

2023 Co-op Program Industry Training Placement Guidelines



2023

Industry Training Placement Guidelines

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1. INTRODUCTION

This document has been prepared to assist representatives of sponsor organisations in the supervision of Co-op scholars undertaking Industry Training placements (**often referred to as IT placements**). It describes:

- The objectives of Industry Training placements
- The general principles and procedures of the program, managing scholars, and evaluating their performance
- Insurance for scholars whilst on IT placement

Co-op scholars should also read this document in conjunction with the [Scholar Manual](#) issued separately by the Co-op office. Questions regarding these guidelines should be directed to your Co-op Industry Partner and/or the UNSW Head of Co-op Program.

2. THE OBJECTIVES OF INDUSTRY TRAINING PLACEMENT

The Industry Training placements are intended to complement academic studies by exposing scholars to the practical application of their university degree.

The broad objectives of Industry Training are to:

- Provide scholars with an experiential learning opportunity that delivers knowledge and practical experience/learning within their chosen profession/business environment.
- Instil an appreciation of business processes and management while at the same time learning about company cultures and work ethics.
- Help develop the professional/soft skills of scholars.
- Provide sponsors with a stream of highly talented, motivated young professionals who are capable of adding value to the company.

Industry Training Placements should also:

- Introduce scholars into their chosen field by providing them with interesting, diverse (depending on the breadth of the sponsor pool) and challenging work experience.
- Contribute to a scholar's "Career Development Learning" helping them to make more informed and effective career choices.
- Inform scholars about the career opportunities within the sponsor organisations.
- Provide sponsors an opportunity to evaluate potential employees.

Scholars should be given work that challenges and stretches their abilities. This is the most effective way to ensure that IT placements are 'win-win' experiences for both sponsors and scholars.

3. GENERAL PRINCIPLES AND PROCEDURES

3.1 Management of scholars

The day-to-day supervision of scholars during their IT placement is the responsibility of the sponsor organisation. A representative of the sponsor organisation should be appointed as a supervisor with whom the scholar can meet and receive feedback on a regular basis (weekly is ideal, fortnightly is considered essential). Two representatives (a principal & fall-back) are

preferable should the immediate representative become ill or be away on leave during the scholar's placement.

The Co-op office has developed an IT placement checklist (See [Appendix 1](#)) which should help sponsors effectively plan the introduction of a scholar(s) to their organisation.

A structured program including the completion of a two-page Professional Development Agreement (PDA) should be prepared. This must be submitted online through the Career Manager as soon as practical after commencing the IT placement (should be less than 2 weeks in). It is expected that every effort will be made to provide an experience which is beneficial to both the scholar and the sponsor. The sponsor organisation is encouraged to challenge the scholar and to provide regular feedback on their progress. Most of the scholars have demonstrated abilities beyond those typically expected of people of a similar age and should respond well to challenges.

Scholars are expected to complete the entire duration of their IT placement with the sponsor organisation. **Scholars cannot break IT placements to take up other opportunities and then expect to return to pick-up the remaining weeks of a placement.** Any loss of time due to sickness or injury will need to be made up, unless otherwise determined by the sponsor. This includes Business and Science scholars who may need to leave early to attend classes at UNSW, normally no more than one afternoon a week. Leave or the pro-rating of leave is **not applicable** to scholars, as this time has already been deducted in calculating their overall IT placement.

Scholar's Agreement extract on sick leave:

Scholars taking unscheduled leave (sick, personal etc.) must always notify their sponsor company as soon as possible. Any absences in excess of 2 days must also be brought to the attention of the Co-op office and doctors certificates or proof of reasoning must be obtained/made available.

The Co-op Academic Co-ordinator will be available during IT placement to meet with the scholar and the sponsor if required. The UNSW Co-op Program **Scholar Manager and/or your Industry Partner** (See [Appendix 2](#) - Co-op Office contact details) should be the first point of contact between the sponsor/scholar and the University in the event of unresolved issues which may arise during IT placement.

3.2 Timing and duration of IT placements

The starting/finishing date for each IT placement is indicated below. Exact starting dates can be agreed between the sponsor and the scholar within the given windows.

- The sponsor reserves the right to insist on a particular start date, as they may be coordinating commencement of Co-op scholars, interns, handovers, etc.
- The placement timings below are set to enable scholars sufficient time to fully complete their IT placement obligations before they return to full-time university
- Engineering Programs have an "Intro to IT" in the Summer prior to commencing 2nd year – Up to 4 weeks (4-6 weeks for Mining Engineering) to be undertaken in Jan / Feb (prior to commencement of Term1.)

	ACT / FIN	ACC / MKT BIS / CIS SEN	CMP	DSD	AMT / CHM CIV / ELC ENV / INC MEC / MSA PHV / REN	MIN / PET
IT1	15 weeks: Start no later than Monday following T1 end of exams*	20 weeks: Start no later than 2 nd Monday of January	20 weeks: Start no later than 1st Monday of September	15 weeks: start no later than 2nd Monday of February	20 weeks: Start no later than 1st Monday of September	20 weeks: Start no later than 2nd Monday of September
IT2	24 weeks: Start no later than 2nd Monday of February	24 weeks: Start no later than 3rd Monday of January	24 weeks: Start no later than 1st Monday of June(T2)	24 weeks: Start no later than 3rd Monday of January	24 weeks: Start no later than 3rd Monday of January	20 weeks: Start no later than 2nd Monday of September
IT3	24 weeks: Start no later than 2nd Monday of August	24 weeks: Start no later than 3rd Monday of July	24 weeks: Start no later than last Monday of November	24 weeks: Start no later than 3rd Monday of July	24 weeks: Start no later than 3rd Monday of July	

* FIN / ACT scholars wishing to go on exchange should negotiate to start IT as soon as their exams are finished to ensure they can make the required orientation date.

IT placements cannot start any later than the above dates without **written** approval from the Scholar Manager and your Industry Partner. Approval must be sought **prior** to any discussions with the Sponsor. It is the scholar's responsibility to ensure they meet the terms of their Scholar Agreement.

Scholars must complete a total of 10-18 months working with sponsors during their degree. The duration of each IT placement will vary, depending on the different programs in Business, Engineering and Science. (See [Appendix 3](#) - Model of all Co-op Programs.)

3.3 Placement of Scholars

The scholar will be expected to contact the sponsor at least 6-8 weeks before each IT placement to discuss the date of commencement and the proposed program. Immediately prior to this time, the scholar will send the sponsor a resume outlining their previous work experience, the subjects they will be studying while on Industry Training placement (if applicable) and outlining their personal objectives for the IT placement. If possible, a meeting between the scholar and sponsor (ideally including the person who will supervise the scholar), should be arranged at the site where the IT placement will take place, prior to the commencement of the IT placement.

3.4 Induction of Scholars into the Organisation

In general, the sponsor should apply its normal company practices for working hours, hybrid work models, public holidays / shutdown periods, dress, and behaviour codes and these

should be discussed in detail with the scholar. If the company has a policy of employees signing confidentiality agreements this practice should be extended to scholars on IT placement. Emphasis should be placed on ensuring that the **scholar understands the occupational health and safety policies of the company and what is meant by ‘confidential information’ before the scholar starts on placement and what sorts of documents/material might be considered confidential.** The scholar should be given a tour of the sponsor site, if convenient, and provided with an overview of the company and its business. To get the most out of their Industry Training experience, scholars are encouraged to spend majority of their IT placement at the sponsor’s premises (in-office or onsite). When scholars are working from home, they are required to comply with the UNSW Working From Home (WFH) procedures and Insurance requirements:

- Scholars must read the Co-op “Working from Home Guide” (See [Appendix 4](#)) thoroughly and complete the workplace safety assessment checklist, provided by Co-op.
- To comply with UNSW WFH insurance coverage, scholars are **REQUIRED** to log hours on the days they are working from home. (See Appendix 11)

Professional Development

As part of the induction process the scholar and the manager/supervisor should discuss goals for the IT placement. Scholars are required to complete a two-page Professional Development Agreement (PDA) with their manager/supervisor. This can be discussed during placement establishment and in the first two weeks of placement and must *completed by the end of the second week of placement.* (See [Appendix 5](#)). The PDA ensures that all issues listed in the paragraph above have been discussed and that the scholar has a broad understanding of the roles and tasks they will undertake during the IT placement.

3.5 Managing a Scholar on IT placement

The sponsor will assess the performance of the scholar during the IT placement. It is expected that the scholar will meet regularly with a sponsor representative during the IT placement to discuss project matters and to receive feedback on their performance. Providing regular feedback to the scholar is vital for their future development, particularly during the first IT placement. We recommend that a structured review/conversation occur mid-placement on ALL placements (i.e. MPC).

Mid-placement Conversation (MPC)

This simple Career Development Framework is designed to help scholars review their progress with their supervisor **mid-way through their IT placement**, identify areas for improvement and how to maximise learning experience from the remaining time on placement (See [Appendix 6](#) MPC)

Performance Evaluation

Satisfactory performance during IT placements is an integral part of the UNSW Co-op Program. At the conclusion of an IT period, the scholar must ask the sponsor to complete a “Performance Evaluation for a UNSW Co-op Program scholar” form (See [Appendix 7](#) for a sample). On completion, the form should be reviewed in the presence of the scholar so that they can be made aware of the reasons for the ratings/comments indicated on the form. The completed forms are submitted online and will be sent to the Co-op Academic Co-ordinator, scholar supervisor and the Co-op Office. Scholars should refer to the [Scholar Manual](#), “*Your Academic Transcript – IT placement grade*” for more information.

Scholar Feedback

To further improve the UNSW Co-op Program and ensure that it satisfies the expectations of all its participants, the scholar will also be required to complete a “Scholar Evaluation of Industry Training Placement” form. This feedback is important, different from AND additional to the feedback scholars provide on the Sponsors Evaluation form and is directly between the scholar and the Co-op office. This allows the Co-op office to ensure that all placements are working effectively for all stakeholders.

End of Industry Training Placement Presentation

The scholar can be expected to submit a report and/or deliver an oral presentation to their supervisor and other sponsor & University representatives at the end of an IT placement period. The Co-op Academic Co-ordinator and the Co-op Office must be advised in advance of all IT presentations and someone from the University will always try to attend. The report should conform to the standards of the sponsor organisation. Such reports will be assumed to be **confidential** by the scholar and cannot be submitted to the Co-op Co-ordinator (unless formal approval is secured from the sponsor).

Scholars may also be required to deliver an oral presentation at UNSW to their fellow scholars upon their return to full-time study and this will be organised by their Co-op Academic Co-ordinator. This occasion will provide an opportunity for scholars to share their experiences with fellow scholars in their program; however, scholars must check issues of confidentiality with the sponsor before presenting.

3.6 Review with sponsors

An annual review of the scholarship, and their availability, takes place with sponsors and a representative from the Co-op Office. At this meeting feedback is provided on the performance of scholars; any matters arising from IT placement and the sponsor’s involvement in the Program. Sponsors will be provided with a summary of the *Performance Evaluation* from the scholars who have undertaken IT placements at their organisation plus a range of other information (including information on graduate recruitment from the annual exit surveys, etc.).

3.7 Study and Exam Leave

ALL scholars are entitled to study leave during their placement. Four hours per week to attend lectures has generally been agreed as a guide, to ensure consistency between sponsors. Scholars are expected to work the hours of a normal working week, so they should make up the time on another day, or by starting earlier in the morning.

Scholars **may not** accumulate study leave. Scholars are allowed ½ day study leave and ½ day on the day of a mid-term, and one day study leave prior to and on the day of a final exam. Any additional leave is at the discretion of the sponsor and only to be given where a scholar’s need is genuine. Sponsors are encouraged to communicate with scholars directly at the commencement of IT placements regarding subject timetabling. Any concerns should be brought immediately to the Co-op office and/or the Co-op Academic Co-ordinator.

There can be extraordinary circumstances where scholars may request and be granted leave by the Co-op office. In these circumstances, the Co-op office will discuss the opportunity with the sponsor. Examples might be when a scholar is participating in a major international competition, representing their state or the country in a special program/sport. This privilege will only be considered for significant development opportunities.

3.8 Part-time Work

Scholars working for sponsors in session time

Sometimes offers of paid work are made to scholars following periods of IT placements. The most common time is after IT1, although some final year scholars have accepted work following their final IT placement. This will vary from program to program.

Depending on start dates of the IT placement, scholars usually have a short break between completing IT placements and returning to University. There are advantages to both the scholar and the sponsor; encouraging scholars to work with sponsors to complete a project or perhaps extend a project they were undertaking as part of their IT placement.

Working for a sponsor in a *'part-time'* (not full-time) capacity during terms is encouraged over alternative forms of employment which are less career focussed. However, the Co-op office has three requirements:

1. The work cannot interfere with the scholar's ability to maintain the academic requirements of holding the scholarship. As an indication, the Co-op office recommends that scholars work a maximum of two full days when attending university full-time.
2. The scholar must advise the Scholar Manager and the Co-op Academic Co-ordinator that they are working for a sponsor part-time (this is a requirement of the Scholar's Agreement).
3. The scholar must be able to honour all other commitments of their scholarship (esp. future IT placement commitments), UNSW and the broader community.

The scholar must remain enrolled as a full-time student over the course of a year at UNSW, which is a requirement of holding the scholarship.

Sponsors may make offers of part-time work to scholars directly and the financial arrangements are to be agreed between sponsor and scholar (subject to the law).

The Co-op Scholarship Agreement advises all sponsors that 'full-time' recruitment of UNSW Co-op scholars is limited to final year scholars ONLY. Co-op scholars are not obliged to accept graduate employment with any of the sponsor companies and sponsor companies are not obliged to offer such employment. However, scholars are strongly encouraged to consider sponsors first when accepting graduate employment. Scholars are required to attend any Co-op Program Graduate Recruitment events and scholars cannot accept graduate offers prior to the Co-op Graduate Recruitment event.

3.9 Confidentiality

Scholars are expected to always observe sponsor requirements for security of information and confidentiality. Sponsors should make clear to the scholar what is viewed as confidential and consider having them sign a non-disclosure agreement.

Scholars are advised that they may need to complete a police check &/or sign separate IP, non-disclosure, or confidentiality agreements with a sponsor before commencing an IT placement. Failure to complete &/or any breach of these agreements/codes may result in termination of the scholar's IT placement which would constitute unsatisfactory performance on the placement and would likely result in the loss of their scholarship.

4. CAREER MANAGER

Career Manager enables scholars to benchmark their performance and document their professional development. It is a career development tool to be used during university and after graduation. Through Career Manager, scholars can create and maintain their resume, record professional attributes, and create and maintain a record of industry training placements.

The following is a timeline of when scholars are required to update Career Manager.

STEP #	Week of IT Placement	Update	How is this information used
❶	Week 1	Week One IT Placement Details Part A: Adding sponsor & contact details. Part B: Adding supervisor details Scholars must add each new supervisor that they have during their placement.	To contact scholars whilst they are on IT placement. It is an OH&S requirement that this is completed.
❷	End of week 2	Professional Development Agreement.	Scholars and their supervisor are to use this as a basis for determining what work scholars will complete during their placement and to review what scholars have learnt/achieved at the end of the placement.
**	Mid-way through placement	Mid-Placement Conversation	Scholar to initiate this conversation with supervisor NB. completed in Qualtrics; document sits outside Career Manager.
❸	Last 4 weeks	End of IT Placement Presentation Details Scholars must email their presentation date/invite to their Manager(s), the Co-op office Industry Partner and Academic Co-ordinator/Mentor (as well as any relevant persons as directed by their Manager).	Scholars are required to complete an IT Presentation. The majority to students will do this whilst on placement; however, some Academic Co-ordinators will direct their students otherwise. E.g. In engineering presentations are sometimes done “en-masse” back at UNSW. If the sponsor feels an in-house presentation would also be of value, the scholar should do both.
❹	Last 2 weeks	Email Sponsor Evaluation to supervisor	The Supervisor uses this to record the scholar’s Industry Training performance/learnings. This evaluation helps scholars understand their strengths and areas for improvement. The Academic Co-ordinator & the Co-op Program office uses this to determine that a scholar has

STEP #	Week of IT Placement	Update	How is this information used
			completed his/her placement successfully.
5	Last 2 weeks (Max 2 weeks after completing IT placement).	Meeting between scholar and supervisor to discuss the evaluation. Scholars to add their comments to the evaluation once the sponsor has submitted the evaluation.	Provides scholars with the opportunity to indicate that they have received the evaluation and to highlight their experiences on placement. The scholar Academic Statement will not be updated until the sponsor evaluation form has been completed.
6	Last 2 weeks (Max 2 weeks after completing IT placement).	Scholar Survey of the IT placement.	Scholars can review their IT placement record.

5. INSURANCE

Scholars are covered under the following UNSW insurances whilst undertaking an IT work placement:

- Public Liability Insurance – Responding to third-party property damage or personal injury claims resulting from student negligence, error, or omission.
- Personal Accident Insurance – Responding to non-Medicare scheduled medical treatments for injuries or illness sustained during the IT placement.

NOTE: Personal belongings such as electronics and digital equipment are not covered by UNSW Personal Accident Insurance.

Further information is available on the UNSW Insurance website at: <https://www.fin.unsw.edu.au/services/insurance> or by contacting the Finance Help Desk at financehelp@unsw.edu.au

If an accident occurs during a scholar's IT placement, please contact your Co-op Industry Partner or the Co-op office (See [Appendix 2](#) - Co-op office contact details) to inform them of the incident as soon as possible.

For Working From Home (WFH) requirements please see 3.4.

5.1 Workers' Compensation Insurance

Scholars undertaking an IT placement are not eligible for Worker's Compensation. The sponsor will assume complete responsibility for any engagement or employment outside the agreed IT placement period.

5.2 In the Event of a Claim

To obtain reimbursement for medical expenses arising from an injury sustained on IT placement, UNSW Co-op scholars should:

1. Obtain the Medicare rebate and whatever other benefits they may have available through private health insurance.
2. Complete and return the [Personal Accident Claim](#) form.

Appendix 1: UNSW Co-op Program Industry Training Checklist

SCOPE:

These guidelines are designed to act as a prompt for sponsor companies in preparing for Co-op scholar IT placements. Not all of the points in this checklist will be relevant to all scholars.

Prior to scholar arrival

- PRIOR to starting, scholars should provide the sponsor company with a **letter of introduction/copy of their CV as well as a copy of their transcript/study plan for the term(s) leading up to and during their IT placement**, so that the sponsor knows what they are studying and can align work/project responsibility accordingly.
- Telephone contact with the scholar to agree start date and initial point of contact on Day 1. Ideally, there should be a discussion on the work they will be undertaking and their level of experience in relevant work areas.
- Complete any relevant onboarding procedures e.g. police / reference checks with incoming scholar(s) and the Co-op office.
- Appoint a co-ordinating manager/supervisor/coach (i.e. someone who will take responsibility for/oversee the scholar on a day to day basis and have regular feedback/work-in-progress sessions with the scholar during their time with the company).
- Prepare a simple (one-page) **work program** that is ideally sent to the scholar prior to their starting date and can be discussed with them as part of their induction. Make this available to the co-ordinating manager if it is not prepared by him/her.
- Arrange that a work station/office space, furniture, computer, office supplies and any other material(s) necessary to do the job are available the day before the scholar starts.
- Contact appropriate HR/IT personnel in advance to ensure that the scholar can obtain access to relevant company systems (e.g. e-mail) as soon as they start. The same department/person must be advised when the scholar is leaving, to enable the account to be closed.
- Organize HR and where necessary safety inductions.
- Provide scholar's details to HR department to generate a confidentiality agreement (where appropriate) to be signed by the scholar prior to commencing work.
- Check to see if the scholar is eligible for travel and living away from home allowance (only a consideration where the IT placement is a significant distance from where the scholar normally resides (e.g. Mining Co-ops who work on mine sites, etc.).

Induction activities during first two weeks

- Ensure all necessary inductions are carried out (e.g. safety).
- Any documentation including letter of offer, Confidentiality Agreement, OH&S safety audit (etc.) is completed and forwarded to the appropriate people.
- Scholars are required to complete a two-page Professional Development Agreement (PDA) with their manager/supervisor *by the end of the second week of placement*. A PDF version is then emailed to the scholar and the supervisor (and is stored on the Career Manager system).

- Introduce the new scholar to their team members; provide an overview of relevant projects; key customers (etc.) and describe each of the roles and responsibilities of the team members.
- Tour of immediate work area/s to highlight the location of, nearest exits, appropriate evacuation point(s) and/or safety facilities for their area, any restricted areas, toilets, coffee/lunch facilities etc.
- Explain any building entry/out of office policies and procedures if relevant (including visitor access).
- Introduce the new scholar to the company's systems/intranet etc.
- Arrange for participation in any relevant graduate/internal training programs that might be running and relevant during their time with the company.

During the Industry Training Period

- Establish and discuss with the scholar the short-term goals and measures which will be used to evaluate their performance during their time with the company.
- Ensure that each scholar has a regular forum to review progress with their nominated supervisor.
- Supervisor to liaise with Co-op Program / Academic Coordinator to discuss the scholar's performance as required during the placement.

Note: Scholars will be contacted by the Co-op Program office and their Academic Coordinator / Mentor during each placement.

In the last two weeks of IT Placement

- Within their last two weeks, scholars must give a 15-30-minute presentation on the work they have undertaken during their IT placement period to relevant colleagues/management/Co-op office representatives and Academic Co-ordinator/Mentor.
- Sponsors should complete the online Performance Evaluation forms with the scholar. They should also provide a copy for HR file and augment with any additional scholar evaluation comments.
- Ensure that the scholar returns all company property before s/he leaves.
- All electronic documents created by the scholar should be securely stored to enable future reference or subsequent report preparation.
- Documents that the scholar will require for their University presentation or report may need to be checked for company confidential/sensitive information and authorised by the appropriate manager.

