



Work Integrated Learning Internship Agreement

General Terms and Conditions

- The purpose of this agreement is to ensure a productive and successful internship experience for all parties.
- The internship is an opportunity for the Work Integrated Learning (WIL) students (**"Interns"**) to gain practical work experience with the host company (place where internship is conducted).
- The internship and this agreement does not constitute an employment agreement or any offer of employment. The host company must not charge any fees or expenses to the Intern to undertake the Internship.
- The internship will commence and end on the dates agreed between the host company, the Intern and InternMatch and is provided in the schedule below.
- Any changes to key elements of this agreement must be agreed in writing with InternMatch.
- The host company and the Intern agree to the training plan detailed below outlining the range of duties to be performed throughout the internship.
- The host company will assign an appropriate supervisor to mentor the Intern. The supervisor will be present and available to support the Intern with any queries for the majority of their internship. Should the assigned supervisor not be available, an appropriate qualified replacement will be assigned.
- Upon completion of the internship, the host company may provide a LinkedIn endorsement outlining tasks and competencies of the Intern.
- Should the host company consider an Intern is in breach of attendance, performance, or any other company policy, they may report their concerns by contacting InternMatch. The host company can request that the internship be terminated or alternatively choose to counsel the Intern to rectify the issue.
- The Intern agrees to dress appropriately for work and meet the other standards that the host company sets for its employees.
- All intellectual property rights in all work performed by the Intern for the host company become, on creation, the property of the host company.
- InternMatch does not object to the host company requiring the Intern to comply with its internal intellectual property policy or other policies, including requesting other documents to be signed by the Intern.
- The Intern agrees to keep all information and documents entrusted to them confidential and in accordance with host company procedures and ethics. If an Intern wishes to use any information gained on their internship in an assignment or course work as part of any study

they are currently undertaking, the Intern must obtain the written (or by email) consent of the host company before doing so.

- The host company confirms that it complies with all applicable laws in the conduct of its business, including those related to Occupational Health and Safety and use and operation of its premises.
- Any misuse of host company facilities or property is prohibited, and the Intern shall be liable for any expenses incurred as a result of such misuse. It is the responsibility of the Intern to ensure that they understand host company policies regarding the use of mobile phones, internet access and phone usage for personal use during internship placement hours. The Intern must conform to these policies.
- The Intern agrees to carry out all assigned tasks and to approach every opportunity provided by the host company with enthusiasm and professionalism to the best of their ability.
- In the first instance, issues that arise should be discussed by the Intern with the supervisor at the host company. If the issue is not resolved, InternMatch will make every effort possible to facilitate and discuss the matter with the Intern and the host company.
- InternMatch provides an internship placement service and will use its best endeavours to place a suitable Intern with a host company. InternMatch is not responsible for the acts or omissions of an Intern while they are on a placement with the host company.
- No probationary period applies to this internship placement.
- InternMatch will check with the host company and the Intern on the progress and attendance of the Intern on a regular basis. The Intern must take at least 3 leave days during the internship placement. Any required leave must be agreed to by InternMatch and the host company in advance.

Code of Conduct - Host Company

- Act both legally and ethically when facilitating an internship, with the objective of supporting the professional growth and skill development of Interns.
- Treat all Interns with dignity, respect, and professionalism whilst providing adequate duty of care.
- Make provisions for feedback to be conducted throughout the duration of the internship, including the completion of relevant assessment documentation.
- Direct all feedback, correspondence, and required documentation regarding an Intern or internship to InternMatch.
- Any behaviour that contravenes the InternMatch terms and conditions may result in the suspension or termination of both the internship and further engagement with your organisation.

Code of Conduct – Interns

- Act both legally and ethically when completing an internship, with the objective of supporting the staff within the business as directed.
- Treat all host company staff members with dignity, respect, and professionalism throughout the internship.
- Make provisions for feedback to be conducted throughout the duration of the internship, including the completion of daily logbook entries.
- Direct all feedback, correspondence and required documentation regarding the host company or internship to InternMatch.
- Complete daily logbook entries on the InternMatch platform detailing what tasks have been undertaken and what has been learnt for each day of the Internship.
- Any behaviour that contravenes the InternMatch terms and conditions may result in the termination of your internship.
- Confirm that you are legally entitled to work or participate in the internship in the Australia without any additional immigration approvals and agree to notify InternMatch immediately if you cease to be so entitled at any time.

Data Protection

Each party will comply with all applicable requirements of the Applicable Privacy and Data Protection Laws.

The Intern consents to all actions taken by InternMatch in connection with the processing of the Intern's personal data, provided these are in compliance with the then-current version of InternMatch's privacy policy available at <https://internmatch.io/privacy-policy/> (**Privacy Policy**). In the event of any inconsistency or conflict between the terms of the Privacy Policy and this Agreement, the Privacy Policy will take precedence.

The host company shall act as a processor of personal data of the Intern. The Intern agrees that InternMatch shall provide certain personal data relating to the Intern to the host company, such data being provided on the undertaking by the host company to InternMatch and the Intern that

the host company shall comply with all applicable laws in relation to the storage and processing of such personal data.

