

Work Integrated Learning

Schedule 2 - Industry & Student

Application Form

Domestic Placements



Faculty of Science, Engineering and Built Environment
Placements for: IT, Science, Engineering and Built Environment

w: <http://bit.ly/sebewil>

INSTRUCTIONS ON COMPLETING THIS FORM:

The **Work Integrated Learning/Placement** units are designed to provide students with the opportunity to obtain relevant work experience and integrate discipline/course-specific knowledge and skills in an authentic workplace setting, through a Work Integrated Learning/Placement experience.

Description of responsibilities/tasks/project to be undertaken during the placement

The aim of undertaking a placement is to provide students with an opportunity to enhance their employability as well as develop competencies and generic employability skills relevant to the profession.

The units are open to **a)** students who are not currently employed at the host organisation and **b)** students who are currently in paid employment at the host organisation wherein there is an opportunity to undertake a new project/role.

Note – 'Agency' is a synonym for Host organisation used in the InPlace student placement system.

INPLACE DIRECTIONS FOR STUDENTS:

Please submit this form on InPlace. The WIL Team will assess it and seek approval for your placement.

InPlace login:

With your regular Deakin username and password, **log in to** -
<https://placements.deakin.edu.au>

InPlace instructions can be found on the WIL website. Please allow a minimum of 2 week for our team to process your application. You will be notified of your application outcome by email.

Should you have any queries regarding your application, please contact the SEBE WIL team:

- sebe-wil@deakin.edu.au
- it-placement@deakin.edu.au
- eng-professionalpractice@deakin.edu.au

ORGANISATION/ AGENCY TO COMPLETE

Organisation/Agency Details			
Organisation/Agency name:	Ford Motor Company of Australia Limited		
ABN/ Company registration no.:	30 004 116 223		
Agency (organisation) address:	Street	1735 Sydney Road, Private Mail B	Suburb Campbellfield
	State	VIC	Postcode 3061 Country Australia

Organisation/Agency contact details			
Title:	Mr.		
Full name:	Malik Kassem		
Position title:	HR Director - Technology & Strategy		
Business phone:	+61 3 8301-2498	Mobile phone:	+61 4 0110-5775
Website:	http://www.ford.com.au		
Business email:	mkassem@ford.com		

Placement Supervisor Details			
Title:	Mr.		
Full name:	Mukesh Kumar Radha Krishnan		
Position title:	COE Specialist - HR Technology		
Business phone:	+61 3 8301-2347	Mobile phone:	+61 4 0340-7834
Business email:	rmukeshk@ford.com		
Are you related to the student?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, what is the relationship?			
Number of employees at placement location: (Min. 5 employees, preferred)		835	
Will the student be paid?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		

Health and Safety Questionnaire

OHS Management

Is your organisation covered by an OHS Management System? (Policies, procedures, safe work practice documentation, etc.)

☒ Yes ☐ No

Is your organisation registered with:

☒ WorkSafe Victoria? or

☐ Other appropriate authority (interstate or international hosts only)?

Risk assessment

Are risk assessments carried out where a risk has been identified that may impact on the health and well-being of any workers (employees or placement students) within your organisation?

☒ Yes ☐ No

Are the results of risk assessments (e.g. controls, training, etc.) implemented?

☒ Yes ☐ No

Are any threats, that may affect a placement student's wellbeing in relation to bullying, discrimination, sexual harassment and sexual assault, considered and addressed within your organisation?

☒ Yes ☐ No

Are there documented procedures to be followed in the event of a serious and imminent danger to people at work in your organisation?

☒ Yes ☐ No

Accidents and incidents

Is there a formal procedure for reporting, investigating and recording accidents and incidents to the Worksafe Victoria Authority or other relevant authority?

☒ Yes ☐ No

Will you report to the University all recorded accidents involving Deakin students on placement?

☒ Yes ☐ No

Will you report to the University any sickness that occurs during a student's placement experience?

☒ Yes ☐ No

Supervision and induction

Will you appoint a suitably qualified Placement Supervisor to supervise, mentor and provide performance based feedback to the student during their placement?


☒ Yes ☐ No

Will you ensure that the placement student is appropriately inducted into your organisation, including their role and responsibilities, and relevant occupational health and safety requirements and procedures?

☒ Yes ☐ No

If 'Yes' please provide outline of induction program:

Corporate Induction Program

Person Responsible for OH&S Compliance	
Title:	Mr
Full name:	Damien Kook
Position title:	Corporate Head Health, Safety and Wellbeing
Business phone:	+61 3 8301 23 53
Mobile phone:	+61 4 1043 8731
Email:	dkook@ford.com
Declaration by Authorised Officer	
<p>I declare on behalf of the above Organisation that the information provided in this application is true and correct and that subject to Deakin's approval of the application and the Position Description (Appendix A or B), the Organisation accepts to Deakin that it will allow the student set out in this application to undertake the Placement described in this application and the Position Description (role description), and that it will comply with the requirements outlined in Placement Agreement in respect of the placement.</p> <p>I also acknowledge and agree on behalf of the Organisation that the Organisation will own the intellectual property in materials produced by the student while on placement, other than copyright in materials produced by the student for assessment in their course, which will remain with the student.</p>	
Signature of authorised officer:	
Print name:	Malik Kassem
Phone:	+61 3 8301-2498
Date:	29 May 2019

Appendix A: New Placement

For students who are joining the host organisation **for the first time** – i.e. students who have not worked at the host organisation previously.

