



CONTACT DETAILS

Student ID Number:		<div style="border: 1px solid black; border-radius: 15px; padding: 20px; width: fit-content; margin: auto;"> <p>Please place a legible photocopy/scan of your student ID card here</p> </div>	
First Name:			
Family Name:			
Date of Birth:			
Street Address:			
Suburb:			
Postcode:			
Home Phone:		Mobile:	
Swinburne Email:			

(This must be the email address you most regularly use; and must have filter protection set to allow IBL access)

If any of your personal details change, you must notify the university AND the IBL Office as soon as possible.

PROGRAM DETAILS

Program Title:			
Majors:	<input type="checkbox"/> Accounting & Finance	<input type="checkbox"/> Management	
	<input type="checkbox"/> Human Resource Management	<input type="checkbox"/> Marketing	
	<input type="checkbox"/> International Business	<input type="checkbox"/> Other:	
Origin:	<input type="checkbox"/> Local Student	<input type="checkbox"/> International Student	
<p>Please note: Since March 1999, government restrictions do not allow the Faculty of Business and Enterprise to offer international students an Australian IBL placement. There may be limited opportunities for an overseas placement.</p>			

ENROLMENT DETAILS

Subjects enrolled in Semester 2, 2008:

Code	Subject Title

EMPLOYMENT DETAILS

Do you have any part-time or casual work experience? Please specify.

(E.g. Coles Supermarkets - check out 2 years P/T; Spotless Catering - waiting 3 years casual)

Are there any particular areas of work in which you are interested? Please specify.

(E.g. retail, manufacturing, banking, transport, advertising, local government)

DOCUMENTATION

Please attach the following:

Results to July 2008

Resume

Please attach photocopies of original results to July 2008, including subjects/courses studied elsewhere (e.g. TAFE qualifications, other university results).

Without these results and your resume, your IBL registration cannot be processed.

STUDENT DECLARATION

- a. I have read the attached Guidelines and Responsibilities and the IBL Information Collection Statement on Privacy and understand and agree to the contents. (Please retain the attached copy of the Guidelines and Responsibilities and the IBL Information Collection Statement on Privacy).
- b. I am aware of the Swinburne Deed of Confidentiality (IBL) and have read and understood the explanatory notes on the IBL website.
- c. I give express approval for the IBL Office of the Faculty of Business and Enterprise (FBE) to be notified of any applications I make directly to an IBL Employer.
- d. I declare that the information provided by me in connection with this application is true and correct.

Signature:

Date:

Please submit your form and documentation:

1. In person to: IBL Office
Faculty of Business & Enterprise
AGSE 116a
2. By mail to: IBL Office
Faculty of Business & Enterprise
Business Development Group – H25
Swinburne University of Technology
PO Box 218
HAWTHORN VIC 3122
3. Fax to: (03) 9819 2117

Industry Based Learning Program

Guidelines and Responsibilities



The guidelines below are designed to ensure successful operation of the Industry Based Learning (IBL) Program and to protect the interests of the employers, students and the Faculty of Business & Enterprise (the Faculty).

1 The Responsibilities of the Student

Upon acceptance into the IBL program, the student agrees to comply with the following conditions:

- 1.1 Attend workshops and functions organised specifically for the IBL Program and lodge a resume with the IBL Application form.
- 1.2 **Participate in any interview to expedite an IBL placement. If an arranged interview cannot be kept, the employer must be notified in advance of the scheduled interview time.**
- 1.3 Communicate, in writing, all offers rejected directly to the employer. The student's rejection of an offer is final.
- 1.4 Accept a reasonable salary offer without further negotiation.
- 1.5 Notify the IBL Office within five working days of acceptance of a job offer. Complete and return the Employment Details form to the IBL Office within five working days from the commencement of employment.
- 1.6 Once a student has **accepted** an offer from an employer whether **verbally or in writing**, it is final. **Under no circumstances may a student accept another offer after an earlier offer has been accepted.** If a student receives an offer and has other interviews pending and wishes to have extra time to consider the offer, the student **MUST** ask the offering employer for time to consider. If extra time is not granted, the student must accept or reject the offer within the employer's stated acceptance timeframe. Once a student has accepted an offer, any pending interviews from other companies must be cancelled and all outstanding applications withdrawn. Students should contact the Faculty or the employer for advice or guidance should there be any reservations or difficulty deciding on an offer. Students should reject any subsequent offers immediately to allow employers to make further offers to other students. An employer is not normally required to hold an offer open longer than the specified offer acceptance date.

