Work Integrated Learning (WIL) 3-Way Agreement

WIL Agreement between RMIT, an Organisation and a Student
(No Intellectual Property)

Information Sheet

This agreement is used when an RMIT student attends an external host organisation for a WIL activity and where the Student DOES NOT create any work that attracts Intellectual Property Rights.

RMIT's responsibilities

- Notify Organisation prior to the start of the WIL the details of the WIL Activity.
- Ensure that the Organisation provides the Student with vocational experience, training and skills and that there are opportunities for the Student to meet the objectives of the WIL Activity, monitor and supervise the Student's progress and provide feedback to all the parties.
- Where required by law, ensure that a Student has or obtains any necessary licences, approvals, police checks, working with children checks or registrations required for the WIL Activity.
- If RMIT has knowledge of a Student's medical condition or disability that may affect the Student's performance while undertaking the WIL Activity, and the Student has given RMIT consent (in writing) to RMIT discussing the matter with the Organisation, inform the Organisation of any requirement for it to provide the Student with reasonable adjustments in the workplace.
- RMIT to check prior to the WIL Activity, of any requirement that the Student obtain a licence, approval, police or working with children check or any registration, and specify at Item 10 if so required.
- Notify Organisation if student ceases enrolment in the Program.
- Ensure that the Organisation provides the RMIT WIL Practitioner with a physical space within the Organisation to meet with the Student.
- Enquire whether the Organisation is accredited by an accrediting body.

Student's responsibilities

- Ensure that he or she dresses in a manner consistent with the Organisation’s staff and where applicable wear RMIT Student identification.
- At the completion, return to the Organisation all of its property and documents in his or her possession.
- The Student may inform RMIT if he or she has any medical condition or disability that may affect his or her work performance and require reasonable adjustments during the WIL Activity.
- RMIT to inform the student that the Student’s personal and health information collected for the purpose of enrolment and facilitating the WIL Activity may be disclosed by RMIT to the Organisation for any purpose relating to the WIL Activity.

Overseas WIL

Where the WIL Activity is outside Australia, RMIT to ensure that the Student has:

- Registered with the RMIT Global Mobility office by completing the overseas program student agreement and acceptance of offer.
- Taken out and maintain adequate travel insurance and register their travel insurance with the RMIT Global Mobility office.
- Completed the eLearning module sent to the Student's email address from International SOS.
- Uploaded the eLearning certificate to the Student’s mobi application under the questionnaire section.

Insurance

For all circumstances, the Organisation must take out and maintain public liability insurance.

Higher Education Programs

If the Student is undertaking a Higher Education Program, RMIT has the following insurances:

- workers’ compensation, public liability, professional indemnity to cover liability for RMIT’s staff supervising the Student at the Organisation’s premises; and
- personal accident, professional indemnity (including medical malpractice where applicable) and public liability insurance to cover the Student undertaking the WIL Activity.

Vocational Education Programs

If the Student is undertaking a Vocational Education Program, RMIT has the following insurances:

- worker’s compensation, public liability, professional indemnity to cover liability for RMIT’s staff supervising the Student at the Organisation’s premises; and
- student personal accident, professional indemnity (including medical malpractice where applicable); and
- public liability insurance to cover the Student undertaking the WIL Activity.

- The Student is covered for worker’s compensation insurance in accordance with Victorian worker’s compensation and vocational education legislation.

Intellectual Property

Intellectual property created by a Student during the WIL Activity remains the property of the Student unless otherwise agreed in writing.

Confidentiality and Privacy

Students and RMIT staff should keep confidential any information which is regarded by the Organisation as confidential and is not generally available to the public.