Academic background/discipline required for the placement role:	
Placement position title:	
Detailed description of responsibilities/tasks/project to be undertaken by the student during the placement:	
Technical skills needed for role:	
Attributes sought:	
Other requirements (non-technical): <i>(Please note that the placement organisation is responsible for arranging any additional requirements necessary for the role such as specific OH&S training, police checks, working with children, driver's license, etc.)</i>	
Start date: <i>(Student cannot commence a placement until this application has been approved by the WIL Team/Unit Chair)</i>	
End date: <i>(If this date changes, host organisation must put this, in writing, to the WIL team)</i>	
Placement duration:	

STUDENT TO COMPLETE

Student Information			
Student ID:			
First name:		Surname:	

Please tick applicable unit (internship type):

IT Internship (Postgraduate and Undergraduate – SIT709 & SIT306) Paid or unpaid discipline specific internship between 120 -160 hours.	<input type="checkbox"/>
Architecture and Construction Management (Postgraduate – SRM777) Paid or unpaid discipline specific internship between 120 -160 hours.	<input type="checkbox"/>
Engineering Professional Practice (Undergraduate) – SEP499 Paid or unpaid discipline specific internship maximum of 60 days/450 hours in total which can be completed in a minimum of 20 day/150 hour blocks.	<input type="checkbox"/>
Engineering Internship (Postgraduate) – SEL703 Paid or unpaid discipline specific internship between 120-160 hours	<input type="checkbox"/>
Industry Based Learning – SIT791 and STP301 (Postgraduate and Undergraduate) Full-time paid positions that are discipline specific. These placements can be for 3, 6, 9 or 12 months. <i>International students can only complete 480 hours for SIT791.</i>	<input type="checkbox"/>
Career Placement – STP341 (Undergraduate – all disciplines) Paid or unpaid, discipline or non-discipline specific internship between 112-160 hours	<input type="checkbox"/>
Life and Environmental Science Industry Practice - (Postgraduate - SLE766) Paid or unpaid discipline specific internship between 450-500 hours. <i>International students can only complete 480 hours for SLE766.</i>	<input type="checkbox"/>

IMPORTANT INFORMATION

As a Deakin student, you are expected to take full responsibility for your professional and academic outcomes and meet your obligations. Whilst on placement, you remain accountable for your actions. Please make sure that you have read all the information provided about the unit so that you have a clear understanding of your obligations and the unit requirements.

Sick leave/ annual leave:

For all WIL placements, there is no annual leave* nor formal sick leave allowance. If you have an absence(s) during the placement, due to illness, you must:

1. Inform the Placement Supervisor and the WIL team as soon as possible; and
2. Make up the time at the end of your placement, so that you complete the agreed days/hours.

**IBL and SIT791 students should refer to the Agreement for further details about unpaid leave. You will still be required to make up the time at the end of your placement, so that you complete the agreed days.*

Behaviour and compliance:

You must comply with all rules, regulations, protocols, procedures and by-laws of the host organisation and of Deakin. You should also behave in a safe and professional manner and perform all allocated tasks in a diligent and competent manner.

Confidentiality:

You must preserve the confidentiality of information concerning the affairs of the host organisation and its clients. You may be asked to sign confidentiality agreements by the host organisation.

Intellectual property:

Intellectual property resulting from placements (other than materials produced for assessment in your course) remains with the host organisation.

Communications:

Please note that while you are on placement, you remain a student of Deakin University. As such, it is expected that you will read your Deakin email and respond to any requests from the University in a timely manner.

Expenses:

It is your responsibility to pay for travel to and from the placement host site as well as any other personal expenses during the placement, including vaccinations and insurances (where applicable).

WIL Placement Issues and Grievances:

If you encounter difficulties or grievances during your placement, please follow these guideline:

- Such matters may include difficulties with your Industry Supervisor, another staff member or fellow intern at your host organisation; and/or your Deakin Academic Supervisor, another member of the SEBE teaching team, or SEBE Faculty WIL team staff.
- Importantly, issues that arise are best dealt with when they first surface and discussed directly between the persons concerned (without involving a third party). We encourage you to discuss the issue you are experiencing directly with the person concerned, in the first instance.
- If required, the WIL team is available to discuss issues you may be experiencing and to offer you support and advice. The WIL team can be contacted initially via email: sebe-wil@deakin.edu.au

Additionally, the University offers a range of services that may be useful and which are detailed in the link below. This link also provides the formal student complaint processes for you to follow should an issue not be satisfactorily resolved through informal discussion: <http://www.deakin.edu.au/students/student-complaints>

Student Declaration

- a) I consent to necessary personal information being released to University, Organisation (agency), medical or emergency personnel as required.
- b) I agree to comply with the requirements outlined on the **Placement Agreement** and **Appendix A/or B** (role description) or otherwise advised to me by Deakin University about my placement.

Student Name:

Date: