2018 Industry Training Placement Guidelines

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1. INTRODUCTION

This document has been prepared to assist representatives of sponsor organisations in the supervision of Co-op scholars undertaking Industry Training placements (**often referred to as IT placements**). It describes:

- The objectives of Industry Training placements
- The general principles and procedures of the program, managing scholars, and evaluating their performance
- Insurance for scholars whilst on IT placement

Co-op scholars should also read this document in conjunction with the *Scholar Manual,* issued separately by the Co-op office. Questions regarding these guidelines should be directed to your Co-op Industry Partner and/or the UNSW Co-op Program Manager.

2. THE OBJECTIVES OF INDUSTRY TRAINING PLACEMENT

The Industry Training placements are intended to complement academic studies by exposing scholars to the practical application of their university degree.

The broad objectives of Industry Training are to:

- Provide scholars with knowledge and practical experience within their chosen profession/business environment.
- Instil an appreciation of business processes and management while at the same time learning about company cultures and work ethics.
- Help develop the professional/soft skills of scholars.
- Provide sponsors with a stream of highly talented, motivated young professionals who are capable of adding value to the company.

Industry Training Placements should also:

- Introduce scholars into their chosen field by providing them with interesting, diverse (depending on the breadth of the sponsor pool) and challenging work.
- Contribute to a scholar's "Career Development Learning" helping them to make more informed and effective career choices.
- Inform scholars about the career opportunities within the sponsor organisations.
- Provide sponsors an opportunity to evaluate potential employees.

Scholars should be given work that challenges and stretches their abilities. This is the most effective way to ensure that IT placements are 'win-win' experiences for both sponsors and scholars.

3. GENERAL PRINCIPLES AND PROCEDURES

3.1 Management of scholars

The day-to-day supervision of scholars during their IT placement is the responsibility of the sponsor organisation. A representative of the sponsor organisation should be appointed as a supervisor with whom the scholar can meet and receive feedback on a regular basis (weekly is ideal, fortnightly is considered essential). Two representatives (a principal & fall-back) are preferable should the immediate representative become ill or be away on leave during the scholar's placement.

The Co-op office has developed an IT placement checklist (See Appendix 1) which should help sponsors effectively plan the introduction of a scholar(s) to their organisation.

A structured program including the completion of a two page Professional Development Agreement (PDA) should be prepared prior to the scholar commencing their IT placement. This must be submitted online through the Career Manager as soon as practical after commencing the IT placement (should be less than 2 weeks in). It is expected that every effort will be made to provide an experience which is beneficial to both the scholar and the sponsor. The sponsor organisation is encouraged to challenge the scholar and to provide regular feedback on their progress. Most of the scholars have demonstrated abilities beyond those typically expected of people of a similar age and should respond well to challenges.

Scholars are expected to complete the entire duration of their IT placement with the sponsor organisation. Any loss of time due to sickness or injury will need to be made up, unless otherwise determined by the sponsor. This includes Business and Science scholars who may need to leave early to attend classes at UNSW, normally no more than one afternoon a week. Leave or the pro-rating of leave is **not applicable** to scholars, as this time has already been deducted in calculating their overall IT placement.

> *Scholar's Agreement extract on sick leave:*
> *Scholars taking unscheduled leave (sick, personal etc.) must always notify their sponsor company as soon as possible. Any absences in excess of 2 days must also be brought to the attention of the Co-op office and doctors certificates or proof of reasoning must be obtained/made available.*

The Co-op Academic Co-ordinator will be available during IT placement to meet with the scholar and the sponsor if required. The UNSW Co-op Program **Scholar Manager and/or your Industry Partner** (See Appendix 2 - Co-op Office contact details) should be the first point of contact between the sponsor/scholar and the University in the event of unresolved issues which may arise during IT placement.

3.2 Timing and duration of IT placements

The starting/finishing date for each IT placement should be negotiated between the sponsor and the scholar.

- The sponsor reserves the right to insist on particular start dates, as they may be coordinating commencement of Co-op IT placements and vacation students on the same day.
- The Co-op office **strongly recommends*** the following to enable scholars sufficient time to fully complete their IT placement obligations before they return to full-time university:

  - **IT1 12 Weeks:** All 12- week placements commencing **in summer 2018** start no later than Monday, third week of November (+/-19/11/18).
  - **IT1 15 Weeks:** All 15 - week placements commencing in Feb (T1) start no later than Monday, the first week of February.
  - **IT1 15 Weeks:** All 15 - week placements commencing in May (T2) start no later than Monday, the third week of May.
  - **IT1/IT2 20 Weeks:** All 20-week placements commencing in September (T3) start no later than Monday, the first week of September.
  - **IT1 22 Weeks:** All 22-week placements commencing in December, start no later than Monday, the third week of December.

