

Host organisation responsibilities include:

- Nominating and supporting a supervisor to be responsible for the student during the internship;
- Advising the student of Workplace Health & Safety requirements and the provision of a safe workplace where the student is able to practice their skills;
- Informing the student about the host organisation's Equal Opportunity and other related policies such as Sexual Harassment, Anti-Discrimination, etc.
- Informing employees of the presence of the student, the reasons and purpose of the internship/work placement;
- Contacting the Virtu Course Coordinator in the case of an accident, problem or misunderstanding;
- Facilitating visits by Virtu teaching staff to assess and monitor a student's progress;
- Supervising the student and monitoring their performance;
- Helping the student to apply skills to the workplace setting;
- Participating in student evaluations/feedback (as required);

7. Supporting Documentation

Subject Outlines

Subject Guides

VIP&P10108 Student Code of Conduct

VDIP&P20315 Student Grievance Handling Policy and Procedure (Academic & Non-academic)

VIP&P10106 Student Support Framework

VDIP&P20500 Student Handbook

VDIM20809 Internship Work Placement Agreement

VDIM20923 Internship Work Placement Handbook

8. Version History

Version	Approved by	Approval Date	Sections modified
2.0	Academic Board	March 2016	Document creation
2.1	Academic Board	14 March 2016	Document approved. Referred to EMC for information due to shared responsibilities
2.2	Academic Board		Edit for spelling & consistency
2.3			Copy edits 27.04.2016
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