

# Vocational Placements

## Melbourne School of Design

*For host employers*



Do you have projects or ideas that need assistance or expertise to get started?  
Have you ever wondered how to contact students who are studying in your field of work?  
We have enthusiastic students who would love to gain vocational experience for a couple of weeks.

### **How does it work?**

Students can choose an internship subject offered as an elective in their university degree course. Students are responsible for finding their own internship placement, with assistance from the faculty. The internship lasts for a minimum of 10 days (or the equivalent part-time over several weeks).

### **What happens in the Internship?**

Students work on discrete projects and provide assistance to or 'shadow' experienced professionals, thus developing skills on-the-job under the guidance of their mentors/supervisor. Internships provide opportunities for students to extend their skills in practical workplace settings, while integrating course theory with practice.

### **What commitment do we ask of internship host organisations?**

Hosts must have a demonstrated commitment to safe working practices and have experienced staff available and willing to mentor and supervise the interns. We ask that you help the student complete the Internship Placement and Risk Assessment form before the internship commences.

### **Is health and safety important?**

Participating hosts must have a formal OHS plan (or commitment to safe work practices), provide comprehensive student inductions, and promptly report disagreements, incidents or near accidents to the subject coordinator. Intern students are covered comprehensively against accident or injury under the University of Melbourne student insurance policy.

### **How are students evaluated?**

As the internship is part of the student's degree course, students produce an initial report (1000 words) that details their key vocational goals, and a final report (4000 words) that documents the daily and weekly tasks, and reflective essay on the placement. The reports are assessed by the academic coordinator of the subject.

### **Fair Work Act (2009)**

Internships as part of a coursework subject also meet the requirements of a 'vocational placement' in the Fair Work Act (2009) as they are embedded in the curriculum and the placements are unpaid.

### **Want to know more?**

If you have a project(s) you would like to advertise to students, or would just like more information, please contact [abp-internship@unimelb.edu.au](mailto:abp-internship@unimelb.edu.au)

## Some of the benefits to Host Organisations

Employers can derive great benefit from hosting a student undertaking an internship or work placement:

### **Generating innovative solutions**

Employers can engage with the next generation of students, who are at the cutting edge of research and practice. Students can bring a fresh and dynamic approach to developing solutions for your organisation's work tasks and projects.

### **Contributing to business outcomes**

Students provide a cost-effective resource to achieve project outcomes which contributes to the organisation's strategic objectives.

### **Minimal or no costs**

Students are able to undertake projects that organisations may not have the resources to explore, particularly not-for-profits and small to medium enterprises. Internship and work placement opportunities do not require payment.

### **Opportunity for staff professional development**

Internship and work placement opportunities provides mentoring and supervision skills for staff wishing to develop staff management skills.

### **Increasing your organisation's profile**

Offering internship and work placement opportunities raises the profile of your organisation with staff and students as an employer of choice. It can also contribute to succession planning and facilitate recruitment of future staff.

### **Connect with students**

You and your organisation get a chance to see potential future employees.

### **Invest in our future leaders**

Students need the chance to test their learning WHILE they are still studying their degree. Your experience matters to them!

The Faculty of Architecture, Building and Planning is committed to providing a framework to streamline the internship process. We will

- Meet with interested Host Organisations to explain and demystify the internship process;
- Provide undergraduate or post graduate students for your projects;
- Draft the legal agreement between the University of Melbourne and the Host Organisation;
- Assist with any questions along the way.

Many thanks for considering our students.

For more information, contact [abp-internship@unimelb.edu.au](mailto:abp-internship@unimelb.edu.au)