After scholar departs

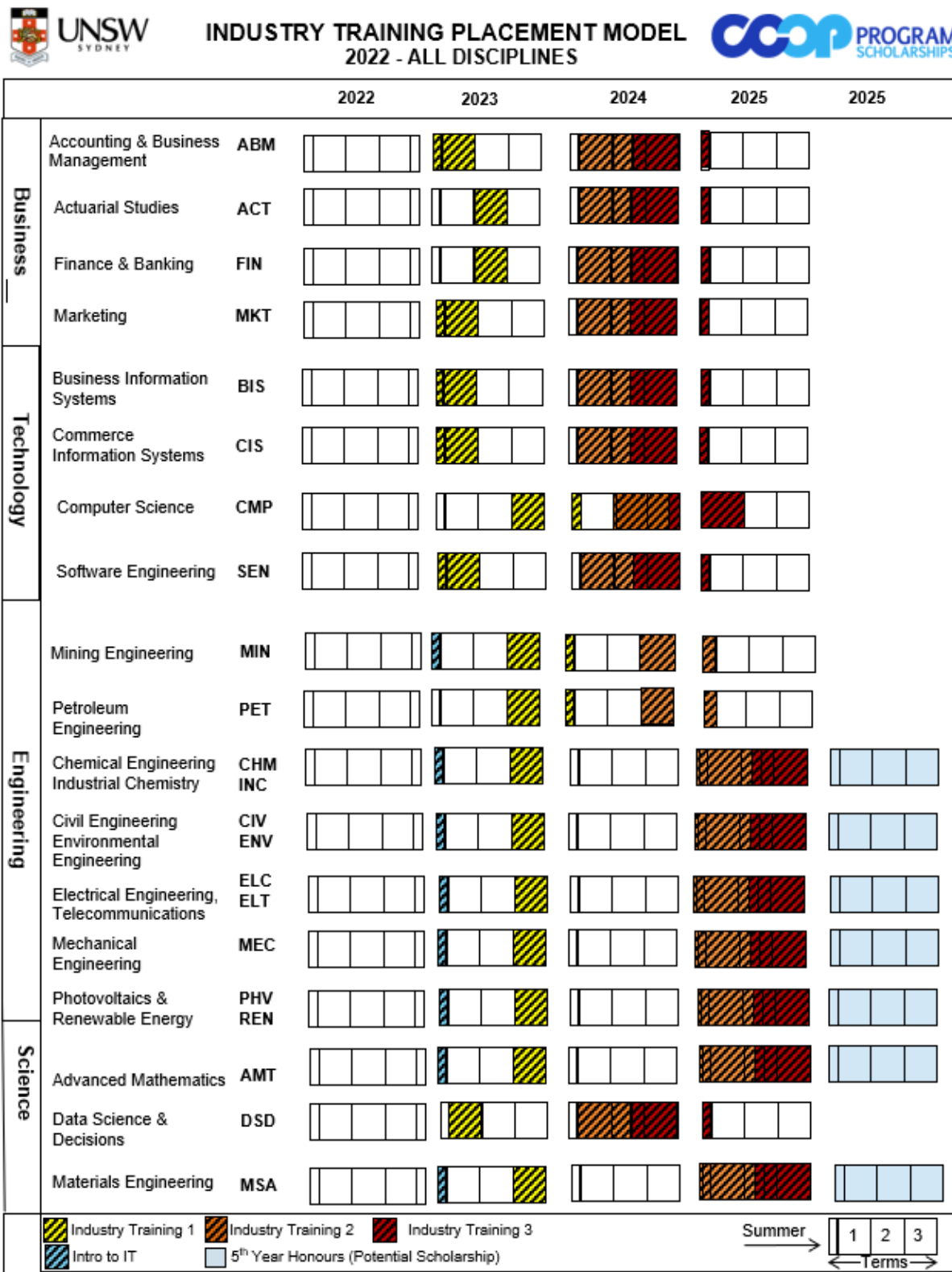
- Inform HR that the scholar is no longer working at the company and request that any/all systems/building (etc.) access for the scholar be deleted (for security reasons).

Appendix 2: UNSW Co-op Office Contact Detail

UNSW Co-op Office Telephone Directory	
Co-op Program office number	(02) 9385 5116
Co-op website	http://www.coop.unsw.edu.au
Leanne Piggott Director Experience & WIL Central	l.piggott@unsw.edu.au
Kay Carey Head of Co-op Program & Industry Partner (Business)	(02) 9385 6024
	k.carey@unsw.edu.au
Deborah Boswell Co-op Scholar & Communications Manager	(02) 90657471
	d.boswell@unsw.edu.au
Karen Le Industry Partner (Engineering & Actuarial Studies)	(02) 9348 1134
	karen.le@unsw.edu.au
Barbara Vidos Industry Partner (Science & Technology)	(02) 9385 5222
	b.vidos@unsw.edu.au
Kylie Haldane Co-op Scholar & Systems Administrator	(02) 9385 5116
	cooprog@unsw.edu.au

Please visit our website for the details of all **Co-op Academic Co-ordinators**:
<https://www.coop.unsw.edu.au/contacts>

Appendix 3: Industry Training Placement Model, All Disciplines



Appendix 4: Working from Home Guide

UNSW Co-op Program Working from Home Guide

Needing to work from home during your IT Placement?

Here are some tips, considerations and additional support to get you effectively working remotely, whether you are on IT placement or studying. It is essential to create the best possible work-from-home environment and routines so that you can continue to get the most benefit and productivity from your working day.

Getting your home office space set up

Set up your home workstation as you would in the office. Taking a few minutes to ensure a comfortable physical work environment is critical to maintaining your health and safety. Having a clutter free, established space gets you off on the right foot.



Ensure you have a supportive chair. If an adjustable chair is not available, consider using cushions to support your back or roll up a small towel and place it in the small of your back to provide lumbar support.



Use a desk at a height that allows you to keep your shoulders relaxed and your head and neck upright and neutral. Find a working height that is appropriate for your neutral elbow height (not too high or not too low – slightly lower than your elbow height. (TIP: get someone to take a photo of you in position at your desk with your hands on the keyboard and check these points.)



Consider a footrest - Where your feet are not supported on the floor when you are seated, consider using a firm box or large textbook for support.



Augment your laptop computer - Consider using a separate keyboard and mouse. Where the laptop needs to be raised, use a dedicated laptop stand, a thick book, or reams of paper to elevate.



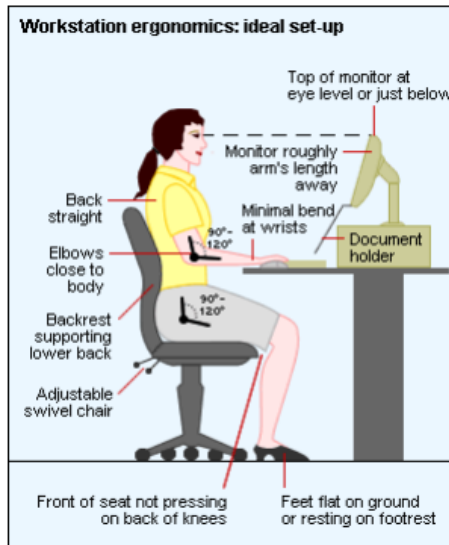
Use a headset - Use whilst on prolonged phone calls; teleconferences; Teams Meetings; etc. This may also help you alternate your position throughout the day.



Light your space appropriately - Avoid bright light shining directly on you or onto your monitor and use natural light during the day. You may need to consider adjusting blinds and/or curtains and/or using an extra desk lamp.



Create separation between work and home spaces. Where possible, setup your workspace that is separate and distinct from your 'home space' especially if you are living with family or flat mates. Ensure your workspace is conducive to working effectively without distractions. Agree ground rules with your family / flat mates regarding your working practices.



Get your virtual space set up



Ensure you have a strong internet connection at home. This is crucial and will allow you to be effective when working from home.



Establish what communication tools you need – most commonly these are email, phone, instant messenger, video conferencing and online meetings.