- **IT2 24 Weeks** All 24 - week placements commencing in February (T1) start no later than Monday, the second week of February.
- **IT2 25 Weeks:** All 25-week placements commencing in February (T1) start no later than Monday, the first week of February.
- **IT2 26 Weeks:** All 26-week placements commencing in May (T2) start no later than Monday, the third week of May.
- **IT3 25 Weeks:** All 25-week placements commencing in July start no later than Monday, the last week of July.
- **IT2 24 Weeks** All 24 - week placements commencing in February (T1) start no later than Monday, the second week of February.
- **IT3 26 Weeks:** All 26-week placements commencing in November start no later than Monday, the third week of November.

Should there be any reason for an IT placement to start later than the above dates; the scholar/sponsor should contact the Scholar Manager and/or your Industry Partner.

Scholars contribute a total of 15-18 months working with sponsors during their degree program. The duration of each IT placement will vary, depending on the different programs in Built Environment, Business, Engineering and Science. (See Appendix 3 - Model of ALL Co-op Programs.)

** Special permission (only granted in exceptional circumstances) to alter the timing and/or duration of IT placement **must** be sought in writing by the scholar from the UNSW Co-op Program **prior** to any discussions with the Sponsor. It is the scholar's responsibility to ensure they meet the terms of their Scholar Agreement.*

3.3 Placement of Scholars

The scholar will be expected to contact the sponsor <u>at least</u> 6-8 weeks before each IT placement to discuss the date of commencement and the proposed program. Immediately prior to this time, the scholar will send the sponsor a resume outlining their previous work experience, the subjects they will be studying while on Industry Training placement (if applicable) and outlining their personal objectives for the IT placement. If possible, a meeting between the scholar and sponsor (ideally including the person who will supervise the scholar), should be arranged at the site where the IT placement will take place, prior to the commencement of the IT placement.

3.4 Induction of Scholars into the Organisation

In general, the sponsor should apply its normal company practices for working hours, leave, dress and behaviour codes and these should be discussed in detail with the scholar. If the company has a policy of employees signing confidentiality agreements this practice should be extended to scholars on IT placement. Particular emphasis should be placed on ensuring that the scholar understands the occupational health and safety policies of the company. The scholar should be given a tour of the sponsor site, if convenient, and provided with an overview of the company and its business.

Professional Development

As part of the induction process the scholar and the manager/supervisor should discuss goals for the IT placement. Scholars are required to complete a two page Professional

Development Agreement (PDA) with their manager/supervisor before the placement begins (See Appendix 4 PDA). The PDA ensures that all issues listed in the paragraph above have been discussed and that the scholar has a broad understanding of the roles and tasks they will undertake during the IT placement.

3.5 Managing a Scholar on IT placement

The sponsor will assess the performance of the scholar during the IT placement. It is expected that the scholar will meet regularly with a sponsor representative during the IT placement to discuss project matters and to receive feedback on their performance. Providing regular feedback to the scholar is vital for their future development, particularly during the first IT placement. We recommend that a structured review occur mid-placement on longer placements.

Performance Evaluation
Satisfactory performance during IT placements is an integral part of the UNSW Co-op Program. At the conclusion of an IT period, the scholar must ask the sponsor to complete a "Performance Evaluation for a UNSW Co-op Program scholar" form (See Appendix 5 for a sample). On completion, the form should be reviewed in the presence of the scholar so that they can be made aware of the reasons for the ratings/comments indicated on the form. The completed forms are submitted on line and will be sent to the Co-op Academic Co-ordinator, scholar supervisor and the Co-op Office. Scholars should refer to the *Scholar Manual, "Your Academic Transcript/updating of your IT placement grade"* for more information.

Scholar Feedback
To further improve the UNSW Co-op Program and ensure that it satisfies the expectations of all its participants, the scholar will also be required to complete a "Scholar Evaluation of Industry Training Placement" form.

End of Industry Training Placement Presentation
The scholar can be expected to submit a report and/or deliver an oral presentation to their supervisor and other sponsor & University representatives at the end of an IT placement period. The Co-op Academic Co-ordinator and the Co-op Office must be advised in advance of all IT presentations and someone from the University will always try to attend. The report should conform to the standards of the sponsor organisation. Such reports will be assumed to be **confidential** by the scholar and cannot be submitted to the Co-op Co-ordinator (unless formal approval is secured from the sponsor).

Scholars may also be required to deliver an oral presentation at UNSW to their fellow scholars upon their return to full-time study and this will be organised by their Co-op Academic Co-ordinator. This occasion will provide an opportunity for scholars to share their experiences with fellow scholars in their program; however, scholars must check issues of confidentiality with the sponsor before presenting.

3.6 Review with sponsors

An annual review of the scholarship, and their availability, takes place with sponsors and a representative from the Co-op Office. At this meeting feedback is provided on the performance of scholars; any matters arising from IT placement and the sponsor's involvement in the Program. Sponsors will be provided with a summary of the *Performance Evaluation* from the scholars who have undertaken IT placements at their organisation plus a range of other information (including information on graduate recruitment from the annual exit surveys, etc.).

