

# Work Integrated Learning (Internship)

## Policy and Procedure

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## 1. PURPOSE

JMC Academy offers its students the opportunity to undertake Experiential Education by way of Work Integrated Learning (WIL).

At JMC Academy these experiences are referred to as ‘internships’. Internships are not jobs; rather they provide JMC Academy students with a structured real-world work experience, aligned to academic outcomes, as part of their preparation for making the transition from student to graduate.

JMC Academy is motivated to provide students with internship opportunities that have sound educational value and provide an opportunity for students to:

- Initiate and/or further develop relationships with professionals in their discipline,
- Further prepare themselves for how to work as a professional in their discipline,
- Further increase their technical and creative skills base, and
- Investigate potential areas of employment.

The Work Integrated Learning Policy and Procedure sets out the principles that are applied to the management of Work Integrated Learning at JMC Academy and describes the steps that are to be taken to manage the work integrated learning component of an accredited higher education qualification.

## 2. SCOPE

The Work Integrated Learning Policy and Procedure applies to all JMC Academy:

- JMC Academy students enrolled or applying to be enrolled in a dedicated work integrated learning (internship) unit of study,
- JMC Academy staff,
- Internship ‘host employer/s’, and
- Intern workplace supervisor.

For the purpose of this policy and procedure, staff includes all employees, contracted lecturers and tutors and guest lecturers at JMC Academy.

## 3. DEFINITIONS

All definitions are located in the *JMC Academy Glossary*.

## 4. POLICY

4.1. JMC Academy’s curriculum is designed with a focus on applying theory to practice, where the practice simulates real work experiences. Consequently, a wide range of skills, knowledge and attributes are embedded in the curriculum, including employability skills. JMC Academy recognises value in providing its students with an opportunity to apply their skills and knowledge in relevant real-world workplaces as ‘interns’. Consequently, JMC Academy offers eligible students an opportunity to undertake Work Integrated Learning, namely, to be an ‘intern’ through an internship unit of study, that is integrated into the curriculum design of a JMC accredited qualification.

4.2. General Requirements

4.2.1. WIL activities (internships) may include a diversity of activities including observing workplaces, technical professional experience, business and community placements and

projects, professional on the job training, simulations and virtual work experience or any combination of these activities.

- 4.2.2. Internships are designed to support JMC Academy's strategic plan to improve student learning and engagement, and to support the achievement of work readiness and graduate employability.
- 4.2.3. Internships shall be considered in qualification design. WIL activities and programs will be integrated and have specific unit and course learning outcomes.
- 4.2.4. WIL activities will be designed to integrate work-related practice with teaching and learning and must provide for proper monitoring and assessment.
- 4.2.5. Where third parties (industry partners, agents, or other consultants) are involved in the delivery or negotiation of Internships, JMC Academy takes responsibility for quality assurance.
- 4.2.6. The Academic Board approves the Internship unit.

#### 4.3. Availability of WIL (Internship)

All JMC Academy accredited qualifications will contain one WIL unit (Internship) as a way of providing students with the opportunity to participate in real world work experience, aligned to academic outcomes, as part of their transition from student to graduate.

- 4.3.1. Internships are only available to undergraduate students:
  - 4.3.1.1. In trimesters five (5) or six (6) of their studies, and
  - 4.3.1.2. With at least a credit grade average for trimester four (4) or trimester five (5) previously completed units.
- 4.3.2. In acknowledging the diversity and range of Internships, individual qualifications may adapt approaches and practices appropriate to their field.
- 4.3.3. Internships for international students must comply with the student's visa conditions.

#### 4.4. Integrating WIL (internship) in the qualification, unit design and curriculum

As JMC Academy's curriculum is designed with a focus on applying theory to practice, where the practice simulates real work experiences it is important that:

- 4.4.1. Internships are a formal part of a qualification structure and integrated as one unit.
- 4.4.2. Internships have explicit learning outcomes and assessments related to work activities.
- 4.4.3. The relevant Unit Outlines will state the approximate total number of weeks and hours per week the students are expected to participate in internship activities including the contacting protocol, hours, preparation, learning outcomes and assessments of learning outcomes.
- 4.4.4. Opportunities for Internships are considered during any course review process.

#### 4.5. WIL (Internship) Supervision

As JMC Academy seeks to provide JMC Academy students with a structured real-world work experience, aligned to academic outcomes, as part of their preparation for making the transition from student to graduate it is considered important that:

- 4.5.1. Expectations of the internship are realistic between all parties and documented in the related Memorandum of Understanding.
- 4.5.2. The student's goals for the internship aligns to education outcomes.
- 4.5.3. The Head of Department (HoD) has the ultimate responsibility of supervision of students undertaking an internship.
- 4.5.4. JMC Academy students in an internship may be supervised by the JMC Academy internship unit coordinator or a JMC Academy internship supervisor.
- 4.5.5. JMC Academy students will also have a workplace supervisor, nominated by the 'host employer'.

