

## **Industry Placement/Work Integrated Learning Guidelines**

## **Table of Contents**

<b>NIDA Industry Placement - Overview</b> .....	2
<b>Insurances</b> .....	4
<b>Principles of the Placement</b> .....	5
<b>Roles and Responsibilities</b> .....	6
<b>Assessment</b> .....	9
<b>Host placement selection criteria</b> .....	12
<b>Industry placement process</b> .....	13
<b>Related documents</b> .....	14

## **NIDA Industry Placement - Overview**

NIDA <Insert Course Name> students will have spent a minimum of <two years> in an educational environment, engaged in an intensive process of knowledge and skill acquisition in the disciplines related to their degree. Whilst having experience on NIDA productions during studies, the placement program offers students an opportunity to pursue particular interests or skills acquisition through industry experience.

Depending on the placements and interests, students will gain one or more of the following:

- Breadth of skill
- Depth of skill
- Experiences in a variety of workplaces
- Experience with creative decision making
- Understanding of current Industry trends
- Access to new technologies and practice
- Understanding of workplace management decision making processes
- Access to specialist areas of practice
- Insight into Career pathways and development
- Development of industry contact networks

Placements are an important aspect of the student learning at NIDA providing an integral part of student's learning on a course which is practically and professionally focused throughout.

The subject aims to deepen and strengthen students' learning through valuable industry connections.

Industry placements allow students to:

- observe professional industry practice in a meaningful way
- consolidate and develop their knowledge and skills in a professional environment
- explore career options and specialized interests
- network and make contacts with industry practitioners
- develop and enhance their professional portfolio to enhance employment prospects
- Make valuable industry connections as part of their preparedness for entering the Industry.

### **Guidance for Hosts**

By hosting the placement, a national or international institution/practitioner/artist gives students the opportunity to gain experience in a real working environment, building on what has previously been done on the course. NIDA works to ensure that the student will make a useful contribution in the host organisation and relies on the host to give the student a safe and supportive working environment, and opportunities to fulfill the purpose of the placement in the course.

Placements can take place locally, nationally and/or internationally.

Industry placement hosts range in nature from individuals, often sole traders, small contractors employing less than 10 people, larger organisations, to large institutions and government departments. The placements might take place in single or multiple settings, i.e. home offices or studios, a film set on location, a theatre company with multiple workspaces (e.g. STC, theatres and workshop, in house, in Sydney or on tour), schools, universities, etc.

The nature of the work being undertaken will range depending on what is pertinent to the student's training. This could range, for example from; workshop/ wardrobe based practical work involving power tools; theatre based, working with live public performance; office based, working alongside CEO's; set location based; working with film crew on location; teaching in a classroom setting.

#### Intellectual Property, Confidentiality

NIDA students have a contract with NIDA whereby NIDA possesses all intellectual property generated by the student during their course of study, whilst maintaining the student's moral rights to work created by them. Hosts will typically require a similar relationship with the student, this creates some ambiguity that requires clarification. NIDA would expect that the student's moral rights be protected, and appropriate acknowledgement or credit be given.

Students, through the course of their placement, may become exposed to confidential information. In fact, many hosts will have their own agreements they require the students to commit to in order to protect this information. It is not uncommon that concern will arise around what information can be shared with the assessing staff of NIDA. NIDA does not typically require the student to share business sensitive information, except in the case where that information forms part of the assessable material for a student's course of study. In these instances, we advise further discussion with Course Team Leaders to clarify this. .

#### Assessment

The Tertiary Education Quality and Standards Agency of the Australian Government requires NIDA to assure the quality of the learning experience offered to its students.

To this end the Course Leader will ask both the student and the host to report on the placement such that they can reach a determination as to the quality of the placement as a learning opportunity. The information collected is not seen by the other parties.

Evaluation of the students' development and progress is important and unless otherwise advised by the Course Leader, the *NIDA Report by Placement Supervisor* form is to be returned to NIDA at the conclusion of the student's time with the organisation.

It is important for both the student and for NIDA that the comments are forthright. Please be aware that students will be shown the written report.

The information collected does not form part of any academic assessment or grading that the student will receive but does provide useful feedback to the student and NIDA.

