

Work Experience Placement, Cadetship or Internship Procedure

This procedure is being updated to reflect the new Enterprise Agreement and may currently contain out of date information. If you have any questions, please lodge an Ask HR ticket.

Section 1 - Background and Purpose

Preamble

- (1) La Trobe University offers work experience placements, cadetships or internships to La Trobe University undergraduate or postgraduate students who are required to undertake a work experience placement as part of their course curriculum.
- (2) The University applies the following guidelines when a placement, cadetship or internship is offered:
 - a. students undertaking cadetships or internships' are expected to gain valuable work experience in their chosen field of study under the guidance of a nominated Manager; and
 - b. cadetships or internships' should only be made available where students are likely to have significant opportunities to gain an understanding of work principles and practices related to their study.

Section 2 - Scope

- (3) These Procedures are applicable to persons who are undertaking a cadetship or internship at the University.

Section 3 - Policy Statement

- (4) Refer to the [Workforce Management Policy](#).

Section 4 - Procedures

Conditions of Placement, Cadetship or Internship

- (5) Conditions of placement, cadetship or internship include:
 - a. interns or cadets must enter into an agreement prior to the placement;
 - b. interns or cadets are to be inducted to the work area, staff and relevant safety training procedures as necessary; and
 - c. interns or cadets must arrange their own travel and accommodation where necessary for the duration of the placement.

Duration of Placement, Cadetship or Internship

(6) The duration of the placement, cadetship or internship should be for no longer than the maximum period as required by the curriculum of the course.

Termination of Placement, Cadetship or Internship

(7) The placement, cadetship or internship may be terminated at any time by either party.

Intellectual Property

(8) All intellectual property rights developed by the intern or cadet while performing the placement, cadetship or internship are assigned to and vest in the University immediately as created. The University owns and retains all rights at all times to the University's intellectual property.

Confidentiality

(9) The intern or cadet will keep confidential all information of the University that comes into the intern or cadet's possession.

Responsibilities

Human Resources

(10) Approve the engagement of an undergraduate or postgraduate student as a work experience intern or cadet.

Mentor

(11) Responsible for the day-to-day management of the activities and supervision of the interns.

Manager

(12) Responsible for managing the intern or cadet in their Unit, including nominating an appropriate mentor to manage the day to day activities of the intern.

Applications and Approvals

(13) Students should submit:

- a. a covering letter outlining:
 - i. their areas of interest
 - ii. work experiences
 - iii. accomplishments
 - iv. a statement of the experience they hope to gain from the placement
 - v. details of the course requirements leading to the internship
- b. resume.

(14) Managers should:

- a. obtain approval from Human Resources prior to accepting a cadet or intern; and
- b. select the area that best suits the students learning needs.

(15) Prior to the commencement of the internship, a Work Experience Placement, Cadetship or Internship Agreement and all required documentation is to be signed by relevant parties and lodged with Human Resources.

Assessment

(16) The Manager and/or Mentor are to complete any assessment report provided by the Intern for return to the University.

Section 5 - Definitions

(17) Placement, cadetship or internship are placements at the University for a nominated period for a student to gain work experience.

(18) Managers are responsible for managing the intern in their Unit, including nominating an appropriate mentor to manage the day to day activities of the intern.

(19) Mentors are responsible for the day to day management of the activities and supervision of the interns. Unit Managers include:

- a. Deans or duly appointed delegate;
- b. Heads of Department or duly appointed delegate;
- c. Supervisors or duly appointed delegate; and/or
- d. Managers or duly appointed delegate;
- e. Work Experience includes Work placement / Cadetship / Internship.

Status and Details

Status	Current
Effective Date	1st November 2016
Review Date	1st November 2017
Approval Authority	Vice-Chancellor
Approval Date	27th October 2016
Expiry Date	Not Applicable
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