

INDUSTRY ENGAGEMENT POLICY

Policy	Industry Engagement Policy
Policy Number	A006
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	The purpose of this policy is to ensure that the LCIM (LCIM) provides direction on processes for industry engagement and work placements for our student cohort.
Scope	This procedure applies to all academic staff and students at LCIM plus industry organisations that take students on placements.
Policy Statement	This policy details the considerations to best manage the industry related liaisons such as industry opportunities including professional placements and internships.
Policy	<p>1. LCIM Responsibilities Professional Placement</p> <p>1.1 LCIM is responsible for the assessment of a student's progress during professional placement.</p> <p>1.2 LCIM must ensure that students are aware that while undertaking professional placement students must:</p> <ul style="list-style-type: none"> A. comply with the rules, regulations, protocols, procedures or by-laws of the Organisation (as notified to them by the Organisation and the legislation, policies and procedures of LCIM; B. attend the Organisation at the location and times agreed between the parties and the student and notify the Organisation and LCIM of any absences; C. comply with all lawful and reasonable directions of the Organisation; D. behave in a safe and professional manner; E. perform all allocated tasks in a diligent and competent manner; and F. preserve the confidentiality of information concerning the affairs of the Organisation and its clients. <p>1.3 LCIM must also inform students that it is a student's responsibility to organise and pay for travel to and from the Organisation and accommodation and personal expenses during professional placement and where the professional placement is overseas, passports, visas, vaccinations and health and travel insurance.</p> <p>2. LCIM Responsibilities Industry engagement and liaison</p> <p>LCIM enjoys a broad network of industry connections and students and staff benefit from liaison and engagements with creative practitioners. To enable this:</p> <p>2.1 LCIM is responsible for welfare and health and safety of students when engaging in Industry liaisons. This requires assessing risks and consideration of equity access for students.</p> <p>3. LCIM Responsibilities Professional Placement</p> <p>3.1 Subject to clause 3.2 the discipline and management of students during a professional placement program is the responsibility of LCIM.</p> <p>3.2 . If the Organisation believes on reasonable grounds that a student has not complied with their obligations as set out in clause 1.2 (above), the Organisation has the right to require the student to immediately leave the Organisation.</p>

3.3 Where the Organisation takes or intends to take action under clause 3.2 the Organisation must immediately notify LCIM in writing of its actions and the reasons for such action. Where LCIM or the student disagree with the action taken or intended, LCIM will consider the circumstances of the request or intention and submit a report or recommendation to the Organisation, whose decision in response to the report and recommendation will be final.

- A. LCIM may terminate the participation of a student in a professional placement program by advising both the Organisation and the student in writing, in the event of any one of the following:
- B. the student behaves in a manner deemed by LCIM to be inappropriate or unprofessional, or which may tarnish the reputation of LCIM;
- C. the student fails to commence the professional placement program on the set date or is absent from the professional placement program for a period of five days or longer without an excuse acceptable to LCIM, in its reasonable discretion;
- D. the student fails to perform to the reasonable satisfaction of LCIM and the Organisation during the professional placement program;
- E. the student ceases to be enrolled as a student of LCIM;
- F. the student defers or discontinues the professional placement program.

4. Placement or Industry Internship Organisation Responsibilities

4.1 The Organisation must:

- A. appoint suitably qualified members of its staff to supervise and monitor students during professional placement;
- B. provide students with experiences appropriate to their program and unit and the educational objectives listed in the Application for placement form;
- C. allow field education to be given by qualified Organisation staff using, where relevant, clients selected on a mutually agreed basis;
- D. allow access to relevant information about its clients in accordance with the objectives of the professional placement;
- E. arrange and obtain any necessary client consents;
- F. discuss with the LCIM supervisor any activities to be undertaken as part of a professional placement program which may require special planning in relation to safety;
- G. advise LCIM at least four weeks prior to a professional placement program if a police records check or working with children check is required for students taking part in the program;
- H. ensure that the Professional Placement specialist contact knows or is easily able to ascertain a student's location during a professional placement program;
- I. notify LCIM as soon as possible if a student is injured during professional placement;
- J. provide LCIM with an evaluation of a student's performance during professional placement, in the form provided by LCIM.

5. Employment Relationship

5.1 A professional Placement provides the opportunity for a student to gain industry experience and their educational outcomes are credited within their program. A placement does not imply an employment relationship between the Organisation and any student attending the Organisation as part of a professional placement program.

	<p>6. Intellectual Property</p> <p>6.1 All Intellectual Property created by a student while undertaking professional placement with the Organisation, other than copyright in any materials produced by the student for the purposes of course assessment, shall vest in the Organisation.</p> <p>7. Confidentiality and Privacy</p> <p>7.1 For the purposes of this clause Confidential Information means all information disclosed by a party to the other party under or in connection with this Agreement which:</p> <p>A. is personal or health information;</p> <p>B. is designated by the disclosing party as confidential; or</p> <p>C. the receiving party ought to know is confidential;</p> <p>D. this does not include information which is in, or enters the public domain, other than through unauthorised disclosure by a party.</p> <p>7.2 Each party agrees to maintain the confidentiality of the Confidential Information of the other party.</p> <p>7.3 A party will not be in breach of clause 6.1 where Confidential Information is required by law or regulation to be disclosed, provided that the party required to make disclosure promptly notifies the party to whom the Confidential Information belongs to allow the latter party to assert whatever exclusions or exemptions may be available to it under such law or regulation.</p> <p>7.4 The Institute acknowledges that the Organisation may require students to provide appropriate undertakings to preserve the confidentiality of information concerning the affairs of the Organisation and its clients.</p> <p>7.5 The parties agree to comply with and be bound by the provisions of the <i>Information Privacy Act 2000</i> (Vic) and their respective Information Privacy Principles and any applicable code of practice, with respect to any act done, or practice engaged in, by the parties for the purpose of this Agreement.</p>
Relevant Legislation and Guidelines	<ul style="list-style-type: none"> ▪ 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	<p>Industry engagement Procedure Academic Integrity Policy Access Integrity Policy Academic Grievance and Appeals Policy Academic Grievance and Appeals Procedure Quality Assurance and Continuous Improvement Policy Quality Assurance and Continuous Improvement Procedure Staff Code of Conduct Guidelines Student Code of Conduct Guidelines</p>
Date Approved	
Date of Commencement	
Date for Review	

Documents superseded by this Policy	Australian Academy of Design Work Integrated Learning Policy and Procedure March 2018
Amendment History	
Signed and dated for LCIM	

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy/Policy 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		