Student Placement Evaluation Form

Host Placement Evaluation Form

#### Compliance with Laws and Work Health Safety and Duty of Care

##### Duty of Care

NIDA has a duty of care to its students and needs to ensure that the activities its students are engaged in are safe, lawful, and non-exploitative.

With this in mind, NIDA requires all students to undertake basic WHS inductions when they commence their course at NIDA and we expect the host organisation to arrange WHS inductions when students commence their placement, as close to the first day of placement as possible.

Students have a range of Personal Protective Equipment (PPE) and have access to PPE at NIDA. It is expected that if there are any requirements for non-standard PPE that the student will be advised in advance of the placement or that the host will provide access to the required PPE.

## Legislation

The Host must comply with all laws and relevant standards, legislation and regulations including:

- State and Federal Occupational/Workplace Health and Safety Acts
- Anti-Discrimination and Equal Employment Legislation
- Working with Children Legislation
- Privacy Legislation
- Industrial Relations Legislation
- Laws of the Land
- Fair Work Legislation

**Student Remuneration** Under the [Fair Work Act 2009](#), unpaid work experience may be unlawful if it gives rise to an employment relationship between the worker and the employer. An exemption exists if the unpaid work experience is a vocational placement undertaken as a requirement of an education or training course for which there is no entitlement to pay for the work the student undertakes and in which the primary purpose is student learning and development.

Host Organisations may remunerate students undertaking a professional experience provided that any remuneration offered to the student is consistent with the employment provisions governed by the [Fair Work Act 2009](#) and [Fair Work Regulations 2009](#). In this case any student who is remunerated while undertaking a professional experience is deemed to be the employee of the Host Organisation and will not be covered by the NIDA's insurance cover.

**Any student who is not remunerated will be covered by NIDA's insurance.**

## Transport and Accommodation

In some cases, NIDA may assist with travel to and from placements outside Sydney. If we are unable to arrange accommodation privately, the Host may be asked for advice or assistance regarding accommodation options.

## Insurances

NIDA carries a range of insurances. A list of these and certificates of currency can be provided to hosts on request. These are designed to cover NIDA and its students whilst they are engaged on NIDA business. Insurance policies include:

- NIDA has a limited Personal Accident cover for death or temporary/permanent disablement of NIDA students on placement, where negligence cannot be attributed to either NIDA or any other person. The total value of this cover is \$100,000. NIDA also has a Public Liability policy to the value of \$20,000,000 which covers NIDA and its students for damage to third party property or injury to third parties, and includes damage or injury whilst students are on placement. Note: this policy only covers staff and students whilst on NIDA business in which NIDA is legally deemed to be at fault.

- NIDA has organised a Personal Accident Insurance Policy that covers the students for up to \$1,000 of medical expenses not covered by Medicare or other private health insurance.

As this is an unpaid placement, students are not covered by Workcover.

NIDA requires that we are in receipt of a Certificate of Currency confirming the public liability insurance of the host organisation for no less than \$10 million

### **Employment**

Should the Host seek to employ the student, at any stage (either during or following the period), it is necessary for the Host to first gain the approval of NIDA (usually the relevant NIDA Course Leader/Head of Department). As the students have an individual contract with NIDA for the duration of their course, the students may have NIDA commitments to fulfill prior to being able to accept any employment offer.

### **Placement Agreement**

NIDA must approve the placement with the Host.

Placements are a formal arrangement all parties must sign off the relevant sections of the Placement Agreement in advance of NIDA approving the placement and the placement commencing.

### **Principles of the Placement**

The principles that underpin NIDA's Industry placement (work-integrated learning) are:

- a. The Industry experience is aligned to relevant course/subject learning outcomes and associated assessment activities as defined in course subject outlines.
- b. All Industry placement (work-integrated learning) experiences support student's career goals through alignment with course learning outcomes and specific individual discipline interests.
- c. All Industry placement (work-integrated learning) experiences create opportunities for feedback and reflection.
- d. The criteria determining whether the student has passed are clearly stated, and the rationale for the nature of the assessment is clear.
- e. All Industry placement (work-integrated learning) experiences and supervisory arrangements are quality assured.
- f. All Industry placement (work-integrated learning) experiences are safe for students.
- g. Students will have been prepared for the placement by the course team prior to commencing their placement.
- h. The placement learning opportunity is pitched at an appropriate level, in relation to the student's year of study, and the level of credit given.