3.7 Study and Exam Leave

Only those scholars in Business or Computer Science programs are entitled to study leave during their placement. Four hours per week to attend lectures has generally been agreed as a guide, to ensure consistency between sponsors. Scholars are expected to work the hours of a normal working week, so they should make up the time on another day, or by starting earlier in the morning.

Scholars **may not** accumulate study leave. The entitlement is at the discretion of the sponsor and only to be given where a scholar's need is genuine. Sponsors are encouraged to communicate with scholars directly at the commencement of IT placements regarding subject timetabling and the scholar's needs. Any concerns should be brought immediately to the Co-op Academic Co-ordinator or the Co-op Office. Scholars are allowed one day study leave prior to and on the day of an exam.

There can be extraordinary circumstances where scholars may request and be granted leave by a sponsor. Examples might be when a scholar is participating in a **major** international competition, representing their state or the country in a special program/sport. This privilege should only be considered for really significant development opportunities. If a sponsor or scholar is in any doubt about a particular event, they should consult the Co-op office.

3.8 Part-time Work

Scholars working for sponsors in session time

Sometimes offers of paid work are made to scholars following periods of IT placements. The most common time is after IT1, although some final year scholars have accepted work following their final IT placement. This will vary from program to program.

Depending on start dates of the IT placement, scholars usually have a short break between completing IT placements and returning to University. There are advantages to both the scholar and the sponsor; encouraging scholars to work with sponsors to complete a project or perhaps extend a project they were undertaking as part of their IT placement.

Working for a sponsor in a *'part-time'* (not full-time) capacity during semester is encouraged over alternative forms of employment which are less career focussed. However, the Co-op office has three requirements:

1. The work cannot interfere with the scholar's ability to maintain the academic requirements of holding the scholarship. As an indication, the Co-op office recommends that scholars work a maximum of two full days when they are carrying a full subject load.
2. The scholar must advise the Scholar Manager, or Co-op Program Manager, and the Co-op Academic Co-ordinator that they are working for a sponsor part-time (this is a requirement of the *Scholar's Agreement*).
3. The scholar must be in a position to honour all other commitments to their scholarship (esp. future IT placement commitments), UNSW and the broader community.

The scholar must at all times remain enrolled as a full-time student at UNSW, which is a requirement of holding the scholarship.

Sponsors may make offers of part-time work to scholars directly and the financial arrangements are to be agreed between sponsor and scholar (subject to the law).

The *Co-op Scholarship Agreement* advises all sponsors that 'full-time' recruitment

of UNSW Co-op scholars is limited to final year scholars ONLY and we recommend both sponsors and scholars keep their options open until this time.

3.9 Confidentiality

Scholars are expected to observe sponsor requirements for security of information and confidentiality at all times. Sponsors should make clear to the scholar what is viewed as confidential and consider having them sign a non-disclosure agreement.

4. CAREER MANAGER

Career Manager enables scholars to benchmark their performance and demonstrate their professional development. It is a career development tool to be used during university and after graduation. Through Career Manager, scholars can create and maintain their resume, record demonstrations of professional attributes and create and maintain a record of industry training placements.

The following is a timeline of when scholars are required to update Career Manager.

STEP #	Week of IT Placement	Update	How is this information used
❶	1	**Week One IT Placement Details** Part A: Adding sponsor & contact details. Part B: Adding supervisor details *Scholars must add each new supervisor that they have during their placement.*	To contact scholars whilst they are on IT placement. It is an OH&S requirement that this is completed.
❷	End of week 2	**Professional Development Agreement.**	Scholars and their supervisor are to use this as a basis for determining what work scholars will complete during their placement and to review what scholars have learnt/achieved at the end of the placement.
❸	Last 4 weeks	**End of IT Placement Presentation Details** (this is for the Co-op Program office records). Scholars should then email their presentation date/invite to their Manager(s), the Co-op Office Industry Partner and Academic Co-ordinator/Mentor (as well as any relevant persons as directed by their Manager).	Scholars are required to complete an IT Presentation. The majority to students will do this whilst on placement; however some Academic Co-ordinators will direct their students otherwise. E.g. In engineering presentations are sometimes done "en-masse" back at UNSW. If the sponsor feels an in-house presentation would also be of value, the scholar should do both.
❹	Last 2 weeks	Email Sponsor Evaluation to supervisor	The Supervisor uses this to record the scholar's Industry Training performance/learnings. This evaluation helps scholars understand their strengths and areas for improvement. The Academic Co-ordinator & the Co-op Program office uses this to determine that a scholar has completed his/her placement successfully.
❺	Last 2 weeks (max 2 weeks after completing IT placement).	Meeting between scholar and supervisor to discuss the evaluation. Scholars to add their comments to the evaluation once the sponsor has submitted the evaluation.	Provides scholars with the opportunity to indicate that they have received the evaluation and to highlight their experiences on placement.

❻	Last 2 weeks (max 2 weeks after completing IT placement).	Scholar Survey of the IT placement.	Scholars can review their IT placement record.

5. Insurance

If an accident occurs during a scholar's IT placement please contact your Industry Partner/ the Co-op Program office (See Appendix 2 - Co-op office contact details) to inform them of the incident.