- 4.5.6. The internship site is assessed by JMC Academy to ensure that it has safe and secure work practices, is committed to diversity and equity and is able to provide meaningful work to students.
- 4.5.7. The internship host employer is well informed about JMC Academy, the student and JMC Academy's relevant policies and procedures.
- 4.5.8. Protocols for communication are put in place between JMC Academy, the host employer, and the student.
- 4.5.9. The HoD in collaboration with the workplace supervisor will provide periodic feedback to each student in a timely manner.
- 4.5.10. Students take responsibility for communicating any issues to the HoD and to seek feedback on an ongoing basis.
- 4.6. WIL (Internship) Assessment  
As WIL (internship) is a unit within an accredited qualification, all assessment policies, procedures, guidelines, and codes of conduct of JMC Academy apply.
- 4.6.1. The percentage marks or grades for Internships and assessment criteria must be clearly stated in the Unit Outline.
- 4.6.2. The Head of Department has the ultimate responsibility of assessment of Internships and as such assessment and assessment records must be in accordance with JMC Academy *Assessment Management Procedure*.
- 4.6.3. Any changes to assessments of the internship Unit must be approved according to JMC Academy's policies and procedures.
- 4.6.4. Records of student assessments are maintained in accordance with the *Assessment Management Policy and Procedure*.
- 4.6.5. Opportunities for lapses in academic integrity are minimised, given that the internship supervisor's reports contribute to the overall assessment grade.
- 4.7. Recognition of Prior Learning (RPL)  
Students are able to apply for Recognition of Prior Learning in accordance with JMC Academy's *Credit and Recognition of Prior Learning Policy and Procedure*.
- 4.8. Insurance  
JMC Academy will carry appropriate insurances to protect the student and JMC Academy from any incident or accident that may occur during the period of the internship whilst the student is at the internship site.

## 5. PROCEDURE

### 5.1. Student Application

As the internship unit is an elective unit across all JMC Academy degree qualifications, students must apply to undertake this unit.

- 5.1.1. Eligibility to undertake the unit is restricted to undergraduate students who:
- 5.1.1.1. Are in trimester five (5) or six (6) of their studies, and
  - 5.1.1.2. Have achieved a credit grade average for units completed in the trimester prior to the trimester they are planning to undertake the Internship unit of study.
- 5.1.2. Eligible students can apply to undertake an internship on four different bases:
- Basis A. That they would like JMC Academy to find a suitable employer with whom they can be placed for an internship,
  - Basis B. That they would like JMC Academy to recognise a current and existing employment relationship,

- Basis C. That they would like JMC Academy to recognise an employer known to the student as being suitable for them to undertake an internship,
  - Basis D. That they would like JMC Academy to recognise a current or previous employment relationship as warranting Recognition of Prior Learning for the internship unit.
- 5.1.2.1. **Basis A** - Students apply using the *JMC Academy Internship Student Application Form* indicating that they would like to undertake an internship, and that they need JMC Academy to source a suitable host employer.
- 5.1.2.2. **Basis B** - Students apply using the *JMC Academy Internship Student Application Form* indicating that they would like JMC Academy to recognise an existing employment relationship as being suitable for them to undertake an internship. In this case they also provide:
- Full details of the proposed employer including ABN, address, contact details, website details and nature of business,
  - The work to be undertaken as part of the internship, and how this can be differentiated from the paid work they do for this employer, and
  - A letter from the employer that they are prepared to be an internship host employer for JMC Academy.
- 5.1.2.3. **Basis C** - Students apply using the *JMC Academy Internship Student Application Form* indicating that they would like JMC Academy to recognise an employer known to them as being suitable for them to undertake an internship. In this case they also provide:
- Full details of the proposed employer including ABN, Address, contact details, website details and nature of business, and
  - A letter from the employer that they are prepared to act as an internship host employer for JMC Academy.
- 5.1.2.4. **Basis D** - Students apply for RPL using the *JMC Academy Application for Recognition of Prior Learning form*.

## 5.2. Criteria for selection, approval, and ongoing risk assessment of internship workplaces

- 5.2.1. JMC Academy will provide potential internship workplaces (organised by JMC Academy or nominated by the student) with copies of JMC Academy Internships – Guide for Potential Host Employers, including general information relating to internships.
- 5.2.2. The criteria for selection and approval of work-based sites require an assessment of the host employer's:
- 5.2.2.1. Capacity to offer or accommodate a structured program of meaningful work to students,
  - 5.2.2.2. Capacity to offer that work in a safe working environment,
  - 5.2.2.3. Commitment to diversity and equity, and
  - 5.2.2.4. Provision of appropriate equipment to enable the student to undertake the internship.