## Roles and Responsibilities

### A. Role and Responsibilities of the Student

#### Prior to the Placement

The student will:

- a. satisfy any reasonable pre-conditions for the placement imposed by the Host Organisation, any registration or accreditation body or by legislation (e.g. Police Checks/Prohibited Persons Checks/Medical Checks).
- b. complete any preparatory activities required by NIDA as part of the course and/or by the Host Organisation, any registration or accreditation body or by legislation.
- c. read and become familiar with the provisions of this Code and any specific provisions applying to the placement as outlined in the relevant subject outline or and/or on the NIDA Learn subject site. If undertaking a placement offshore:
  - a) Become familiar with any relevant Australian Department of Foreign Affairs and Trade travel warnings via DFAT Smart Traveller.
  - b) Refrain from travel on placement to a destination with a travel alert on DFAT Smart Traveller of "Do Not Travel" (NB: such a destination may not be covered by existing travel insurance), and
  - c) for students who are Australian citizens, register their intended travel via DFAT Smart Traveller;
  - d) International students undertaking placement in a country other than Australia must make their own visa arrangements.

#### While on the Placement

The student will:

- a. comply with all requirements for undertaking the placement (including attendance, dress, behaviour, IT policies and requirements imposed by any registration or accreditation body or by legislation);
- b. comply with reasonable directions given by officers of the Host Organisation and/or NIDA in connection with the placement;
- c. be available to undertake activity during the scheduled hours agreed to between the Host Organisation and NIDA;
- d. undertake activity during unscheduled hours only with the prior agreement of NIDA;
- e. undertake additional activities as required by NIDA in the event of absence affecting the student's progress during the placement (whether or not as a result of seeking academic consideration as a result of the absence);
- f. notify the Host Organisation, the Course Leader and the Course Coordinator in a timely manner of any unscheduled absences from the Host Organisation during the placement;
- g. adhere to the standards of professional behaviour appropriate to the student's discipline;
- h. otherwise behave in an appropriate manner consistent with relevant NIDA policies, codes, standards and rules as detailed in the [Student](#) Charter and Code of Conduct;
- i. comply with policies and procedures of the Host Organisation, including those relating to WHS and employment equity and diversity;
- j. at all times appropriately and responsibly use the resources of the Host Organisation.
- k. maintain appropriate levels of communication with NIDA regarding their progress during the placement, including complying with any specific communication requirements specified by the Course Leader or their delegate;

- l. undertake all assessment activities required in relation to the placement; and
- m. preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the placement.

### **Incidents and Illness during Placement**

The student will:

- a. observe the Host Organisation's procedures for responding to any hazards or critical incidents in the workplace occurring during the placement;
- b. provide advice in a timely manner to NIDA in relation to the hazard or critical incident affecting the student during the placement;
- c. where required by the Course Leader, provide a medical certificate or other documentation deemed necessary to NIDA for any absence from scheduled attendance at the Host Organisation of 1 day or more;
- d. be responsible for applying for special consideration for any absence during the placement in circumstances outlined in the Assessment Policy.



## **B. Role and Responsibility of NIDA Academic Staff responsible for coordinating Industry placement**

Academic Staff will:

- a. advise the student in the relevant subject outline of the industry placement requirement
- b. facilitate the placement by guiding student on their choices and providing contacts and opportunities as required;
- c. if a student placement is being undertaken offshore by a student studying onshore, advise the student of Government services available to travellers via DFAT Smart Traveller;
- d. make this Code available to all students undertaking a placement and to all Host Organisations;
- e. work with the student and the Student Engagement Officer regarding any reasonable adjustment sought by a student with a Study Access Plan or with needs that will or may affect the placement;
- f. identify and communicate to students and the Host Organisation the learning outcomes of the placement program;
- g. by way of a written agreement between NIDA and the Host Organisation, communicate to the Host Organisation the expectations of NIDA in relation to Host Organisations including,
  - i. the Host Organisation providing a safe work environment, including relevant supporting evidence of same if required, and
  - ii. the Host Organisation reporting, investigating and resolving any workplace incidents involving students, including but not limited to critical incidents; and
- h. ensure the Host Organisation has all relevant information on the placement program requirements, including:
  - i. information on their obligations and the obligations of students under this Code and access to a copy of this Code,
  - ii. for all onshore placement programs, the Host Organisation WHS Information Sheet outlining responsibilities of Host Organisations, and
  - iii. for all offshore placement programs, relevant equivalent information on WHS arrangements in that location.
- i. Where there is a risk of injury or illness to the student while undertaking the placement, ensure a risk assessment is completed in accordance with NIDA's WHS Requirements for Field Study.
- j. Provide students with a refresher on information on the NIDA complaints procedure in case the student wishes to raise an issue.

