

HOSTING INDUSTRIAL EXPERIENCE



Thank you for considering hosting a student from the University of Newcastle on an industrial experience placement at your organisation.

The purpose of this factsheet is to set out how you and the University will work together to provide a high quality, practical education experience in a safe work environment for students.



PURPOSE

The purpose of an industrial experience placement is to allow a student to gain experience in a professional practice to facilitate entry into the profession.

REQUIREMENT

Students enrolled in any Bachelor of Engineering (Hons) or Bachelor of Surveying (Hons) degree are required to complete 12 weeks' full time industrial experience (or part-time equivalent).

Students enrolled in the Bachelor of Construction Management (Hons) degree are required to complete 16 weeks' full time industrial experience (or part-time equivalent).

PAID OR UNPAID - FAIR WORK ACT 2009

The Fair Work Act clearly allows students who are required to complete a volume of industrial placement as a formal requirement of their degree, to be unpaid. Where a student is unpaid, the main limitation is a restriction to not undertake more than the minimum amount of placement required for the degree. Where the student is paid for their time on placement they are classed as an employee. They are therefore subject to the same rights and obligations as any other employee of your organisation.

WHAT'S INVOLVED IN HOSTING A STUDENT

To ensure the mutual wellbeing of our student and your employees, we ask that you:

- assign duties that will allow the student to apply the knowledge and skills developed during their academic studies to their practice in a professional environment;
- assign appropriately qualified and skilled staff to supervise and communicate regularly with the student;
- provide suitable and adequate WHS information, training and instruction for students at the start of the placement (and, where relevant, during the placement) with respect to the risks associated with the work, and the risk control measures implemented;
- provide a safe working environment and systems of work in accordance with all applicable WHS requirements;
- complete the two items of documentation required by the University: an agreement to host the student prior to their commencement on site (this will be sent to you via email), and a brief letter confirming placement dates (the student will request this as the placement nears completion);
- ensure that students are properly informed of relevant documents including emergency management and first aid procedures; WHS policies; privacy and confidentiality policies; discrimination, bullying and sexual harassment policies; information technology standards and dress standards;
- maintain appropriate insurance coverage for students on paid placements (see below);
- notify the University if a student is involved in a WHS incident; if the student is absent for more than three consecutive days; if a student complains that he or she has been mistreated, harassed, subjected to discrimination or bullying whilst on placement; or if a student is the subject of any complaint.

INSURANCE COVERAGE

Students undertaking unpaid industrial experience placements are covered by the University's Personal Accident & Injury and Public Liability Insurance policies.

Students on paid placements are deemed to be employees of the host organisation and as such are entitled to coverage under the host organisation's insurance policies.

Industrial placements provide valuable and necessary experience for undergraduate students. They can also bring considerable benefits to your organisation by strengthening your links with the local community, providing valuable CPD for your staff and introducing a fresh perspective from talented young people whom you may wish to employ in their future careers. We hope you will take the opportunity to host a UON undergraduate.

For more detailed information on the Faculty of Engineering and Built Environment please visit <https://www.newcastle.edu.au/about-uon/governance-and-leadership/faculties-and-schools/faculty-of-engineering-and-built-environment>