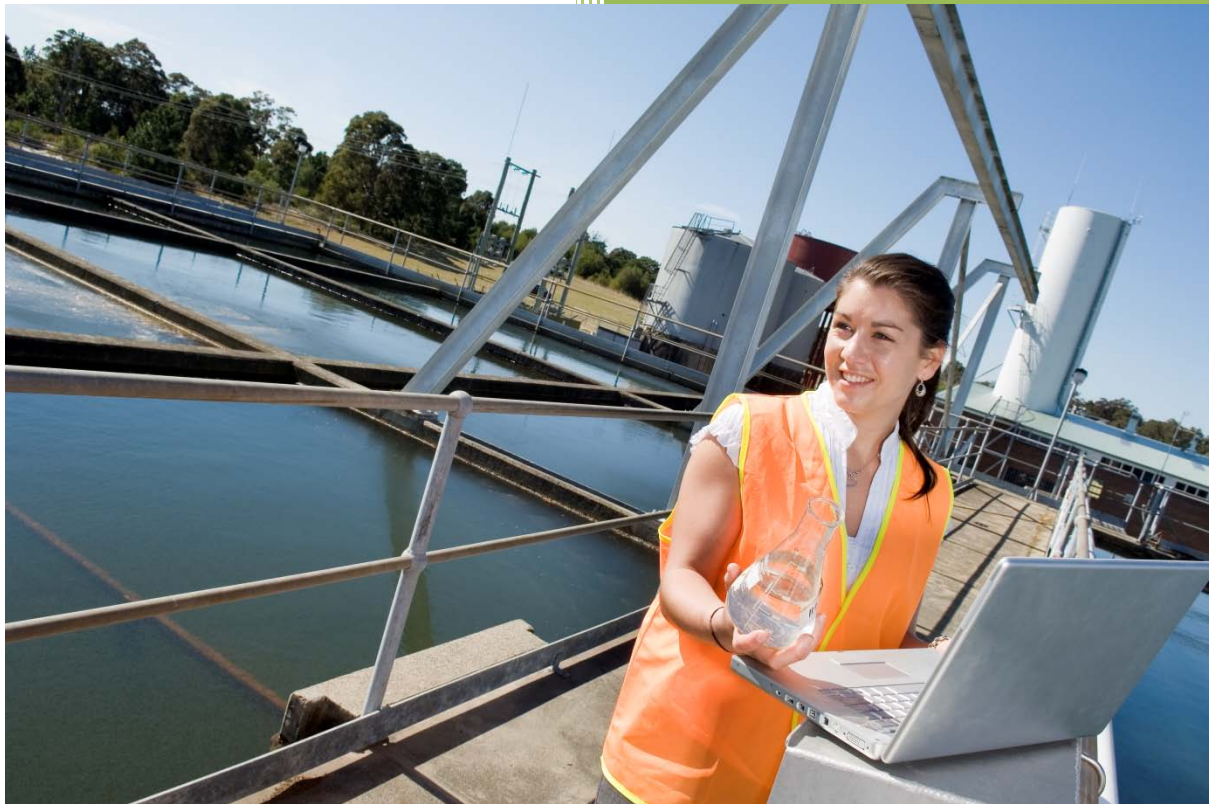


UNISS

Sponsorship Manual



Version 1.0

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Dear New Sponsor,

Congratulations on the appointment of your new scholar/s to the Industry Scholarships program. I look forward to working with you to ensure that your experience of the Industry Scholarships program is a positive and beneficial one. Whilst sponsors may have differing motivations for choosing to sponsor a student, the mutual vision that we share is that the scholar gain a valuable insight into their chosen industry, develop a comprehensive skill set beyond what could be achieved at university alone, and continue on to a rewarding career. To achieve this outcome it is important that we share the role of ensuring the scholar is given a safe, enjoyable and educational industry placement experience with clearly defined expectations.

The accompanying material has been designed to ensure that you have a complete understanding of the Industry Scholarships program to ensure that the industry placement environment is prepared to give the student a comprehensive learning experience. The Industry Scholarships office has endeavoured to provide you with a clear guide to the Industry Scholarships program however we cannot prepare for every eventuality that may arise. In these instances, timely communication with the Industry Scholarships office will ensure your concerns are addressed. As such I would encourage you to maintain contact with our office before, during and after a scholar's industry placement.