Students who ignore this rule may be excluded from the IBL Program.
- 1.7 Function as an employee for a period of six or twelve months, as specified in the offer of employment.
- 1.8 Study no more than one subject per semester whilst employed in an IBL placement.
- 1.9 **Seek advice if there are any difficulties with a placement and under no circumstances leave an IBL position without prior consultation with the IBL Manager or the academic mentor, and approval from the IBL Manager.** Students who ignore this rule may be excluded from the IBL Program.
- 1.10 **Be available in the IBL placement for mentor visits.**
- 1.11 **Contact the mentor or the IBL Manager immediately if any issue of concern arises in the workplace.**
- 1.12 **Students who apply for an international IBL placement MUST obtain, from the IBL Manager, a copy of the Pre-departure Guide to acquaint themselves with the costs of responsibilities of undertaking an IBL placement overseas.**

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2 Assessment

- 2.1 Each student will be required to maintain a record of the type of work encountered during the year. Details are contained in the Industry Based Learning Unit Outline and will be discussed in workshops.
- 2.2 Each student will complete the learning benchmark document at the beginning and end of the placement, and compile a portfolio with evidence of achievements and learnings as a result of their IBL placement. Details are contained in the Industry Based Learning Unit Outline and will be discussed in workshops.
- 2.3 Each student will be required, as part of their IBL assessment, to complete reports on his/her placement in industry for each semester of the placement. The report should include the variety of problem solving activities encountered and how their experience related to the academic subjects in their course. The report is not to be a rewrite of the diary. Details are contained in the Industry Based Learning Unit Outline.
 - 2.3.1. **The report should be succinct and written in an easy to read style. Students will be asked to resubmit their report if it does not satisfy basic report writing format. The length of each report is specified in the unit outline.**
 - 2.3.2. The student will submit the report to the employer for endorsement prior to submission to the IBL Office.
 - 2.3.3. Reports must be submitted to the IBL Office by the specified date. Reports submitted after the due date will be marked 'Not Pass' unless details of extenuating circumstances are communicated to the IBL Academic Convenor before the due date and an extension to the due date approved by the IBL Academic Convenor.
 - 2.3.4. Reports will be assessed by the academic mentor responsible for the student. A grade of Pass or Not Pass only will be awarded.
- 2.4 Various workshops will be offered throughout the year. Students employed in and around Melbourne will be required to attend these in order to satisfactorily complete their placement. Students who are employed outside of Melbourne and thus cannot attend workshops will need to make alternative arrangements with the IBL Academic Convenor.
- 2.5 Students must satisfactorily complete all assessment components in order to be deemed to have a satisfactory completion of the IBL unit.

3 The Responsibilities of the Faculty

The Faculty is represented by the IBL Manager in matters relating to the Faculty's IBL Program. The Faculty will:

- 3.1 Provide students with information regarding employers interested in the program.
- 3.2 Run information sessions each year to acquaint students with IBL procedures and events where students may meet prospective employers.

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- 3.3 Notify students of Careers and Employment Unit workshops to equip students with application, resume writing, interview and presentation skills
- 3.4 Notify employers of student examination periods to ensure employers are aware of students' University commitments when arranging IBL interview schedules.
- 3.5 Provide employers and students with a copy of these guidelines.
- 3.6 Within five working days of the receipt of the completed IBL Employment Details form by the student, assign a member of the academic staff to each student to act as a mentor. Where possible, the mentor will be from the student's major discipline.
- 3.7 Act promptly to address any concerns about the safety of the workplace.

Note: Students should not have an expectation that Faculty staff members will provide references to support job applications.

