

Work Integrated Learning (WIL) 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 to gain practical work experience with the host company (place where internship is conducted).
- The internship does not constitute an employment agreement or any offer of employment with the host company.
- Any financial support or transport allowances may be offered at the host company's discretion. A host company cannot charge any fees or expenses to the WIL student for this work experience to take place.
- The internship will commence and end on the dates agreed between the host company, the WIL student, and Outcome.Life and is provided in the schedule below.
- Any changes to key elements of this agreement must be agreed in writing with Outcome.Life.
- The host company and the WIL student 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 WIL Student. The supervisor will be present and available to support the WIL student 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 WIL student.
- Should the host company consider a WIL student is in breach of attendance, performance, or any other company policy, they may report their concerns by contacting Outcome.Life. The host company can request that the internship be terminated or alternatively choose to counsel the WIL student to rectify the issue.
- The WIL student agrees to dress appropriately to work and meet the other standards that the host company sets for its employees.
- All intellectual property rights in all work performed by WIL students for the host company become, on creation, the property of the host company.
- Outcome.Life grants approval that if a host company has an internal intellectual property policy, they can request this form be signed by the WIL student.
- The host company confirms that it complies with applicable laws in the conduct of its business, including those related to OH&S and use and operation of its premises.
- All WIL students provided by Outcome.Life are comprehensively covered by the Outcome.Life voluntary workers insurance for the duration of the agreed internship period.
- Any days of absence throughout the internship needs to be made up within the provided dates. Medical certificates must be provided for any days missed due to illness or injury.

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 WIL students.
- Treat all WIL students 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 a WIL student or internship to Outcome.Life.
- Any behaviour that contravenes the Outcome.Life terms and conditions may result in the suspension or termination of both the internship and further engagement with your organisation.

Code of Conduct - Students

- 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 Outcome.Life.
- Any behaviour that contravenes the Outcome.Life terms and conditions may result in the suspension or termination of your internship.



Internship Title

Cyber Security

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

Declaration of Agreement

As a representative of my company, I hereby declare that I have read and will ensure that my organisation adheres to the above terms and conditions. Furthermore, I understand that failure to comply with the requirements and expectations as outlined in this document may result in compliance action from Outcome.Life.

Student Name: S M Ragib Rezwan
Phone: 0410343761
Email: 103172423@student.swin.edu.au
ID: 103172423

Company Name: 99 Au Pairs
ABN: 62 622 692479
Address: 97 Victor Rd, Bentleigh East VIC 3165, Australia

Supervisor Name: Irene Becker
Position Title: CEO
Phone: +(61) 468 918 536
Email: hello@99aupairs.com

Internship Type: Remote Internship
Start Date: 16/08/2022
End Date: 04/11/2022
Duration: 12 Weeks
Business Hours: 9am - 5pm
Days per Week: 2 Days
Days of Week: Tuesday, Friday
Dress Code: Business Casual

**Host Company rep.
Name in full:**

Irene Becker

Signature:



Date:

12 / 08 / 2022

**WIL Student
Name in full:**

S M Ragib Rezwan

Signature:



Date:

12 / 08 / 2022

**Outcome.Life rep.
Name in full:**

Kun Zhang

Signature:



Date:

12 / 08 / 2022

TITLE	URGENT: Internship Agreement Signature - S M Ragib Rezwan
FILE NAME	Internship Agreem... 99 Au Pairs.pdf
DOCUMENT ID	950153bce801a4959d74f92f0f6dbe76aa35bfa2
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Sent for signature to Kun Zhang (kun.zhang@internmatch.io), S M Ragib Rezwan (103172423@student.swin.edu.au) and Irene Becker (hello@99aupairs.com) from namita.bhatia@internmatch.io
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DOCUMENT ID	950153bce801a4959d74f92f0f6dbe76aa35bfa2
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The document has been completed.