### **While on the Placement**

Academic Staff will:

- a. facilitate, the ongoing communication between NIDA, the Host Organisation and students;
- b. maintain the confidentiality of student information;
- c. organise and plan the placement program with students and Supervisors and negotiate on aspects of student progress and assessment;
- d. be in regular contact with all of the Host Organisation's sites at which placement is being undertaken;
- e. be accessible by appropriate means of communication and during office hours to resolve with students and/or Host Organisations any issues arising relating to the placement; and

- f. assist to resolve any issues of concern arising between Host Organisations and students undertaking a placement.
- g. complete an ecoPortal incident report following notification of any incident involving a student while undertaking placement and undertake follow-up. If the incident involves a serious injury or illness to a student, the Director Learning and Innovation and the WHS Coordinator are to be notified by the academic staff member responsible for the placement.
- h. Suspending a placement in cases of alleged misconduct to allow time for investigation the allegation
- i. Managing cessation of a placement in case of proven or serious misconduct by the student

## Assessment

Academic Staff will:

- a. liaise with the Host Organisation and the student and thereafter complete a comprehensive assessment on each student's progress against the objectives of the industry placement;
- b. ensure that students receive appropriate feedback (both formative and summative) in respect of their learning while undertaking the placement consistent with NIDA's teaching and Assessment Policy and any relevant subject outlines that placements may be related to;
- c. seek feedback from and consult with the Host Organisation and students to evaluate the overall operation of the placement programs; and
- d. use information provided by students and Host Organisations as part of its responsibilities in reviewing subjects, courses and curricula of which industry experience is a part.

## C. Role and Responsibilities of the Host

**The overall responsibility of the Host is to ensure that the student is provided with appropriate and meaningful learning opportunities in a safe and legal industry context.**

### Prior to the Placement

NIDA expects each Host Organisation will:

- a. nominate a staff member as a supervisor to support and liaise with students and NIDA during the placement;
- b. advise relevant staff about the placement program;
- c. Consult, communicate and co-operate with NIDA Academic staff and the student to identify, assess, and address foreseeable safety hazards and risks associated with the placement prior to commencement of, and during the placement so far as reasonably practicable.
- d. have in place appropriate insurances including public liability (\$10 million minimum) and professional indemnity cover;
- e. provide NIDA staff with a brief of the professional activities that student(s) might be expected to undertake during the placement; and
- f. seek the consent of NIDA via the academic staff contact before offering or providing any remuneration to a student undertaking a placement.

### NOTE:

**If the Host is not remunerating the student, the student is not an employee for any purpose.**

**Any student who is remunerated by the Host while undertaking a professional experience is deemed to be the employee of the Host Organisation and will not be covered by the NIDA's insurance cover. Any student who is not remunerated will be covered by NIDA's insurance.**

### While on the Placement

NIDA expects each Host Organisation will:

- a. provide the student with a suitable induction and WHS orientation on their first day before activities commence;
- b. ensure that the student is exposed to an appropriate range of experiences;
- c. adequately supervise students unless otherwise agreed with NIDA;
- d. provide a safe placement environment for students free from discrimination and harassment;
- e. comply with responsibilities of a person conducting a business or undertaking as outlined in the [Work Health and Safety Act 2011](#) and [Work Health and Safety Regulation 2017](#), specifically in relation to the health, safety and welfare of students on work experience. This includes providing induction training to students (including WHS induction) at the commencement of the placement,
- f. put in place adequate support for students to assist in achieving the learning and other objectives of the placement including:
  - i. modelling appropriate standards of professional behaviour for the relevant discipline;
  - ii. providing the student with an adequate workspace and with appropriate resources;
  - iii. providing an appropriate range of experiences for the student including those elements that inform the realisation of the creative process;