These requirements are outlined in the JMC Academy Host Employer Suitability Checklist. All Internship sites must meet these requirements.

- 5.2.3. Initial assessment of the site is implemented via a site visit by the internship/unit coordinator, inspection of the site, interviewing of the workplace supervisor, providing any assistance and support required by the workplace supervisor and establishing that all the requirements of the suitability criteria are met.

- 5.2.4. For host employers who have an ongoing relationship with JMC Academy, the requirements of the JMC Academy Host Employer Suitability Checklist must be confirmed as being met each time a new internship is proposed for that workplace.
- 5.2.5. Sites that do not meet the criteria will not be used or recognised by JMC Academy.
- 5.2.6. For sites that meet the selection criteria the internship/unit coordinator will establish a folder for a host employer that initially contains:
  - 5.2.6.1. Copies of completed JMC Academy Host Employer Suitability Checklist forms,
  - 5.2.6.2. Copies of completed JMC Academy Internship Student Application Forms relating to that host employer, and
  - 5.2.6.3. Originals of MOUs.
- 5.2.7. JMC Academy maintains a register of internship host employers and a register of interns.

### 5.3. Internship host employer Memorandum of Understanding

- 5.3.1. JMC Academy will sign agreements by way of memorandum of understanding (Internship MOU) with the workplaces to be used for all the internships which set out:
  - 5.3.1.1. ABN/ACN and contact details of the host employer,
  - 5.3.1.2. Roles and responsibilities for each party,
  - 5.3.1.3. Nature of the services related to the unit of study provided by the host employer's workplace,
 and confirming that the host employer:
  - 5.3.1.4. Has a defined set of copyright and intellectual property policies and procedures,
  - 5.3.1.5. Has identified a workplace supervisor for the intern,
  - 5.3.1.6. Can make available the facilities and resources required for the intern to undertake their internship,
  - 5.3.1.7. Can support and facilitate the student undertaking their internship,
  - 5.3.1.8. Will allow students to take photographs or screenshots of work related to their internship to support assessment requirements,
  - 5.3.1.9. Will assign a workplace supervisor to the student for the duration of the internship,
  - 5.3.1.10. Is available for planned visits to the student from JMC Academy while on placement, and
  - 5.3.1.11. Is aware of their responsibilities and obligations to ensure the safety of the student while undertaking the placement and have available JMC Academy's emergency contact details.

### 5.4. Agreement of student for internship

- 5.4.1. On successful application for an internship the student will be:
  - 5.4.1.1. Offered a place in the internship unit, subsequent to a suitable host employer being secured, or
  - 5.4.1.2. Have their existing employment relationship or known employer agreed as an internship host employer, or
  - 5.4.1.3. Advised to complete an *Application for Recognition of Prior Learning form*.
- 5.4.2. In any case the success of their application will be formally offered in writing and formally accepted by the student. The letter of offer will be recorded and retained for a minimum of two (2) years. On accepting a place in the Internship unit, the student will sign the Memorandum of Understanding (Internship). The MoU will also be signed by a

JMC Academy Campus Director and/or Head of Department, and the Host Employer's representative.

5.4.3. The Memorandum of Understanding (Internship) includes:

- Roles and responsibilities for each party,
- Specification of the nature of the work of the student as an intern,
- Name and position of the proposed internship supervisor,
- Location(s) of the internship,
- Duration of the activity,
- Expectations of student performance,
- Number of students that can be accommodated,
- Assumed level of knowledge of the students,
- Costs/fees (if any),
- Student induction activities,
- Supervision arrangement,
- Insurance,
- Intellectual property,
- Specific technical requirements,
- Liaison person, and
- Dispute resolution processes.

5.4.4. Internship agreements for each student will be retained for a period of two (2) years after the student has completed training for insurance purposes.

5.4.5. On unsuccessful application to undertake Internship, the student will be advised of that outcome in writing and requested to meet with their Head of Department to discuss their options.

## 5.5. Host Employer Induction

5.5.1. The Internship Coordinator will induct each workplace prior to a student commencing an internship. The program will include JMC Academy's responsibilities to students, including:

- 5.5.1.1. Ensuring a safe workplace,
- 5.5.1.2. Orientation of students to the Internship program,
- 5.5.1.3. Supporting students in the workplace, and
- 5.5.1.4. Monitoring attendance and progress.

5.5.2. The Host Employer's responsibilities to the intern are:

- 5.5.2.1. Assuring their workplace safety and wellbeing, and if there is an accident or incident, implementing their appropriate recovery/emergency procedures immediately,
- 5.5.2.2. Making room for the intern in their workplace so they feel part of the team,
- 5.5.2.3. Monitoring attendance and facilitating their program of work for the internship,
- 5.5.2.4. Working with JMC Academy internship/unit coordinator to organise and conduct site visits to allow monitoring of the student and their progress.

5.5.3. Internship venues will be monitored by JMC Academy to ensure they comply with the agreement. Compliance breaches will result in cancellation of the agreement.

## 5.6. Student Orientation Program

- 5.6.1. Students will be orientated to the conduct of their internship unit by attending an orientation session where expectations of behaviour and the assessment requirements will be covered in detail, as per the Unit Outline.

## 5.7. Internship/Unit Coordinator Role

- 5.7.1. The Internship/Unit Coordinator is fundamental to the efficient management of internships. The Co-ordinator is responsible for:
  - 5.7.1.1. Establishing and maintaining Internship programs,
  - 5.7.1.2. Assessing the level of training and learner support required,
  - 5.7.1.3. Liaising with Campus Directors and HoDs across disciplines to avoid multiple approaches to employers and to ensure a consistent approach.
- 5.7.2. The Internship/unit coordinator will have good organisational and communication skills, knowledge of the industry requirements, and an understanding of the operating procedures, curriculum/syllabus requirements and other issues involved in internships.
- 5.7.3. The JMC Academy appointed Internship/unit coordinator will:
  - 5.7.3.1. Introduce each student to their host employer and their host employer supervisor in person before the students commence their internship,
  - 5.7.3.2. Establish and maintain a register of current internships,
  - 5.7.3.3. Regularly monitor student attendance and performance during site visits to the host employer,
  - 5.7.3.4. Provide mentoring for the workplace supervisor if required,
  - 5.7.3.5. At the completion of each site visit the Internship/unit coordinator spends time with the workplace supervisor to address any issues that may have arisen between visits as well as assisting the supervisor to adequately undertake their role to enable the objectives of the placement to be met,
  - 5.7.3.6. Monitor student logs to ensure the required mix and level of experience is being undertaken and that the log is being completed correctly,
  - 5.7.3.7. Identify whether or not a student is receiving the required mix and level of experience and implement appropriate remedial action to correct the situation if required,
  - 5.7.3.8. Contact the student's worksite regularly to verify the attendance and participation of the student with the workplace supervisor and discuss the student's participation and progress.

## 5.8. Host Employer Supervisors Report

- 5.8.1. At the end of the internship the host employer supervisor of the student will complete the *JMC Academy Host Employer Observation Form*, which will inform the assessment of the student by a JMC Academy assessor.

## 5.9. Workcover/Insurance

- 5.9.1. JMC Academy has specific accident insurance that covers students in various, including those students undertaking internships.

## 6. RELATED DOCUMENTS

- 6.1. JMC Academy Glossary
- 6.2. JMC Academy Internship Student Application Form
- 6.3. JMC Academy Host Employer Observation Form

- 6.4. JMC Academy Host Employer Suitability Checklist
- 6.5. JMC Academy Internship Procedure Checklist Form
- 6.6. JMC Internship Register Host Employers
- 6.7. JMC Internship Register Students
- 6.8. JMC COL401 Internship Unit Overview
- 6.9. JMC Academy Internships – Guide for Potential Host Employers
- 6.10. JMC Academy Internships – Host Employers Induction
- 6.11. Academic Integrity Policy and Procedure
- 6.12. Assessment Management Policy and Procedure
- 6.13. Credit and Recognition of Prior Learning Policy and Procedure
- 6.14. Schedule A: JMC Academy Academic Quality Assurance Framework

## **7. RELEVANT LEGISLATION**

- 7.1. Higher Education Support Act 2003 (Cth)
- 7.2. Higher Education Standards Framework (Threshold Standards) 2021

## **8. POSITIONS RESPONSIBLE**

- 8.1. Chief Executive Officer
- 8.2. Heads of Department
- 8.3. Campus Directors
- 8.4. Student Services
- 8.5. Internship coordinators/unit coordinators.

## 9. APPROVAL INFORMATION

Approval Authority	Governing Council
Health Check approval authority	JMC Academy CEO
Review date	12/02/2028

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Dean, Quality	14/09/2021	15/11/2021	Amendments as per external reviewer's recommendations. <b>Work Integrated Learning (Internship) Policy</b> and <b>Work Integrated Learning (Internship) Procedure</b> have been merged into one document.	Superseded
	JMC Academy CEO	03/08/2021			
1.1	CEO	12/02/2025	12/02/2025	Position/s and References and Acknowledgements updated.	Current

*Version control tables from previous Policies and Procedures reside in the original documents.*

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