It is important to note that whilst we encourage you to create a welcoming environment for your scholar and to treat them as one of the team, the scholar is not an employee. Their scholarship is not considered employment and as such many of the implications for students regarding Occupational, Health and Safety, Illness and Absence and Industrial Relations will need to be dealt with in consultation with the Industry Scholarships office.

I hope the accompanying material will assist you with managing your scholar whilst on placement. I trust that your experience of the Industry Scholarships program, as with so many other companies, is a positive one and that your relationship with your scholar continues well beyond their scholarship.

Yours sincerely,

Angela Samuels

Industry Scholarships Manager

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Co-ordinating an Industry Placement

Once a scholar has formally accepted a scholarship we invite you to call them and offer them your congratulations. This is an opportunity to gauge the scholar's academic workload and determine the best time to start industry placement.

The industry placement component of a student's scholarship is a vital part of their learning and obviously integral to your involvement in the scholarship program. Generally students will undertake the majority of their placement over the end of year break. The Industry Scholarships Sponsorship Agreement contains a list of key University dates to aid in determining the best time for industry placement (these dates are also available via the University website). Please remember that Industry Scholarships scholars are expected to maintain at least a credit average throughout their studies, therefore it is important that placements do not impact on their capacity to study, attend class and sit exams.

Once the industry placement dates have been determined the scholar is required to fill out a placement form which provides UNISS with information about their placement location and direct contact details for their placement supervisor. This may also be a good time to look ahead and see if there are any developmental or social activities that the scholar should be included in such as internal training activities or Christmas parties.

When determining the best way to ensure the scholar gains a comprehensive learning experience we have found overtime that the following strategies work best for most companies:

First Placement

At this point the scholar will be completing or have completed their first year of academic study. Many of the subjects covered in the first year of study are general, focussing on core skills.

- Where possible move scholars around different units/departments of the organisation throughout placement to gain a 'big picture' view of the company.
- Whilst the focus for the first year will be on observing the company's operations we encourage you to ensure that there are predetermined tasks for the scholar to achieve in order to keep them engaged throughout their industry placement

Second Placement

Scholars will be starting to develop skills specific to their course and will begin to develop practical skills.

- Scholars should be encouraged to work as part of the team. Include them in team meetings and allow for them to have input into projects where possible.
- It is important for scholars to be challenged by their placement, Industry Scholarships scholars are high achievers and will perform best when given benchmarks with which to measure their performance.

- Scholars are often given small projects to handle autonomously in this placement. It is important they are given the tools they need to find the right information and have a strong sense of who in their team can help them if they need advice.

Full Year Placement

At this point scholars should be developing a strong sense of their specific talents and abilities. Where possible have a discussion with the scholar about the best place to put them within your company prior to their placement.

- Scholars are regularly involved in problem solving on both autonomous tasks as well as for group activities.
- Scholars are encouraged to push their skills and abilities within the context of their chosen career in order to determine where they are best suited and to identify areas of weakness in their work.
- This placement is an opportunity for them to follow a long term project from beginning to end.
- Scholars who are achieving beyond their expected task loads may be given additional challenges relevant to their industry including budgeting, managing tradespeople or planning.
- As this may be the last formal contact you have with the scholar now is the best time to discuss future options with your company.

For more detailed instructions on preparing for industry placement see the *UNISS Industry Placement Checklist for Supervisors* [Appendix A].

Industry Placement Reporting and Evaluation

Within each and every year of industry placement the scholar is required to complete a placement report which outlines their industry experience and provides an opportunity for them to reflect on their experiences which they can compare to their educational ones. Your scholar will be required to complete their report within two weeks of finishing their placement and you will be sent a copy of this report.

At the point a scholar finishes placement they will send their immediate supervisor an evaluation form to complete which will then be sent back to the Industry Scholarships office for review. The compilation of the scholar's report, the scholar's evaluation, their supervisor's evaluation and their academic results will form the basis for the UNISS office decision to continue the student's scholarship.

Illness and Absence from Industry Placement

If a scholar is ill and unable to attend industry placement we expect that they will call you to explain that they will be absent. Should this occur for three days or more then the scholar will be expected to provide written advice from a medical practitioner to the UNISS office.

If a scholar is absent from placement and unable to satisfactorily explain an absence then we request that you provide the Industry Scholarships office with details of the absence for us to follow up on immediately.