- iv. where necessary, supporting the student to identify accommodation.
- g. care for students and advise the Course Leader in the event of any accident, incident or illness affecting the student or on becoming aware of any other critical incident affecting the student;
- h. provide reasonable access to NIDA academic staff to the Host Organisation's premises to facilitate assessment and monitoring of student progress; and
- i. report promptly to NIDA Academic staff should it become apparent that a student is having difficulty meeting the objectives of the placement or is otherwise unable to continue with the placement.
- j. give regular feedback to the student during the placement to assist their learning;
- k. unless otherwise advised by the NIDA Course Leader, complete the Report by Placement Supervisor (attached) on completion of the placement and return it to NIDA in a timely manner.

## **Host placement selection criteria**

Whilst students may be expected to research and find their own placements as a component of their professional practice Course Leaders remain responsible for signing off on the educational suitability of each placement undertaken by students in their course.

A host will be deemed appropriate if the following 9 criteria are met:

NIDA will ensure and document that each Placement host:	
1	Is a credible artistic and/or technical practitioner/organisation that has an established reputation for producing work of quality and integrity.
2	Can offer learning opportunities during the proposed period of placement consistent with those previously declared by the student as part of their industry placement application and appropriate to the learning outcomes.
3	Has a reputation for treating collaborators and employees with respect and care.
4	Complies with and continues to work safely and within the laws of the land and has in place policies and procedures relating to: work health and safety, bullying, harassment and discrimination, equity and inclusion. Placement hosts who are sole traders are exempt from having their own policies but remain bound by the laws of the land in relation to these matters.
4	Has an orientation or induction process for the student that includes evacuation and other instructions in case of emergency.
5	Supplies the student with whatever PPE is required for safe work.
6	Has an assigned contact person acting as NIDA's point of contact and that this person is supplied with the Course Leaders contact details and a second contact in case of emergency.
7	Has an assigned contact person who is responsible for supporting the student.
8	Communicates effectively with both the student and with NIDA.
9	Will allow NIDA academic staff to visit and engage with the student whilst on placement at least once in the placement period.
10	Clearly understands this is learning not employment, so work undertaken should not be in replacement of staff that would normally be engaged to undertake such duties.

## **Industry placement process**

### **1. Industry Placement Set-up in class**

The student is introduced to the requirement to undertake Industry placement within the course by the subject tutor, the student will receive the subject outline that will include details of the assessment tasks to be undertaken as part of the Industry placement

### **2. Sourcing a Placement**

Students in higher education should meet with their Course Leader or tutor to discuss their thinking and explore ideas around placements. After this conversation most students are encouraged to find their own placements based on their interests. NIDA staff will assist with contacts and connections as required.

In the case of vocational courses students may be allocated to a suitable industry placement by their Course Leader.

Students approach a potential host and enquire about the possibility of a placement. If the host responds positively they should be provided with a copy of this document and the placement agreement that has been completed by the student

### **3. Approving the Placement**

Once the student has found a placement and the host has completed their section of the placement agreement the student must meet with their Course Leader to discuss the placement and get the placement approved.

The Course Leader is required to do due diligence on the host and check NIDA and host insurances prior to signing off on the agreement. Noting any Non-Disclosure Agreements (NDA's) that may be in place.

The Course Leader must send a copy of the signed agreement along with a Host Evaluation form to the Host placement contact.

### **4. After Placement**

When a placement is finished, and any Non-disclosure Agreement (NDA) periods have lapsed the Course Leader must enter the student and their placement details into the Placement Register

### **Related documents**

NIDA Industry Placement Policy

NIDA Industry Placement Agreement

NIDA Student Industry Placement Application

NIDA Student Industry Placement Evaluation Form

NIDA Host Industry Placement Evaluation Form

Subject Outline and Assessment Briefs

Student Code of Conduct and Student Charter

Student Misconduct Policy

Course Regulations

Fitness to Study Policy