5.1 Claims by Scholars against Sponsors

Sponsors' PUBLIC LIABILITY insurance should cover them against common law claims made by scholars in respect of death or injury to any scholar arising out of the operations of a sponsor's business.

5.2 Claims by Sponsors/Third Parties against Scholars/the University

The University's general liability insurance indemnifies a sponsor in the event that a scholar, during an IT placement, becomes legally liable for injury to any person or damage to any property caused by a negligent act of the scholar.

This cover may also be extended to scholars, depending on the circumstances.

5.3 Workers' Compensation Insurance

Scholars undertaking an IT placement are not eligible for Worker's Compensation. The sponsor will assume complete responsibility for any engagement or employment outside the IT placement period.

5.4 Personal Accident Insurance for Scholars

The University has a Group Personal Accident (GPA) policy covering all enrolled scholars while engaged in UNSW related activities (See Appendix 6, Appendix 7 for insurance).

It provides some medical benefits for injury directly related to IT placement. For expenses where a Medicare benefit is available, the law prohibits insurance cover, except where Workers' Compensation applies. Which is not the case for Co-op Scholars/Interns.

Personal Accident and Travel Insurance does not cover:

- Medicare gap - by law Medicare gap is not covered (i.e. if the bill is $90 and Medicare pays $10, the gap of $80 will not be covered).

- Personal belongings are not covered unless scholars are travelling on approved UNSW travel*. (*Travel means any business-related travel that is more than 100km from scholars' normal place of work or study.)

- **UNSW approved travel** documentation and money is excluded.

- **Personal electronics** and digital equipment is not covered. However, UNSW owned electronics and digital equipment is covered.

- **Pre-existing** condition is not covered, unless an emergency arises from the pre-existing condition (the above stated Medicare limitations apply).

- **Preventive treatment**, such as vaccination, is not covered.

- **Private Motor Vehicle**: Scholars' personal vehicle is not covered under this policy. If scholars are driving their own car and they have been involved in a car accident, they should rely on their private motor vehicle insurance.

- **Travel Insurance:** Scholars traveling on UNSW approved travel are automatically covered by UNSW travel insurance.

Scholars can receive additional information on the Risk Management Unit's website at: https://www.fin.unsw.edu.au/services/insurance

This policy covers scholars "whilst engaged in campus related activities and/or partial placement or community placement activities including your necessary direct travel to and from such activities."

It is important for UNSW Co-op scholars and sponsors to appreciate this position. The University can make no comment on the adequacy (or otherwise) of the cover arranged. In particular, any party desiring greater cover should make individual arrangements.

5.5 In the Event of a Claim

To obtain reimbursement for medical expenses arising from an injury sustained on IT placement, UNSW Co-op scholars should:

1. Obtain the Medicare rebate and whatever other benefits they may have available through private health insurance.
2. Obtain a personal accident claim form via the RMU website: http://www.rmu.unsw.edu.au/RiskManagement/Insurance.html
3. Submit the completed form with originals of all relevant invoices to the insurer nominated on the form.

Appendix 1: UNSW Co-op Program Industry Training Checklist

SCOPE:

These guidelines are designed to act as a prompt for sponsor companies in preparing for Co-op scholar IT placements. Not all of the points in this checklist will be relevant to all scholars.

Prior to Scholar Arrival

❑ Telephone contact with the scholar to agree start date and initial point of contact on Day 1. Ideally, there should be a discussion on the work they will be undertaking and their level of experience in relevant work areas.

❑ PRIOR to starting, scholars should provide the sponsor company with a letter of introduction/copy of their CV plus of copy of their study plan for the semester leading up to and during their IT placement, so that the sponsor knows what they are studying and can align work/project responsibility accordingly.

❑ Appoint a co-ordinating manager/supervisor/coach (i.e. someone who will take responsibility for/oversee the scholar on a day to day basis and have regular feedback/work-in-progress sessions with the scholar during their time with the company).

❑ Prepare a simple (one-page) **work program** that is ideally sent to the scholar prior to their starting date and can be discussed with them as part of their induction. Make this available to the co-ordinating manager if it is not prepared by him/her.

❑ Arrange that a work station/office space, furniture, computer, office supplies and any other material(s) necessary to do the job are available the day before the scholar starts.

❑ Contact appropriate HR/IT personnel in advance to ensure that the scholar can obtain access to relevant company systems (e.g. e-mail) as soon as they start. The same department/person must be advised when the scholar is leaving, to enable the account to be closed.

❑ Organize HR and where necessary safety inductions.

❑ Provide scholar's details to HR department to generate a confidentiality agreement (where appropriate) to be signed by the scholar prior to commencing work.

❑ Check to see if the scholar is eligible for travel and living away from home allowance (only a consideration where the IT placement is a significant distance from where the scholar normally resides (e.g. Mining Co-ops who work on mine sites, etc.).

Induction Activities during First Two Weeks

❑ Ensure all necessary inductions are carried out (e.g. safety).

