WIL and Work Experience aide

2013
Work Integrated Experience (WIL), Vacation Work, Internship, or Work Experience, is the activity required by a Higher Education Program?

Is the activity required by a TAFE Program?

Is the activity related to the student's RMIT studies?

Is the activity supported by the Program WIL coordinator?

Is the activity supported by the HoS?

Is the activity to be in Victoria?

Is the activity to be interstate?

Is the activity to be overseas?

Is the Student a minor?

ONLY the Legal Guardian can sign agreements & they MUST give their permission

Refer to Higher Education Victoria placement process

Refer to Higher Education Interstate placement process

Refer to Higher Education Overseas placement process

Refer to TAFE Victoria placement process

Refer to TAFE Interstate placement process

Refer to TAFE Overseas placement process

Advise the student that the activity is not supported by RMIT

Discuss with IARM insurance implications

Develop and execute a Work experience/placement agreement with the student and Host Organisation

Retain the signed agreement on the student's file

WIL and Work experience Guide
### Higher Education Programs including Associate Degrees and VET (non TAFE) programs

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### Higher Education Victoria placement process

#### Paid Placement
- Minimum insurance applicable to a paid agreement:
  1. RMIT insurances:
     - a) Student Personal Accident
     - b) Public and Products Liability
     - c) Professional Indemnity
     - d) Host Employer Liability
     - e) Workers Compensation for RMIT staff
     - f) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)
  2. Host Organisations:
     - a) Workers Compensation

- Obligations:
  1. Students:
     - a) comply with OH&S systems of Host Organisation
  2. Host Organisation:
     - a) notify RMIT of injuries or incidents involving the student

#### Unpaid Placement
- Minimum insurance applicable to an unpaid agreement:
  1. RMIT insurances:
     - a) Student Personal Accident
     - b) Public and Products Liability
     - c) Professional Indemnity
     - d) Workers Compensation for RMIT staff
     - e) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)

- Obligations:
  1. Students:
     - a) comply with OH&S systems of Host Organisation
     - b) notify RMIT of injuries or incidents
  2. Host Organisation:
     - a) notify RMIT of injuries or incidents involving the students

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*Note: Minors need parent’s or legal guardian’s counter signature*
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**Paid Placement**

- Minimum insurance applicable to a paid agreement:
  1. RMIT insurances:
     a) Student Personal Accident
     b) Public and Products Liability
     c) Professional Indemnity
     d) Host Employer Liability
     e) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)
     f) Workers Compensation for RMIT staff
  2. Host Organisations:
     a) Workers Compensation
  3. Students:
     a) Travel Insurance *(OPTIONAL)*

- Obligations:
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students

**Unpaid Placement**

- Minimum insurance applicable to an unpaid agreement:
  1. RMIT insurances:
     a) Student Personal Accident
     b) Public and Products Liability
     c) Professional Indemnity
     d) Workers Compensation for RMIT staff
     e) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)
  2. Students:
     a) Travel Insurance *(OPTIONAL)*

- Obligations:
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students
Refer to Higher Education Overseas placement process

Higher Education Programs including Associate Degrees and VET (non TAFE) programs

**Paid Placement**
- Students must be registered and processed through Outward Mobility (I&D)
- Minimum insurance applicable to a paid agreement:
  1. RMIT insurances:
     a) Student Personal Accident
     b) Student travel – Outward Mobility
     c) Public and Products Liability
     d) Professional Indemnity
     e) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)
     f) Workers Compensation for RMIT staff
  2. Host Organisations:
     a) Workers Compensation or equivalent
- Obligations:
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents to the program coordinator via ISOS
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students

**Unpaid Placement**
- Students must be registered and processed through Outward Mobility (I&D)
- Minimum insurance applicable to an unpaid agreement:
  1. RMIT insurances:
     a) Student Personal Accident
     b) Student travel – Outward Mobility
     c) Public and Products Liability
     d) Professional Indemnity
     e) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)
     f) Workers Compensation for RMIT staff
  2. Host Organisations:
     a) Nil
- Obligations:
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents to the program coordinator via ISOS
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students
Note: **Minors need parent's or legal guardian's counter signature**

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**Paid Placement**

- Minimum insurance applicable to a paid agreement:
  1. RMIT insurances:
     a) Student Personal Accident
     b) Public and Products Liability
     c) Professional Indemnity
     d) Workers Compensation for RMIT staff
     e) Workers Compensation for student by Skills for Victoria (if paid meal allowance)
     OR
     Workers Compensation for student by Host Organisation (if the student is being paid a wage)
     f) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)