Collaboration tools – It's also crucial to have access to a file sharing platform. Some sponsor companies provide you with VPN access to their shared drives, others might use different cloud file storage, or you could use google drive for collaborating on group assignments. This will enable you and your colleagues to easily access and review documents. You might also use other project collaboration tools like Trello.

Staying connected

Working from home does not have to mean working alone.



Stay in touch with colleagues and the Co-op office virtually. Reach out for a coffee catch-up, a lunch meeting or even happy hour drink just like you would in the office.



Continue to have regular meetings with your manager and colleagues. Schedule 1-on-1s with your manager regularly as well as team meetings. Having these locked into your calendar will ensure that you never miss one. The frequency of these meetings may be more than if you were in an office. Collaboration tools and instant messaging platforms like MS Team, slack messenger, etc can also assist with staying in touch with your team.

Look after your body and wellbeing

Muscles need movement, from our tiny eye muscles to those that support our backs. Remember a healthy body fosters a healthy mind.



Make sure you have regular breaks, stretch, get up and move around (ideally every 30 mins), and get fresh air daily. You don't have to limit movement to just breaks. Why not pop on your headphones and have your next call or meeting while you stand or walk?



Keep exercising – continue usual exercise routines where possible, if this isn't possible, consider online resources or equipment you have at home, or walk more. The time you are saving on commuting to work, you can use to form healthy habits.



Schedule structured breaks – enjoy morning tea and lunch away from your workstation, in fresh air and sunshine, if possible. Take task breaks and vary your work where possible, rotate tasks throughout the day.



Establish a daily routine and schedule your tasks for the day. Consider adopting a set routine such as starting and finishing work at a particular time. Make sure you schedule breaks as well as when you will finish your workday. Communicate your schedule with your manager and team. It's also useful to get in a when you're available and when not. When your day is finished, make a concerted effort to switch off work.



Set standard working times but be prepared to be flexible. Have a conversation with your manager around what your typical hours will be. That will not only help you get into a good routine, but also allows people to know when you're best to be contacted. Keep your calendar up to date.

Useful resources / articles

[A guide to setting up your workstation](#)

[WHS checklist](#)

[Working remotely – LinkedIn Learning course](#) *** highly recommended ***

[Good Habits of working remotely](#)

[The Rule of 52 and 17](#)

[Studying from home](#)

[UNSW Student Life online](#)

[Student Support and Success Services at UNSW](#)

Appendix 5: Professional Development Agreement

Program _____ **Year commenced** _____

Scholar Name _____ **Student Number** _____

IT Placement Period (circle) 1 2 3

Are you enrolled in the relevant IT placement course? Scholars must be enrolled in the IT placement course for accountability and good governance and to ensure they are eligible for coverage under the UNSW insurance policy.

Sponsor Organisation _____

Supervisor Name _____

Sponsor supervisor to fill out (Please tick the boxes if the scholar has discussed the following topics with the sponsor supervisor before the start of the IT placement)

- Scholar's previous IT placements and/or work experience
- Scholar's research of newly allocated company/ understanding of service, products, etc.
- Scholar's current work-related areas of interests
- Scholar's class timetable during Term(s) (if applicable)
- Scholar's study and exam days (if applicable)
- Graduate recruitment arrangements (only applicable to final year scholars)
- Other commitments that may impact on fulfilling placement responsibilities (please specify)

Scholar to fill out (Please tick the boxes if the sponsor has discussed the following topics with the scholar and outlined any/all key scholar responsibilities before the scholar effectively starts the IT placement)

- Start and finish dates of placement
- Attire at work
- Work hours
- OH&S policies and practices of the workplace / WFH
- Security and confidentiality policies and procedures
- Resources available (desk, computer, phone, stationery, etc.)
- Training available/required (OH&S, software application, etc.)

Goals of the IT Placement

The scholar and the sponsor supervisor have discussed the goals of this IT placement and agree that they are: e.g.

- to undertake rotation program to broaden scholar's awareness of company/industry, or
- to undertake short term project to improve project management skills, or
- to work within a particular team to experience a particular role and responsibilities, etc.

1. _____

2. _____

3. _____

Roles and Tasks

During this IT placement, the scholar expects to be involved in the following roles or tasks:

Role or Task	Duration (weeks)
1.	
2.	
3.	
4.	

Upon completion, both sponsor supervisor and scholar should sign and date this document and keep a copy for their own records. Please note this document can be updated if the goals/roles/tasks change during this IT placement.

_____ (Scholar)

_____ (Sponsor
Supervisor)

Appendix 6: Mid-Placement Conversation

The mid-placement review with your Manager is designed to help you identify areas for improvement and how you can maximise your learning experience from the placement in the second half. To prepare for this conversation, you will need to go back to the goals you set initially in your Professional Development Agreement and reflect on your learning so far. Following the conversation with your manager, please complete the form and send it to your Co-op Academic Coordinator & the Co-op office.

This simple Career Development Framework starts with self-assessment, something you will need

to do throughout your entire career, so developing the skills to initiate this discussion and self-reflect

before such a discussion are critical skills every professional needs.

Placement Goals (from PDA)	Comments
Goal 1	
Goal 2	
Goal 3	

Key Soft Skills Development	Discuss/identify ways you could further improve in some or all of these key areas?
Professionalism	
Communication skills	
Ability to work as part of a team	
Ability to build professional relationships	
Handling multiple tasks	
Time management	
Taking initiative	
Taking action if things don't go to plan	
Learning from setbacks	

Other (specify)

Identify any new opportunities/challenges that could be explored in the next half of the placement?

Has this placement helped inform your thoughts about your future career??

Scholar name: _____ Signature: _____ Date: ____

Supervisor name: _____ Signature: _____ Date:____

Appendix 7: Performance Evaluation for a Co-op Program Scholar

CO-OP PROGRAM SCHOLAR INDUSTRY TRAINING EXPERIENCE EVALUATION



ABOUT THE INDUSTRY TRAINING EXPERIENCE (ITE) EVALUATION

STEP 1 - Sponsor completes Evaluation

The Sponsor is requested to complete this ITE Evaluation of the Scholars' performance during the final two weeks of the ITE placement.

The Evaluation should be completed by the person(s) who supervised the Scholar for the majority of their placement, or where the Scholar completed multiple rotations should represent a consolidated review of the Scholars overall performance.

STEP 2 - Review of Evaluation with the Scholar

Once complete, the sponsor should review their Evaluation with the Scholar so that he/she understands the ratings and comments. The Scholar should use this opportunity to discuss their experience of the placement and clarify anything contained within the ITE Evaluation.

STEP 3 - Sponsor submits Evaluation

Once the review has taken place, the Sponsor SUBMITS the ITE Evaluation online. A copy of the evaluation will then be emailed to the supervisor who completed the form.

STEP 4 - Scholar completes section & submits Evaluation

The Scholar completes their section and SUBMITS the ITE Evaluation online. Copies are distributed to the relevant parties (Scholar, Sponsor, UNSW/Co-op Program).

We thank all our Sponsors for their time and support.

ITE EXPECTATIONS

ITE GUIDELINES

The ITE Guidelines, full details on Sponsor/Scholar expectations during the ITE can be downloaded/viewed at:

www.co-op.unsw.edu.au

>Current Scholars

>Downloads

>ITE Guidelines

SICK LEAVE

Scholars are required to comply with company practice regarding provision of Doctors Certificates. At a minimum, absences of more than 3 days must be notified to the Co-op Office by the Scholar and Doctors Certificate provided to the Sponsor and the Co-op Office.

STUDY LEAVE

Any time taken off for study or graduate recruitment (final year Scholar only) should be made up by the Scholar. Generally speaking, Scholars studying business or information technology are generally required to complete up to 2 subjects during ITE and are permitted to take 0.5 days off per week to attend classes that are not offered outside of business hours.

1 Study leave day, plus 1 leave day for the day of the exam is permitted per final exam.

OTHER LEAVE

Scholars are not permitted to take breaks during ITE exception in exceptional circumstances. Scholars must seek permission from the Co-op Office (first) and then the Sponsor organisation well in advance of such leave requests.

WHAT HAPPENS AFTER THE ITE EVALUATION IS SUBMITTED?

After the supervisor submits the ITE Evaluation online, a PDF copy of the Evaluation will be emailed to both the supervisor and the Scholar.

The UNSW Co-op Program uses the ITE Evaluation as part of the overall assessment of a Scholars work placement. A copy of the ITE Evaluation is provided to relevant parties including the Scholars Academic Co-ordinator.

WHAT HAPPENS AFTER THE ITE EVALUATION IS SUBMITTED?

This evaluation is due within 2 weeks of a Scholar completing their ITE. Please contact the UNSW Co-op Program with any questions.

UNSW CO-OP PROGRAM
UNSW SYDNEY NSW 2052

TELEPHONE + 61 (2) 9385 5116
EMAIL COOPROG@UNSW.EDU.AU
WEBSITE WWW.CO-OP.UNSW.EDU.AU

CO-OP PROGRAM SCHOLAR

SPONSOR EVALUATION OF A CO-OP SCHOLAR



UNSW
AUSTRALIA



SCHOLAR DETAILS			
SCHOLAR NAME	Tabish Rizvi		
UNSW CO-OP PROGRAM	ELECTRICAL ENGINEERING		
PROGRAM ID	ELC06		
SPONSOR DETAILS			
SPONSOR COMPANY			
DIVISION	1		
ITE DETAILS			
ITE NUMBER	1		
ABSENCES/LEAVE	Sick: 0	Study: 0	Other: 0
Avg. Hours per Week NUMBER OF WORK	[Start date Finish date]		
WEEKS COMPLETED			

PERFORMANCE RATING	ESTIMATED VALUE
A+	\$K

MAJOR TASKS UNDERTAKEN	TASK DIFFICULTY GIVEN SCHOLARS YEAR/STAGE	TASK PERFORMANCE LEVEL
1	High	Excellent
1	High	Excellent
1	High	Excellent
1	High	Excellent
1	High	Excellent
1	High	Excellent

SCHOLAR PROFESSIONALISM

Rate the Scholar...	
Business awareness	None
Professionalism	None
Communication skills	None
Team-work skills	None
Computer skills	None
Technical/ analytical/ conceptual ability	None
How much did the Scholar require...	
Direction of new tasks?	None
Supervision whilst tasks were in progress?	None
Intervention when things didn't go according to plan?	None
How well did the Scholar...	
Learn from having setbacks?	N/A
Work as part of a team?	N/A
Build professional relationships?	N/A
Find innovative solutions?	N/A
Handle multiple tasks?	N/A
Manage their time?	N/A
Use initiative?	N/A
Translate academic knowledge into workplace solutions?	N/A

Comments on any of the above Scholar ratings

SPONSOR EVALUATION OF TABISH RIZVI CONTINUED..

SCHOLAR'S MAJOR STRENGTHS

--

SCHOLAR'S AREAS FOR IMPROVEMENT

--

SCHOLAR'S OVERALL ASSESSMENT OF THE PLACEMENT/THEIR EVALUATION

--

SPONSOR'S OVERALL ASSESSMENT OF THE SCHOLAR'S PLACEMENT

Yes, I have discussed this evaluation with the Scholar

EVALUATED BY

Banu
1

Phone: 1

Email: b.manubawa@unsw.edu.au
Date Completed: 02/06/2016

HISTORY OF SUPERVISORS DURING THIS PLACEMENT

Banu 1

Email: b.manubawa@unsw.edu.au

Weeks supervised this Scholar: 24

Appendix 8: Policy on Payments to Scholars during Industry Training Placements

UNSW Payment to Scholars

Throughout their periods of IT placements, UNSW Co-op scholars * receive, directly from the University, their regular fortnightly payment instalments. It is therefore not appropriate that a UNSW Co-op sponsor providing IT placements pay the scholar additional amounts outside the scholarship award.

*** Except for Mining Engineering or where the Industrial Award necessitates that a person on site must be paid.**

Additional Expenses

There are circumstances when scholars incur significant additional expenses during IT placement and sponsors are free to assist in meeting such additional expenses, as illustrated by the examples below.