❑ Any documentation including letter of offer, Confidentiality Agreement, OH&S safety audit (etc.) is completed and forwarded to the appropriate people.

❑ Scholars are required to complete a two-page Professional Development Agreement (PDA) with their manager/supervisor before the placement begins. A PDF version is then emailed to the scholar and the supervisor (and is stored on the Career Manager system).

❑ Introduce the new scholar to their team members; provide an overview of relevant projects; key customers (etc.) and describe each of the roles and responsibilities of the team members.

❑ Tour of immediate work area/s to highlight the location of, nearest exits, appropriate evacuation point(s) and/or safety facilities for their area, any restricted areas, toilets, coffee/lunch facilities etc.

❑ Explain any building entry/out of office procedures if relevant.

❑ Introduce the new scholar to the company's systems/intranet etc.

❑ Arrange for participation in any relevant graduate/internal training programs that might be running and relevant during their time with the company.

During the Industry Training Period

❑ Arrange a site tour of the company co-ordinated with other scholars on IT placement and/or graduates if relevant.

❑ Establish and discuss with the scholar the short-term goals and measures which will be used to evaluate their performance during their time with the company.

❑ Ensure that each scholar has a regular forum to review progress with their nominated supervisor.

❑ Supervisor to liaise with Co-op Program / Academic Coordinator to discuss the scholar's performance as required during the placement.

Note: Scholars will be contacted by the Co-op Program office and their Academic Coordinator / Mentor during each placement.

In The Last Two Weeks of IT Placement

❑ Within their last two weeks, scholars should give a 15-30-minute presentation on the work they have undertaken during their IT placement period to relevant colleagues/ management.

❑ Sponsors should complete the online *Performance Evaluation* forms with the scholar. They should also provide a copy for HR file and augment with any additional scholar evaluation comments.

❑ Ensure that the scholar returns all company property before they leave.

❑ All electronic documents created by the scholar should be securely stored to enable future reference or subsequent report preparation.

❑ Documents that the scholar will require for their University presentation or report may need to be checked for company sensitive information and authorised by the appropriate manager.

After Scholar Departs

❑ For some programs supervisors are invited to attend an IT placement scholar presentation held at the University early in the new academic year.

❑ Inform HR that the scholar is no longer working at the company and request that any/all systems/building (etc.) access for the scholar be deleted (for security reasons).

Appendix 2: UNSW Co-op Office Contact Details

UNSW Co-op Office Telephone Directory	
Co-op Program office number	**(02) 9385 5116**
Co-op Program Fax	**(02) 9313 6774**
Co-op website	http://www.coop.unsw.edu.au/
John Reed Director	**(02) 9385 1919** john.reed@unsw.edu.au
Kay Carey Co-op Program Manager & Industry Partner (Business)	**(02) 9385 6024** k.carey@unsw.edu.au
Michelle Morris Co-op Scholar & Communications Manager	**(02) 9385 5219** michelle.morris@unsw.edu.au
Sabine King Industry Partner (Technology)	**(02) 9385 9768** sabine.king@unsw.edu.au
Barbara Vidos Industry Partner (Engineering, Science & Actuarial Studies)	**(02) 9385 5222** b.vidos@unsw.edu.au
Co-op Scholar Administrator & Systems Co-ordinator	**(02) 9385 5004**
Elsie Qiu Finance Officer	**(02) 8936 4524** elsie.qiu@unsw.edu.au
Co-op Office Administrator	**(02) 9385 5116** cooprog@unsw.edu.au

Please visit our website for the details of all **Co-op Academic Co-ordinators**:
https://www.coop.unsw.edu.au/contacts

Appendix 3: Industry Training Placement Model, All Disciplines

INDUSTRY TRAINING PLACEMENT MODEL
2018 - ALL DISCIPLINES

Discipline	Code	2018 2 Semesters	2019 3+ 3 terms →	2020 3+	2021 3+	2022 3+

Business
- Accounting & Business Management — ABM
- Actuarial Studies — ACT
- Finance & Banking — FIN
- Marketing — MKT

Technology
- Business Information Systems — BIS
- Commerce Information Systems — CIS
- Computer Science — CMP
- Software Engineering — SEN

Engineering
- Mining Engineering — MIN
- Petroleum Engineering — PET
- Chemical Engineering / Industrial Chemistry — CHM / INC
- Civil Engineering / Environmental Engineering — CIV / ENV
- Electrical Engineering, Telecommunications — ELC / ELT
- Mechanical Engineering — MEC
- Photovoltaics & Renewable Energy — PHV / REN

Science
- Advanced Mathematics — AMT
- Data Science & Decisions — DSD
- Materials Engineering — MSA

Legend:
- Industry Training 1
- Industry Training 2
- Industry Training 3
- 5th Year Honours (Potential Scholarship)
- Summer | 1 | 2 | 3 | → Terms

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Appendix 4: Professional Development Agreement

Program _____   **Year commenced** _____

Scholar Name _____   **Student Number** _____

IT Placement Period (circle)   1   2   3   4

☐   **Are you enrolled in the relevant IT placement course?** Scholars must be enrolled in the IT placement course for accountability and good governance and to ensure they are eligible for coverage under the UNSW insurance policy.