The host company acknowledges that certain personal data relating to individuals connected with the host company will be collected and processed by InternMatch, such information being provided on the undertaking by InternMatch that it complies with its obligations under the Privacy Policy.

General Legal Provisions

Any notice given by a party under this Agreement shall be in writing and delivered by hand, by pre-paid first-class post or by email to the following relevant address(es):

InternMatch: Email (only): hello@internmatch.io

Intern: Address: unit 310/2 Eastern Pl, Hawthorn East VIC 3123, Australia Email: 103172423@student.swin.edu.au

Host company: Address: 97 Victor Rd, Bentleigh East VIC 3165, Australia Email: hello@99aupairs.com

If a notice is hand delivered it is deemed to have been received at the time the notice is delivered. If the notice is sent by first/pre-paid class post it is deemed received at 9 a.m. on the second business day after the date of posting. If a notice is sent by email it is deemed received at the time of sending. A party to this Agreement may provide updated notice address details at any time to the other parties by providing such details in writing, with the updated address becoming effective on the third business day after such notice has been sent.

Neither the Intern or the host company may assign its respective rights under this agreement without the consent of InternMatch. InternMatch may at any time assign its rights under this agreement provided that it provides prior written notice to the Intern and to the host company.

No failure or delay by a party to exercise any right or remedy provided under this agreement or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.

This agreement and the host company placement agreement (as between InternMatch and the host company) constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

In the event of any inconsistency between the terms of this agreement and the host company placement agreement, the terms of the host company placement agreement shall prevail (as between InternMatch and the host company).

This agreement may be signed in any number of counterparts, each of which shall constitute a duplicate original, but all the counterparts shall together constitute the one agreement.

Transmission of the signed signature page of a counterpart of this agreement by email (in PDF, JPEG or other agreed format) or through the InternMatch Platform shall take effect as the transmission of an executed "wet-ink" counterpart of this agreement.

The liability of the Host Company and/or InternMatch to the Intern under the terms of this agreement shall be excluded to the fullest extent applicable under law. The Intern agrees that under no circumstances shall the Intern bring any claim in relation to the internship against any university or education provider (a **University**) where the Intern is or has been enrolled.

This agreement does not give rise to any rights to third parties to enforce any term of this Agreement.

This agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of Victoria, Australia.

Each party irrevocably agrees that the courts of Victoria, Australia shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this agreement or its subject matter or formation.

Internship Title

Cyber Security

Internship Summary

Roles and Responsibilities

- Define best-practice cybersecurity specific host company within their industry
- Audit Host Company cybersecurity policies and practices and identify gaps
- Research remedies for gaps
- Implement remedies for gaps
- Set and implement user access controls and identity and access management systems
- Monitor network and application performance to identify and irregular activity
- Perform regular audits to ensure security practices are compliant
- Deploy endpoint detection and prevention tools to thwart malicious hacks
- Setup patch management systems to update applications automatically
- Implement comprehensive vulnerability management systems across all assets on-premises and in the cloud
- Work with IT operations to set up a shared disaster recovery/business continuity plan
- Work with HR and/or team leads to educate employees on how to identify suspicious activity

Learning Opportunities

- Learn employer expectations for workplace ethics, behaviours, etiquette and communication standards
- Gain in-depth knowledge of specific industry related to the internship opportunity
- Practice your ability to speak, write, present and persuade in a professional environment
- Improve your skills and confidence specifically in competency areas related to your academic major
- Expand your professional network and gain experience to add to your resume & LinkedIn
- Develop skills in research, analysis, time management, teamwork and multiple task coordination

- Utilise and build skills including taking initiative, adaptability and self-management
- Penetration Testing
- Gap Analysis from best practice to actual
- Prioritise and solution implementation for improvement
- Further testing to ensure compliance and best practise

Student Name: S M Ragib Rezwan
Phone: +610410343761
Email: 103172423@student.swin.edu.au
ID: 103172423

Host Company Name: 99 Au Pairs
ABN: 62622692479
Address: 97 Victor Rd, Bentleigh East VIC 3165, Australia

Supervisor Name: Irene Becker
Position Title: CEO
Phone: +61468918536
Email: hello@99aupairs.com

Internship Type: Either On-premises or Online
Start Date: 01-08-2022
End Date:
Duration: 12 weeks
Business Hours:
Hours & Days per Week: 16.0 Hours per week (2 Day Internship)
Days of Week: Any
Dress Code:
Location: City of Glen Eira

Signed as an Agreement on the date last written below.

The host company, Intern and InternMatch agree to comply with the Work Integrated Learning (WIL) Internship Agreement.

Host Company.

Name in full

Irene Becker

Signed for and on behalf of 99
Au Pairs

Irene Becker

Date: 2022-08-03

WIL Student

Name in full

S M Ragib Rezwan

Signature:

S M Ragib Rezwan

Date: 2022-08-03

Internmatch

Name in full

Kun Zhang

Signed for and on behalf of
Outcome.Life Pty Ltd

Date: