



IBL Program Guide

Australia Wide Personnel Industry Based Learning (IBL) Program

This Guide has been written for the benefit of IBL Placement Providers. It addresses commonly asked questions, and provides further supporting information on the Australia Wide Personnel IBL Program.

Who is Australia Wide Personnel?

Since 1979, Australia Wide Personnel has focused its energies on developing specialist recruitment services for engineering, manufacturing and technical clientele. The business handles permanent, casual, contract and temporary staff assignments and operates from offices in Forest Hill and South Melbourne, Victoria.

What is Industry Based Learning (IBL)?

Industry based learning (IBL), is a form of cooperative education between industry/commerce, Universities and Students undertaking courses leading to professional qualifications. It is also known as an internship, workplace integrated learning, a 'sandwich' year or simply 'co-op' placement.

This system of placing Students into organisations for a substantial period is designed to enhance Students' learning by assimilating their academic studies into a real world/real workplace situation. IBL is a paid placement for the Students, either via scholarship award, as a direct salaried employee or a contract employee.

Which Students can participate in the IBL Program?

Any Student who:

- is currently enrolled full-time in an accredited degree offered by Monash, RMIT or Victoria Universities who has met eligibility requirements; and
- has successfully completed as a **minimum**: the 1st three (3) semesters of a two (2) or three (3) year degree or diploma, or the 1st four (4) semesters of a four (4) or five (5) year degree/double degree; and
- can satisfy Australian residency/visa requirements.

Most commonly, Students are encouraged to undertake their IBL placement during or at the end of their third year level studies.

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IBL Subject Status

For Students who attend educational institutions that are partnering with the Australia Wide Personnel IBL program, IBL is an assessable subject. These institutions are currently Monash, RMIT and Victoria Universities. Final results are recorded as PASS or FAIL. The basis for all Assessment Tasks is the analysis and demonstration of personal and professional learning that has been achieved. These tasks will be presented in line with Engineers Australia criteria for Chartered Engineer status.

Who can be a Placement Provider?

A Placement Provider is any organisation which provides a Student with a suitable position within their organisation to undertake their IBL Program. The Placement Provider must be an organisation which operates specifically in an area where a Student may learn about their chosen field of study, in a day to day practical sense.

The Placement Provider must also have employees qualified and practicing in the discipline for which a Student is studying, and who are able to undertake supervision (direct or indirect) of a Student.

Placement Duration

Placements are usually for twelve (12) months (or occasionally six (6) months), commencing December/January, or June/July of each year, to fit with the Student's academic study calendar. Where a Placement Provider initially decides to offer a placement for six (6) months, and then wishes to continue for a further six (6) month period, they may do this with the agreement of the Student.

What are the Benefits of IBL?

Benefits for Placement Providers:

- Satisfaction of contributing to the professional development of new entrants to their profession and Australian industry
- The opportunity to have projects/tasks completed in the workplace which may not otherwise be possible to achieve
- Gaining fresh ideas and insights from talented and enthusiastic Students
- The opportunity to provide training to your own employees via a supervisory experience with the Student(s)
- The opportunity to closely assess a potential new employee over an extended period
- Providing future talent with a head start in industry upon graduation
- Linkage with Universities for other possible partnering arrangements

Benefits for Students:

- Paid professional experience and development in a real-world environment
- Greater motivation, enhanced learning ability and understanding on return to academic studies, potentially leading to higher grades
- Exposure to resume preparation, interview and presentation techniques
- Potential ongoing work and future offers of employment
- Real work-readiness on graduation

Placement Options

There are three options which Placement Providers can select from in placing a Student with their organisation. Options 2 & 3 are based on an annual salary of around \$35,000 - \$38,000 plus superannuation. Six month placements would be paid on a pro-rata basis.

Australia Wide Personnel's fees are detailed with each option.

Option 1 Direct Hire

The Student is employed directly by the Placement Provider on a fixed term tenure. A normal employee/employer relationship exists between the Placement Provider and the Student for the period of the placement.

AWP Program Establishment Fee = \$3,500 plus GST

AWP Program Management Fee = \$900 per semester plus GST

Option 2 Contract Placement

The Student is on-hired through Australia Wide Personnel to the Placement Provider. The Student is an employee of Australia Wide Personnel and we are responsible for the administration of payroll, payroll tax, superannuation and WorkCover.

AWP Charge Rate = \$30.87 to \$32.97 per hour plus GST

Option 3 Scholarship

The Student receives a scholarship from the Placement Provider. There is no employment relationship in place between any of the parties and the scholarship is administered by Australia Wide Personnel. As such there are no WorkCover or superannuation obligations.

A charge for payroll tax at the current rate of 5.15% may be applicable - SRO ruling pending. At the time of publishing this document, Australia Wide Personnel had received a draft ruling from the Australian Tax Office stating that scholarship funds received by the Student are not subject to income tax. We are awaiting advice that the final ruling has been published in the Commonwealth Gazette. Likewise, we have applied for a ruling from the ATO in relation to the deductibility for the Placement Provider of the scholarship funds provided.

Our suggested scholarship range is from \$22,000 to \$30,000 for a 12 month placement. To assist you in determining the value of your Scholarship our recommendations are as follows:

\$22,000 - \$24,000 – TAFE Students

\$24,000 - \$27,500 – University Students who have successfully completed two years of a three year degree.

\$27,500 - \$30,000 – University Students who have successfully completed three years of a four or five year degree.

AWP Program Establishment Fee = \$3,500 plus GST

AWP Program Management Fee = \$1,200 per semester plus GST

Future Permanent Placement Fees

If a Placement Provider decides to offer a permanent role to the successful IBL Student after they have graduated, there will be no permanent placement fee. If the Placement Provider later recruits one of the IBL Students who were unsuccessful for their IBL position, then a fee will be invoiced equivalent to the value of the AWP Program Establishment Fee.

Student Selection for an IBL Placement

AWP conducts behavioural based interviews on all Students who have registered their interest in the IBL Program. Once a Placement Provider has instructed AWP to source an IBL Student(s) and supplied AWP with a Position Profile and Position Requisition, the details will be communicated to all relevant registered Students.

After receiving Student interest, AWP will present the Placement Provider with a shortlist of recommended Students together with their resume, academic transcript and interviewer's comments. AWP will organise Student interviews with the Placement Provider and make an offer to the successful Student(s).

What are the Placement Providers Responsibilities?

Assignment Duties

The Placement Provider is expected to provide meaningful and challenging learning tasks and projects to the Student during the IBL placement period. To this end, a Position Profile must be supplied to AWP outlining the intended learning tasks.

Placement Environment

The Placement Provider must provide a safe environment and ensure as far as is reasonably practicable that the Student is not exposed to health and safety risks, including discrimination or harassment of any nature as required by Government legislation.

Insurance

The Placement Provider must take out, keep current and produce to AWP and/or the Educational Institution on request, evidence and sufficiency of public (including product) liability and professional indemnity insurance to an amount of not less than \$5,000,000, and any other insurance required by law.

Supervision by the Placement Provider

The Placement Provider will appoint a direct supervisor for the Student for the duration of the placement. This Supervisor will provide assistance and guidance to the Student, and will regularly undertake progress and performance reviews with the Student in order to maximise learning achievement. Supervisors (direct or indirect) must be qualified and practicing in the discipline for which the Student is studying.

Placement Provider Notification to AWP

The Placement Provider must **immediately** advise AWP when they become aware:

- that the Student is absent due to serious accident or illness,
- that Student absences exceed 3 days without provision of a Medical Certificate or other approved leave of absence,
- that there is a change in the supervision arrangements.

Termination and breach by any party

By providing 14 days written notice to the other parties, any party may exit the placement where:

- a party has breached its obligations under the IBL Program and not rectified the breach within 7 days after receiving notice of the breach from any other party;
- the Student transfers, finishes, defers or for any other reason is no longer enrolled as a Student of their educational institution;
- the Placement Provider has withdrawn its support of the IBL placement due to severe company circumstances and after agreement with AWP that withdrawal is reasonable.

What are the Student's Responsibilities?

The Student has an obligation to ensure that they abide by the Placement Provider's policies and procedures whilst diligently carrying out their allocated position responsibilities in a mature and cooperative manner. They will need to be alert to the confidentiality of the Placement Provider's information, remembering also that any intellectual property or copyright work which is generated by them whilst on placement, is, and remains, the property of the Placement Provider.

How is Student Learning Assessed?

Students are required to submit various assessment tasks to their nominated Academic Supervisor, to demonstrate learning outcomes. Briefly, these tasks consist of:

- Maintaining a journal throughout the placement,
- Submitting a report for each semester of placement (in line with Engineers Australia's Chartered Engineering Status Criteria),
- Conducting an oral presentation, near the end of their placement.

Placement Providers are requested to generally monitor Student learning, and to read and sign off the Student's assessment submissions (written reports etc.), checking for accuracy and confidentiality of material. Placement Providers will also be required to complete an IBL feedback questionnaire at the conclusion of the placement, which will assist the Student to focus on areas for future development.

Academic Supervisors

An Academic Supervisor will be allocated for each Student from the educational institution in which the Student is enrolled, and they will visit/maintain contact with the Student during the placement. This person will also record and assess tasks submitted for the IBL subject.

Student Progress Review

Suitably experienced staff from AWP will conduct progress visits for each Student at least once each semester of placement, following up on any queries or issues which may arise.

If you have any questions about the Australia Wide Personnel IBL Program please contact:

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