INDUSTRY ENGAGEMENT PROCEDURE

Procedure	Industry Engagement Procedure
Procedure Number	A006
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	The purpose of this procedure is to ensure that the LCI Melbourne (LCIM) provides direction on processes for industry engagement and work placements for the Institutes student cohort.
Scope	This procedure applies to all academic staff and students at LCIM plus industry organisations that take students on placements.
Procedure Statement	This procedure details the steps to be taken to manage the process of establishing and implementing industry related liaisons such as industry opportunities including professional placements, internships, part-time job placements, exclusive partnerships and competitions.

Procedures	**Professional Placements**
	Professional Placements are undertaken as a formal unit of study and LCI Melbourne takes responsibility for the Unit learning outcomes, Unit Outlines, Assessment tasks and assessment results for the students.
	
	Placements for students can be arranged and coordinated related to the nominated hours (based on whether placement or extended placement) by:
	▪ Students nominating an organisation
	▪ An organisation approaching LCIM and being directed to liaise with the professional placement coordinator who sources an appropriate student to connect.
	▪ LCIM sources appropriate placement partners and connects with students
	
	Students will apply for their placement using the supplied web-based form.
	
	The Professional Placement coordinator will:
	▪ Assess that the industry partner is a legitimate and bona fide entity and that it poses no obvious risk to the health and safety of the student.
	▪ The Professional placement Coordinator will communicate to the organisation through email providing overview of expectations, policy and with specific requests in regards to:
	▪ Prepare the student for the placement and ensure they are aware of general health and safety aspects.
	▪ The professional Placement coordinator follows the Placement Health & Safety Flow Diagram and Workflow document that details processes including:
	   1. Student sources placement
	   2. Student submits application form (by week 3)
	   3. Application Approved
	   4. Professional Placement Coordinator advises student
	   5. Professional Placement Coordinator emails host employer and student commences placement
	   6. Placement is monitored by Professional Placement Coordinator or designated Academic

	7. Week 5 – check in by Professional Placement Coordinator for Health and Safety and progress checks
	8. 'Placement completed
	▪ Give the student an opportunity to feed back to LCIM as regards any problems they have experienced with regard to health and safety while on placement.
	▪ Give student the opportunity to feedback to LCIM any concerns that the Organisation has regarding the student or the placement arrangements.
	▪ Plan the work or study program and associated health and safety training to be undertaken by the student.
	▪ Provide the student with a full and clear induction to the organisation and its working practices, including health and safety arrangements, fire precautions and emergency evacuation arrangements, risk assessment program as it affects activities undertaken by them, how to report accidents, incidents and unsafe conditions.
	▪ Nominate a supervisor (if not the Professional Placement Coordinator) who will conduct or make arrangements for day-to-day supervision of the student including instruction regarding hazards and health and safety precautions.
	▪ Comply with applicable local health and safety legislation
	▪ Facilitate access to the student for visits by the Professional Placement Coordinator if needed.
	▪ In cases of serious accidents or incidents involving the student or breaches of discipline by the student the Organisation is required to advise and consult with the Professional Placement Coordinator as soon as possible.
	The Organisations representative is asked to confirm details and sign the LCIM WIL Agreement which is provided outlining these points.
	The Professional placement coordinator will provide information on LCIM's insurance that covers students for: community placement, practical placement, enterprise experience and work experience authorised by LCI Melbourne
	▪
	▪ Once all information is received by the Professional Placement Coordinator, the opportunity with all information details is then sent by email to the most appropriate cohort of students
Relevant Legislation and Guidelines	▪ Higher Education Standards Framework (Threshold Standards) 2015
	▪ 2016 Higher Education Support Act (2003)
	▪ TEQSA academic integrity guidelines.
	▪ Education Services for Overseas Students Act 2000 (ESOS)
	▪ Commonwealth Register of International Courses for Overseas Students (CRICOS)
	▪ Fair Work Ombudsman
	▪ Privacy Act (Cwlth) 1988
	▪ Information Privacy Act 2000 (Victoria)
Key Related Documents	Industry engagement Policy
	Academic Integrity Policy
	Access Integrity Procedure
	Academic Grievance and Appeals Policy
	Academic Grievance and Appeals Procedures
	Quality Assurance and Continuous Improvement Policy
	Quality Assurance and Continuous Improvement Procedure
	Staff Code of Conduct Guidelines

	Student Code of Conduct Guidelines Student Application Form – Placement Placement Health & Safety Flow Diagram and Workflow Information Sheet
Date Approved	
Date of Commencement	
Date for Review	
Documents superseded by this Procedure	Australian Academy of Design Academic Honesty and integrity Policy, December 2017
Amendment History	
Signed and dated for LCI Melbourne	

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy/Procedure Category	Academic
Responsible Officer	Dean and Principal
Review Date	Q2 2020
Endorsed by Academic Board	
Approved by Board of Directors	
Change and Version Control	

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Dean and Principal	New policy		