  2. Host Organisations:
     a) Nil except Workers Compensation for student by Host Organisation if the student is being paid a wage

- Obligations:
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students

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**Unpaid Placement**

- Minimum insurance applicable to an unpaid agreement:
  1. RMIT insurances:
     a) Student Personal Accident
     b) Public and Products Liability
     c) Professional Indemnity
     d) Workers Compensation for RMIT staff
     e) Workers Compensation for student by Skills for Victoria
     f) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)

- Obligations:
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students
Paid Placement

- Minimum insurance applicable to a paid agreement:
  
  1. RMIT insurances:
     a) Student Personal Accident
     b) Public and Products Liability
     c) Professional Indemnity
     d) Workers Compensation for RMIT staff
     e) Workers Compensation for student by Skills for Victoria (if paid meal allowance)
        OR
        Workers Compensation for student by Host Organisation (if the student is being paid a wage)
     f) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)
  
  2. Host Organisations:
     a) Nil except Workers Compensation for student by Host Organisation if the student is being paid a wage
  
  3. Students:
     a) Travel Insurance (OPTIONAL)

- Obligations:
  
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents
  
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students

Unpaid Placement

- Minimum insurance applicable to an unpaid agreement:
  
  1. RMIT insurances:
     a) Student Personal Accident
     b) Public and Products Liability
     c) Professional Indemnity
     d) Workers Compensation for RMIT staff
     e) Workers Compensation for student by Skills for Victoria
     f) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)
  
  2. Students:
     a) Travel Insurance (OPTIONAL)

- Obligations:
  
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents
  
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students

Note: Minors need parent's or legal guardian's counter signature
TAFE Programs funded under Skills for Victoria program by registered education and training organisations are contracted to deliver government subsidised Training Services to eligible individuals under the Victorian Training Guarantee.

Refer to TAFE Overseas placement process

Note: Minors need parent's or legal guardian's counter signature

Paid Placement

- Students must be registered and processed through Outward Mobility (I&D)
- Minimum insurance applicable to a paid agreement:
  1. RMIT insurances:
     a) Student Personal Accident
     b) Student travel – Outward Mobility
     c) Public and Products Liability
     d) Professional Indemnity
     e) Workers Compensation for RMIT staff
     f) Workers Compensation for student by Skills for Victoria (if paid meal allowance)
        OR
        Workers Compensation for student by Host Organisation (if the student is being paid a wage)
     f) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)
  2. Host Organisations:
     a) Nil
- Obligations:
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents to the program coordinator via ISOS
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students

Unpaid Placement

- Students must be registered and processed through Outward Mobility (I&D)
- Minimum insurance applicable to an unpaid agreement:
  1. RMIT insurances:
     a) Student Personal Accident
     b) Student travel – Outward Mobility
     c) Public and Products Liability
     d) Professional Indemnity
     e) Workers Compensation for RMIT staff
     f) Workers Compensation for student by Skills for Victoria
     g) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)
- Obligations:
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents to the program coordinator via ISOS
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students
Note: *Minors need parent’s or legal guardian’s counter signature*

**Paid Placement**
- Paid non credit bearing placements should not be approved as the student is engaged in an employment relationship

AGREEMENT: N/A

**Unpaid Placement**
- Overseas training and placements MUST be registered and processed through Outward Mobility (I&D)
- Minimum insurance applicable to an unpaid agreement:
  1. RMIT insurances:
     a) Student Personal Accident
     b) Student travel – Outward Mobility (Overseas only)
     c) Public and Products Liability
     d) Professional Indemnity
     e) Workers Compensation for RMIT staff
     f) Medical Indemnity (Only for Laboratory Medicine, Biomedical Science, Medical Radiation, Chinese Medicine, Chiropractic, Osteopathy, Myotherapy, Nursing, Pharmacy etc programs)

- Obligations:
  1. Students:
     a) comply with OH&S systems of Host Organisation
     b) notify RMIT of injuries or incidents to the program coordinator
  2. Host Organisation:
     a) notify RMIT of injuries or incidents involving the students

**IMPORTANT:**
Work placement/experience after completion of program is NOT supported

As at 3 May 2013 Fair Work Australia advice is unpaid work experience programs are less likely to involve employment if they are primarily observational and if:
- they are mainly for the benefit of the person
- the periods of the placements are relatively short
- the student is not required or expected to do productive work
- there is no significant commercial gain or value for the business derived out of the work.