Travel

During industry placement it is common for a scholar to be required to travel to locations other than their local region. On these occasions it is expected that the scholar will be reimbursed for expenses incurred whilst travelling including accommodation, airfares, car hire, meals etc by their sponsor company.

Where a scholar is required to travel away from their principle work placement location either overseas, interstate or intrastate the Industry Scholarships office requires that you make the dates and locations of travel known to us.

Occupational Health and Safety

One frequently asked question from Sponsor companies relates to occupational health and safety. As for anyone onsite at your workplace, you have a responsibility under Workcover obligations to ensure that activities carried out on your premises are conducted in a healthy and safe manner. When a scholar is on industry placement it is expected that the scholar will be inducted into the workplace and given adequate supervision as if they were a staff member.

This includes:

- A safety induction when first onsite
- Provision of Personal Protective Equipment (as required)
- Inclusion in safety updates and briefings
- Training for specific high risk activities and on high risk equipment
- Monitoring and counselling to identify and remediate hazardous work practices

Should a scholar be conducting work placement in a manner that you deem to be unsafe please:

- a) request the scholar to discontinue work placement and;
- b) contact the Industry Scholarships office for further advice.

Injury whilst on Industry Placement

If a scholar is injured whilst on industry placement it is important to follow these steps:

- Apply First Aid
- Call an Ambulance (if necessary)
- Seek Medical Assistance
- Report the incident to the Industry Scholarships Office

It is important to note that a Scholar on industry placement **is not covered** under your Workers Compensation Insurance and as such will need to claim Personal Accident Insurance under the University's cover.

The scholar will have specific details of the process to follow when seeking medical coverage whilst injured on placement however for your information the process is as follows:

- When seeking medical attention a scholar IS NOT to claim expenses as workers compensation.
- If any services can be provided through Medicare then the scholar should claim them as such.
- If any services are covered under a scholar's private Health Insurance then they should claim them as such.
- Any further expenses incurred to the scholar should be claimed from the University Insurer by completing the claim form which is available from the University's website at: <http://www.newcastle.edu.au/service/risk-assurance/insurance/policies/personal-accident.html>

Events and Recognition

During the academic year a range of functions and awards are held to support both the sponsor and the scholar in maintaining a productive relationship and to recognise excellence in academic performance, industry placement and supervision. When invited to attend these events it is important that the sponsor company send a representative to support their scholar/s. It has been noted by sponsors that attending these events provides a beneficial additional link with the scholar as well as a useful networking event with like minded companies.

Industry Scholarships functions include:

- A Welcome Reception – for new scholars and their sponsors
- Annual Dinner – for all sponsors, scholars and discipline representatives
- Farewell Breakfast - for graduating scholars and their sponsors

During the Annual dinner a number of awards are given for those excelling within the Industry Scholarships program. These awards recognise excellence and outstanding achievement during industry placement and recognise the role of the company in providing a development experience.

Employment outside of Industry Placement

On many occasions as a scholar progresses through industry placement they may demonstrate themselves as an asset to their sponsor and in doing so the sponsor may choose to offer them additional paid hours of work. It is important to note that any additional paid work is considered employment and thus not subject to the requirements of the Industry Scholarships scholarship. The Industry Scholarships office does not consider such work as a component of the industry placement arrangement and whilst completing such work the scholar would not be covered by the University's Professional Public Indemnity or Public Liability Insurance.

Code of Conduct

This code which comes as an attachment can be downloaded from

<http://www.newcastle.edu.au/unit/hrs/policy/code-of-conduct-000059.pdf>

This document applies to students, staff, conjoints, volunteers, University Council members and external members of University committees, who are to uphold the values and comply with the code in their studies, the performance of their duties and in their endeavours. Partners, contractors and visitors are to acknowledge and observe the code in their University dealings.

Scholarship Payment

During the development of your contract you would have been informed that the invoicing schedule for your scholarship payments can be either annual or biannual. As the Industry Scholarships program is not an income generating arm of the University it is important that invoices are paid before scholars can receive any payment. If an invoice is not paid in a timely manner the Industry Scholarships office will need to cease payment to the scholar and if the scholar is on industry placement, will instruct the scholar to discontinue any placement until payment is received.

UNISS Office

The Industry Scholarships office is staffed Monday to Friday between the hours of 9:00am and 4:00pm. Please direct enquiries regarding placement to: 02 4921 8998 or industry-scholarships@newcastle.edu.au.

See below for a listing of our staff

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We are located at:

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