Sponsor Organisation _____
Supervisor Name _____

Sponsor supervisor to fill out (Please tick the boxes if the scholar has discussed the following topics with the sponsor supervisor before the start of the IT placement)

☐ Scholar's previous IT placements and/or work experience

☐ Scholar's research of newly allocated company/ understanding of service, products, etc.

☐ Scholar's current work-related areas of interests

☐ Scholar's class timetable this semester (if applicable)

☐ Scholar's study and exam days (if applicable)

☐ Graduate recruitment arrangements (only applicable to final year scholars on IT3)

☐ Other commitments that may impact on fulfilling placement responsibilities (please specify)

_____

_____

_____

Scholar to fill out (Please tick the boxes if the sponsor has discussed the following topics with the scholar and agreed on before start of the IT placement)

☐ Start and finish dates of placement

☐ Attire at work

☐ Work hours

☐ OH&S policies and practices of the workplace

☐ Security and confidentiality matters

☐ Resources available (desk, computer, phone, stationery, etc.)

☐ Training available/required (OH&S, software application, etc)

Goals of the IT Placement

The scholar and the sponsor supervisor have discussed the goals of this IT placement and agree that they are:

e.g.
- o to undertake rotation program to broaden scholar's awareness of company/industry, or
- o to undertake short term project to improve project management skills, or
- o to work within a particular team to experience a particular role and responsibilities, etc.

1._____

_____

2._____

_____

3._____

_____

Roles and Tasks

During this IT placement, the scholar expects to be involved in the following roles or tasks:

Role or Task	Duration (weeks)
1.	
2.	
3.	
4.	

Upon completion, both sponsor supervisor and scholar should sign and date this document and keep a copy for their own records. Please note this document can be updated if the goals/roles/tasks change during the course of this IT placement.

_____ (Scholar)   _____(Sponsor Supervisor)

Appendix 5: Performance Evaluation for a Co-op Program Scholar

CO-OP PROGRAM SCHOLAR
INDUSTRY TRAINING EXPERIENCE EVALUATION

UNSW THE UNIVERSITY OF NEW SOUTH WALES

CO-OP PROGRAM SCHOLARSHIPS

ABOUT THE INDUSTRY TRAINING EXPERIENCE (ITE) EVALUATION

STEP 1 - Sponsor completes Evaluation
The Sponsor is requested to complete this ITE Evaluation of the Scholars' performance during the final two weeks of the ITE placement.

The Evaluation should be completed by the person(s) who supervised the Scholar for the majority of their placement, or where the Scholar completed multiple rotations should represent a consolidated review of the Scholars overall performance.

STEP 2 - Review of Evaluation with the Scholar
Once complete, the sponsor should review their Evaluation with the Scholar so that he/she understands the ratings and comments. The Scholar should use this poortunity to discuss their experience of the placement and clarify anything contained within the ITE Evaluation.

STEP 3 - Sponsor submites Evaluation
Once the review has taken place, the Sponsor SUBMITS the ITE Evaluation online. A copy of the evaluation will then be emailed to the supervisor who completed the form..

STEP 4 - Scholar completes section & submits Evaluation
The Scholar completes their section and SUBMITS the ITE Evaluation online. Copies are distributed to the relevant parties(Scholar, Sponsor, UNSW/Co-op Program).

We thank all our Sponsors for their time and support.

ITE EXPECTATIONS

ITE GUIDELINES
The ITE Guidelines, full details on Sponsor/Scholar expectations during the ITE can be downloaded/viewed at:
www.co-op.unsw.edu.au
>Current Scholars
>Downloads
>ITE Guidelines

SICK LEAVE
Scholars are required to comply with company practice regarding provision of Doctors Certificates. At a minimum, absences of more than 3 days must be notified to the Co-op Office by the Scholar and Doctors Certificate provided to the Sponsor and the Co-op Office.

STUDY LEAVE
Any time taken off for study or graduate recruitment (final year Scholar only) should be made up by the Scholar. Generally speaking, Scholars studying business or information technology are generally required to complete up to 2 subjects during ITE and are permitted to take 0.5 days off per week to attend classes that are not offered outside of business hours.
1 Study leave day, plus 1 leave day for the day of the exam is permitted per final exam.

OTHER LEAVE
Scholars are not permitted to take breaks during ITE exception in exceptional circumstances. Scholars must seek permission from the Co-op Office (first) and then the Sponsor organisation well in advance of such leave requests.

WHAT HAPPENS AFTER THE ITE EVALUATION IS SUBMITTED?

After the supervisor submits the ITE Evaluation online, a PDF copy of the Evaluation wil be emailed to both the supervisor and the Scholar.

The UNSW Co-op Program uses the ITE Evaluation as part of the overall assessment of a Scholars work placement. A copy of the ITE Evaluation is provided to relevant parties including the Scholars Academic Co-ordinator.

