

Faculty of Engineering & Industrial Sciences

Industry Based Learning Program Responsibilities:

Student

Swinburne University

Supervisors

Placement Provider



SWINBURNE UNIVERSITY
OF TECHNOLOGY

The guidelines below are designed to ensure successful operation of the IBL Program and to protect the interests of the students, Swinburne, through the Faculty of Engineering and Industrial Sciences ("the Faculty"), and Placement Providers. They also generally apply to placements offered under the IBL Scholarship Program. Where conditions and procedure applying to a Scholarship per the IBL Scholarship Agreement (the Agreement) may be inconsistent with these guidelines, the Agreement conditions will prevail.

1. Responsibilities of the Student

In registering for, and accepting an IBL placement, the student agrees to comply with the following conditions:

- 1.1 The student will attend workshops organised specifically for the IBL Program, and familiarise themselves with all IBL guides and other relevant documents provided on the Faculty's Blackboard site.
- 1.2 The student will participate in the interview program under the direction of the Faculty. **If unable to attend an arranged interview, the student must notify the Faculty and placement provider.**
- 1.3 The Faculty must be notified immediately a placement offer has been made and accepted. Once an offer of placement is accepted, it is final. **Under no circumstances may a student accept another offer after an earlier offer has been accepted.**
- 1.4 A student who receives multiple offers of placement should reject the offers of second and subsequent positions immediately. This enables placement providers to make further offers to other students.
- 1.5 Students who have reservations or difficulty deciding on an offer are encouraged to contact the Faculty or the placement provider for advice or guidance.
- 1.6 All offers rejected by a student should be communicated directly to the placement provider. The student's rejection of an offer is final.
- 1.7 Although payment for work is important, it should be kept in proper perspective and bargaining amongst placement providers is **not** permitted. Students may refer any difficulty in this area to the IBL Office.
- 1.8 Students will function as full-time workers during their IBL placement and are subject to the same working conditions as full-time employees in the organisation, unless otherwise agreed upon by the parties. This includes adherence to the organisation's policies, and legislation covering Occupational Health & Safety, Equal Opportunity, amongst others. This also refers to the hours of work, breaks, working on tasks as directed and submitting reports as required.
- 1.9 Students are **not** allowed to enrol in subjects during their IBL placement. However, in **extreme circumstances** and with the **prior written approval** of the employer, permission may be granted to undertake one subject by the Director, Industry Liaison.
- 1.10 Under no circumstances may a student leave an IBL position without prior consultation with, and approval, from either the Subject Convenor or the allocated Swinburne supervisor.

Students who ignore this rule may be excluded from their course.

2. Student IBL Assessment

- 2.1 Each student will be required, as part of their IBL experience assessment, to regularly maintain a reflective journal and compile reports. Particular reference should be made to the variety of problem solving methods and activities encountered and how the experience related to the academic subjects in their course. Furthermore, reference should also be made with respect to personal development during the placement.
- 2.2 The reports should be succinct and written in an easy to read style. Students will be asked to resubmit their report if it does not satisfy basic report writing skills. (*Refer to Blackboard for assessment details, including Handbook for Students Undertaking Placements*)
- 2.3 The reports must be submitted to the placement provider for endorsement prior to submission to Swinburne.
- 2.4 The student will submit their reports by the dates set down by the Faculty. This information will be published on Blackboard and sent to the student as soon as possible after the student has commenced work.
- 2.5 The reports will be assessed by the Swinburne academic supervisor assigned to the student (or other appropriate academic) and graded as PASS or FAIL.
- 2.6 Students must complete an IBL Learning Benchmark, with the assistance of their industry supervisor.
- 2.7 It is also expected that students will complete the on-line IBL Evaluation Survey at the conclusion of the placement, in order to provide feedback on the program.

3. The Responsibilities of the Faculty

The Faculty is represented by the Subject Convenor (Director, Industry Liaison).

The Faculty will:

- 3.1 Provide Information Sessions each semester where students have the opportunity to meet prospective placement providers and students who have either completed or are currently undertaking an IBL placement.
- 3.2 Ensure each student has completed an IBL Registration Form and prepared a standard resume.
- 3.3 Assist the student with obtaining information with respect to placement providers involved in the program.
- 3.4 Ensure that students are referred to workshops to assist with resume writing, interviews, report writing and presentation skills.
- 3.5 Attend to all other reasonable requirements to ensure that interviews are conducted with the minimum of inconvenience to all parties involved. It will also provide all placement providers and students with access to these guidelines.
- 3.6 Assign a Swinburne academic supervisor to each student. The supervisors, by means of regular site visits (usually one site visit per semester) and telephone calls, liaise with students and placement providers during the IBL placement.

4. Responsibilities of the Placement Provider

It is the responsibility of the placement provider to:

- 4.1 Confirm all arrangements to participate in the student interview program.
- 4.2 Make available to the Faculty and the student(s) a description of the position(s) being offered, prior to placement periods (e.g. April or September) each year.
- 4.3 Ensure that any visit to the placement provider's premises does not unduly clash with the student's academic commitments or interviews being conducted by other placement providers.
- 4.4 Specify to the students, at the completion of each on- or off-campus interview, the follow-up procedures, e.g. further interviews, when and how offers will be made.
- 4.5 Advise all students who have been unsuccessful in their application (email is acceptable).
- 4.6 Confirm in writing all offers of placement to the student including payment details and any specific conditions of placement on the Placement Form provided, and provide to the Faculty a copy of offer letter once appointment is confirmed. In the case of IBL Scholarships, the specified Agreement is used for this. **IBL Scholarship students may not commence the placement until the Scholarship Agreement has been signed.**
- 4.7 Under no circumstances withdraw an offer once it has been accepted by the student except where the placement provider genuinely has no option, e.g. business failure.
- 4.8 Make all offers of placement for a minimum period of six months (including leave etc. where applicable) unless otherwise negotiated prior to recruitment process. Students on a IBL Scholarship **must** be granted leave during the period of the placement (2 weeks for a 6 month placement and 4 weeks for a 12 month placement.) 12 month Scholarship agreements **cannot** be extended under any circumstances. IBL Scholarship students are not deemed to be employees and **may not work overtime** over and above the standard 38 or 40 hours per week.
- 4.9 Ensure students gain experience relevant to their stream of study, and provide a safe and challenging work environment, observing all legal requirements with respect to the workplace.
- 4.10 Assist the student with respect to their assessment tasks, by endorsing their required written reports, and assisting with completion of their IBL Learning Benchmark document.
- 4.11 Refer issues or problems to the Faculty IBL Coordinator or Director, Industry Liaison.

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