4 The Responsibilities of the Academic Mentor

- 4.1 Contact the student within 10 working days of being assigned as the academic mentor, normally within the first 20 working days from the commencement of employment.
- 4.2 Establish a schedule of visits, preferred methods and frequency of communication with the student, visiting the workplace at least twice in a twelve-month placement.
- 4.3 Act promptly to address any concerns about the safety of the workplace.
- 4.4 Liaise with both the student and the employer representative – the student's supervisor and the Academic Convenor.
- 4.5 Assess the IBL report and submit the result to the IBL Office within two weeks from the date of receipt of the report.

5 The Responsibilities of the IBL Academic Convenor

The IBL Academic convenor is primarily responsible for the academic content and assessment of the IBL units.

The IBL Academic convenor will:

- 5.1 Arrange workshops to facilitate effective completion of the assessment requirements and so that IBL students can network with one another.
- 5.2 Be responsible for equitable and consistent grading of students' submissions.
- 5.3 Be a contact point for students who are experiencing doubts or concerns regarding professional, academic or personal issues, during the IBL placements.

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6 The Responsibilities of the Employer

The Faculty of Business & Enterprise recommends that the employer:

- 6.1 **Confirms with the IBL Office all arrangements to participate in the IBL Placement program.**
- 6.2 Makes available to the IBL Office for students, a description of the position(s) being offered, including selection criteria.
- 6.3 Acknowledges receipt of all applications received either by mail or email.
- 6.4 Specifies to the students, at the completion of each interview, the follow-up procedures, eg. further interviews, when and how offers will be made.
- 6.5 Ensures that any visit to the employer's premises does not unduly clash with the student's academic commitments or interviews being conducted by other employers.
- 6.6 Advises, in writing, all students who have been unsuccessful in their application and provides feedback by telephone if required.
- 6.7 Confirms, in writing, all offers of employment to students and includes salary details and any specific conditions of employment.
- 6.8 Under no circumstances withdraws an offer once the student has accepted it, except where the employer genuinely has no option eg, business failure.
- 6.9 Holds all offers open until the date specified.
- 6.10 Makes all offers of employment for a minimum period of six or twelve months (including annual leave etc) unless otherwise negotiated prior to the recruitment process.
- 6.11 Ensures students gain experience relevant to their stream of study.
- 6.12 Provides a safe and educationally developmental work experience with appropriate OH & S and anti-discrimination safeguards, and meets with Faculty staff to discuss student progress.
- 6.13 Provides adequate supervision and training for the position the student is required to take.
- 6.14 Provides the Faculty with the following information as soon as it becomes available – job description, salary level, name(s) of student(s) employed, supervisor of the student(s).

Industry Based Learning Program Collection Statement



We Value Your Privacy

Swinburne acknowledges and respects the privacy of students. We advise that much of the information that you may have provided to, or may be asked to provide is "personal information".

Why Do We Collect Your Personal Information

Your personal information is collected for the purposes of processing your application, registration or inquiry for the Swinburne Industry Based Learning program. We also collect relevant contact details and feedback on student performance from IBL employers.

How Do We Collect Your Information

Swinburne collects your personal information through:

- Enrolment forms
- Student Records
- Reports from IBL placements
- E-mails
- Resumes
- Other Forms
- On-Line Enrolment

Information concerning enrolled students is maintained by Student Records. IBL records are maintained by the IBL Manager. The University will not disclose personal information about you without your permission or unless permitted or required by law.

Security and Storage

Any personal information or health information that we collect is held with the strictest confidence. Swinburne uses and implements industry standards for the security and protection of information collected, and this information is securely stored and access is restricted to IBL Managers, ensuring that your personal information or health information is protected and safeguarded.

Access to Your Information

Swinburne will generally provide access to personal information held about students, although circumstances may require a student to make application under the Freedom of Information Policy.

Privacy Policy

Our privacy policy outlines ways in which we meet our privacy commitments. It contains procedures for accessing your personal information or health information or making a complaint. It be found at:

<http://www.swin.edu.au/corporate/registrar/ppd/files/humres.htm>

For queries, you should contact the University Compliance Officer at info-privacy@swin.edu.au