WHAT HAPPENS AFTER THE ITE EVALUATION IS SUBMITTED?

This evaluation is due within 2 weeks of a Scholar completing their ITE. Please contact the UNSW Co-op Program with any questions.

UNSW CO-OP PROGRAM
UNSW SYDNEY NSW 2052

TELEPHONE + 61 (2) 9385 5116
EMAIL COOPROG@UNSW.EDU.AU
WEBSITE WWW.CO-OP.UNSW.EDU.AU

CO-OP PROGRAM SCHOLAR
SPONSOR EVALUATION OF A CO-OP SCHOLAR

UNSW AUSTRALIA

CO-OP PROGRAM SCHOLARSHIPS

SCHOLAR DETAILS			
SCHOLAR NAME	Tabish Rizvi		
UNSW CO-OP PROGRAM	ELECTRICAL ENGINEERING		
PROGRAM ID	ELC06		
SPONSOR DETAILS			
SPONSOR COMPANY			
DIVISION	1		
ITE DETAILS			
ITE NUMBER	1		
ABSENCES/LEAVE	Sick: 0	Study: 0	Other: 0
AVE. HOURS per WEEK NUMBER OF WORK WEEKS COMPLETED		[Start date Finish date]	

PERFORMANCE RATING	ESTIMATED VALUE
A+	$K

MAJOR TASKS UNDERTAKEN	TASK DIFFICULTY GIVEN SCHOLARS YEAR/STAGE	TASK PERFORMANCE LEVEL
1	High	Excellent
1	High	Excellent
1	High	Excellent
1	High	Excellent
1	High	Excellent
1	High	Excellent

SCHOLAR PROFESSIONALISM

Rate the Scholar...	
Business awareness	None
Professionalism	None
Communication skills	None
Team-work skills	None
Computer skills	None
Technical/ analytical/ conceptual ability	None

How much did the Scholar require...	
Direction of new tasks?	None
Supervision whilst tasks were in progress?	None
Intervention when things didn't go according to plan?	None

How well did the Scholar...	
Learn from having setbacks?	N/A
Work as part of a team?	N/A
Build professional relationships?	N/A
Find innovative solutions?	N/A
Handle multiple tasks?	N/A
Manage their time?	N/A
Use initiative?	N/A
Translate academic knowledge into workplace solutions?	N/A

Comments on any of the above Scholar ratings

SPONSOR EVALUATION OF TABISH RIZVI CONTINUTED...

SCHOLAR'S MAJOR STRENGTHS

SCHOLAR'S AREAS FOR IMPROVEMENT

SCHOLAR'S OVERALL ASSESSMENT OF THE PLACEMENT/THEIR EVALUATION	SPONSOR'S OVERALL ASSESSMENT OF THE SCHOLAR'S PLACEMENT
	☐ Yes, I have discussed this evaluation with the Scholar

EVALUATED BY

Banu	Phone: 1	Email: b.manubawa@unsw.edu.au
1		Date Completed: 02/06/2016

HISTORY OF SUPERVISORS DURING THIS PLACEMENT

Banu 1	Email: b.manubawa@unsw.edu.au	Weeks supervised this Scholar: 24

Appendix 6: Insurance: Group Personal Accident

Available upon request.

Appendix 7: Insurance - Public and Products Liability

Available upon request.

Appendix 8: Policy on Payments to Scholars during Industry Training Placement

UNSW Payment to Scholars
Throughout their periods of IT placements, UNSW Co-op scholars * receive, directly from the University, their regular fortnightly payment instalments. It is therefore not appropriate that a UNSW Co-op sponsor providing IT placements pay the scholar additional amounts outside the scholarship award.

* **Except for Mining Engineering or where the Industrial Award necessitates that a person on site must be paid.**

- **Additional Expenses**

There are circumstances when scholars incur significant additional expenses during IT placement and sponsors are free to assist in meeting such additional expenses, as illustrated by the examples below.

For instance, when a scholar must live for a short-term away from their semester home, which may have to be retained and paid for during the temporary absence whilst on IT placement, accommodation in the vicinity of the IT location is a significant extra financial burden. In other instances, some IT locations are inaccessible by daily public transport or are a substantial distance from Sydney and the cost of such transport is beyond normal expectations. In other instances, the nature of the training or the IT environment may require clothing to wear at work or equipment which is significantly different from the scholar's normal provisions. In all such instances, it is reasonable for sponsors to consider whether such additional expenses might be covered or reimbursed in part or in full

Where a scholar "boards" during semester and therefore does not need to pay for premises whilst away from such board, accommodation and meal costs during IT placement (other than for lunches during the week) could justifiably be reimbursed for any amount that exceeds $150 per week. However, when a scholar needs to retain a share of rental premises in Sydney during IT periods spent elsewhere, sponsors could consider covering any IT placement accommodation and meal costs above $50 per week.

Value Adding to Sponsor Companies
There are also circumstances when a scholar contributes to a sponsor's business in ways which involve regular and substantial extra effort - that is by *regularly* working for the sponsor outside the hours normally expected of an Industry Trainee. This is not meant to cover instances when the scholar occasionally stays back to see something through. However, it is meant to cover situations where a scholar, for example, consistently assists with weekend maintenance or with addressing a sponsor's problem that stretches a normal day by a matter of hours.

Under such circumstances, it is in order for the sponsor to consider paying the scholar for some extra hours. By way of a guideline, "regular" hours would normally be in the range 35 to 40 hours per week.

Appendix 9: End of Industry Training Placement Presentation

All scholars are expected to deliver an oral presentation to their supervisor and other sponsor and university representatives at the end of each IT placement.

The Co-op Academic Coordinator and the Co-op Office must be advised in advance of all IT presentations and someone from the University will always try to attend. It is also a good idea to invite other scholars to the presentation if they have been allocated to the same company for the next period of Industry Training.

While every presentation can (and should) be unique to the scholar and his/her experience at the company, there are certain topics that should be covered in all presentations, including:

- Agenda/executive summary (What will be covered in the presentation?)
- The Co-op Program (What is the Co-op Program?)
- The sponsor (What is the company about? What does the company do?)
- Your team/s (Who did you work with? What do they do within the company?)
- Your project or role (What tasks were you assigned? What type of work did you undertake?)
- Your value (How did you contribute? How did your work bring value to the company? Is there a tangible outcome? Is there a different team dynamic?)
- Your learning (What did you learn from this experience? What skills did you gain?)
- The future (What is the vision for the team you worked with and or the project you worked on going forward? What your plans are from here?)
- Thank you to the people involved (Acknowledge the time, energy and support of the people who have contributed to your experience)

In some cases, scholars may also be required to deliver an oral presentation at UNSW to their fellow scholars upon their return to full-time study and this will be organised by their Co-op Academic Co-ordinator. This occasion will provide an opportunity for scholars to share their experiences with fellow scholars in their program; however, scholars must check issues of confidentiality with the sponsor before presenting.

Appendix 10: UNSW Co-op Program Calendar of Events

(Including the Professional Development Program)

Co-op Program: Calendar of Events 2018

UNSW SYDNEY — CO-OP PROGRAM SCHOLARSHIPS

Semester 1

January
- End of IT placement presentations
- S1 IT placements start
- ACT. FIN & DSD

February
- Recruitment Evenings – Final Year scholars (end Feb/start Mar)
- 19 Kick Off (1st Yr scholars)
- 27 Recruitment Workshop 2 (Final Yr scholars)
- 5-9 GAP Week
- Alumni Event
- Invoices sent to sponsors
- 19-23 O-Week

March
- IT 2 placements start (24 wk)
- Late entry and S2 internship recruitment
- 8 UNSW Careers Expo
- 28 CSE Careers Expo
- Opportunity for PD event facilitated by sponsor (for final yr scholars only)
- Alumni Mentoring Event
- Sponsor Steering Committee Meetings
- 30 Induction Ceremony (1st Yr)
- Program get-togethers
- 26 Global Voices Apps close

April
- IT placement allocations for S2 to sponsors
- IT Placement Reflection Workshops (2nd Yr scholars)
- All Scholar Get-together S1

May
- Prepare for S2 IT placement to sponsors
- First Year Scholar Site Visits
- IT 1 allocations to sponsors
- 1 Co-op Applications open
- Yr 10 Info Evenings (various)
- Create your Career Series (Yr 11/12 students + parents)

June
- End of IT placement presentations
- Professional development Self-Eval Surveys
- 26-28 Leadership Camp 1 (1st Yr)
- 5 Scholarship Info Night

Semester 2

July
- First Year Scholar Site Visits
- S2 IT placements start
- IT 2/3 allocations to sponsors
- Sponsor Review Meetings
- 25 UNSW Careers Expo
- 18-20 Leadership Camp 2 (1st Yr)

August
- Opportunity for PD event facilitated by sponsor

September
- IT 3 placements start (24 wk)
- Engineering Poster Night (Wk 2)
- 14 IT Placement Induction Workshop (1st Yr scholars)
- IT Placement Reflection Workshops (2nd Yr scholars)
- 28 Co-op Applications close
- 1 UNSW Open Day
- Program Dinners

October
- IT placement allocations for Summer and/or S1 to sponsors
- S1 Internship Recruitment
- Excel Workshops (1st Yr)
- Alumni Mentoring Event (1st Yr scholars)
- Recruitment Workshop 1 (Penultimate Yr scholars)
- IT Placement Reflection Workshops (2nd Yr scholars)
- Scholar Get-together S2

November
- Prepare for summer and/or S1 placements
- Summer IT placements start (end Nov/early Dec)
- IT 1 placements start (12 wk)
- 22 Interview Briefing Day
- 23 2019 Scholar Interviews

December
- End of IT placement presentations
- 15 UNSW Info Day

Legend: Industry Placements | Recruitment | Professional Development | Administrative / Social / Others