For instance, when a scholar must live for a short-term away from their term address, which may have to be retained and paid for during the temporary absence whilst on IT placement, accommodation in the vicinity of the IT location is a significant extra financial burden. In other instances, some IT locations are inaccessible by daily public transport or are a substantial distance from Sydney and the cost of such transport is beyond normal expectations. In other instances, the nature of the training or the IT environment may require clothing to wear at work or equipment which is significantly different to the scholar's normal provisions. In all such instances, it is reasonable for sponsors to consider whether such additional expenses might be covered or reimbursed in part or in full.

Where a scholar "boards" during term and therefore does not need to pay for premises whilst away from such board, accommodation, and meal costs during IT placement (other than for lunches during the week) could justifiably be reimbursed for any amount that exceeds \$150 per week. However, when a scholar needs to retain a share of rental premises in Sydney during IT periods spent elsewhere, sponsors could consider covering any IT placement accommodation and meal costs above \$50 per week.

Appendix 9: End of Industry Training Placement Presentation

All scholars are expected to deliver an oral presentation to their supervisor and other sponsor and university representatives at the end of each IT placement.

The Co-op Academic Coordinator and the Co-op office must be advised in advance of all IT presentations and someone from the University will always try to attend. It is also a good idea to invite other scholars to the presentation if they have been allocated to the same company for the next period of Industry Training.

While every presentation can (and should) be unique to the scholar and his/her experience at the company, there are certain topics that should be covered in all presentations, including:

- Agenda/executive summary (What will be covered in the presentation?)
- The Co-op Program (What is the Co-op Program?)
- The sponsor (What is the company about? What does the company do?)
- Your team/s (Who did you work with? What do they do within the company?)
- Your project or role (What tasks were you assigned? What type of work did you undertake?)
- Your value (How did you contribute? How did your work bring value to the company? Is there a tangible outcome?)
- Your learning (What did you learn from this experience? What skills did you gain?)
- Your social impact (recognise the value of team / corporate / community engagement opportunities that you experienced)
- The future (What is the vision for the team you worked with and or the project you worked on going forward? What are your plans from here?)
- Thank the people involved (Acknowledge the time, energy and support of the people who have contributed to your experience)

In some cases, scholars may also be required to deliver an oral presentation at UNSW to their fellow scholars upon their return to full-time study and this will be organised by their Co-op Academic Co-ordinator. This occasion will provide an opportunity for scholars to share their experiences with fellow scholars in their program; however, scholars must check issues of confidentiality with the sponsor before presenting.

Appendix 10: UNSW Co-op Program Calendar of Events

Key Dates for UNSW Co-op Scholars

January	February	March	April
	Graduate Recruitment Evenings New Cohort Kick Off	18 th New Scholar Induction Ceremony	
May	June	July	August
	Sponsor & Scholar Networking Evening	IT Placement Reflection Workshop	
September	October	November	December
Leadership Camps	IT Placement Workshop Site Visits	Excel Workshop Engineering Poster Evening Recruitment Workshop Alumni Mentoring Event	

Appendix 11: MyHours User Guide

This guide outlines the steps to use MyHours to complete your WFH timesheet. MyHours is an online timesheet platform that you will be using throughout your Co-op IT placement. Please remember that these timesheets are important to ensure you are covered by UNSW's insurance while working from home. Timesheets need to be completed **every day** that you WFH during your IT placement.

If you have started your IT placement, but you are not working from home at all, you do not need to complete these steps. However, if circumstances change and you need to begin working from home (even for only part of a day), this needs to be in place.

Check email and accept invitation for MyHours

You should receive an invitation email in your UNSW email to join MyHours. Please follow the link in the message and set up your password. Then you will be able to log in.

When logging in, please use the following version of your UNSW email - z1D@unsw.edu.au – as well as the password you have set up. You may not be able to log in with other versions of the UNSW email.

In case the link expired before you managed to set a password, please ask your Co-op point of contact to resend the invitation.

Please, do not sign up on your own (without the invitation email) because this will create a new account, which will not be connected to the Co-op platform.

Track time

To start tracking, navigate to the [Track](#) page.

If there are no projects and tasks to select from the dropdown, please ask your Co-op point of contact to assign you a project.

To fill out your daily timesheet:

1. Click 'Add time log'
2. Select your stream (e.g. ACT19) in the drop down for the field 'Client and Project'.
3. Select 'WFH Timesheet' for the field 'Task'
4. You can fill in your morning and afternoon hours in different time logs, to allow for a lunch break.
e.g. Time log 1: 9am-12:30pm, Time log 2: 1:30pm – 5pm
5. Adding a description is **optional**. Feel free to write a list of tasks you are currently working on.
6. Leave the 'Tags' and 'Expenses' fields empty.
7. Save by clicking 'Add time log'

Example time log (before lunch break):

The image shows a screenshot of the 'Add a time log' form in the myHOURS system. The form is titled 'Add a time log' and is set for 'Today, 02 Sep'. The time is currently at '0:00:00'. The form is divided into several sections: 'CLIENT & PROJECT' with 'UNSW Co-op Program - IT1', 'TASK' with 'WFH Timesheet', 'TAGS' with 'Add a tag...', 'TIME' with '03:30:00', 'EXPENSES' with 'Enter expense amount...', and 'TOTALS' with 'Not billable'. At the bottom of the form are buttons for 'Add time log', 'Add & close', and 'Cancel'. A notification bubble is visible in the bottom right corner.

You can view your weekly timesheet by clicking the three dots:

The image shows a screenshot of the myHOURS interface. The main heading is 'Today, 02 Dec' with a 'Start' button and a time display of '0:00:00'. Below the heading, there is a '+ Add time log' button. A menu with three dots is highlighted with a red box, and a dropdown arrow points to the text 'Switch to a weekly timesheet'. The main content area displays 'No time tracked for this day. Start a new time log.'. On the left side, there is a sidebar with the myHOURS logo and a 'Track' tab selected.

Other Tips

- Continue completing your hours **every day** to ensure you are covered by UNSW insurance during your placement. Use your mobile to set yourself a daily reminder to enter your hours, if needed.
- Do NOT complete the timesheets in advance, as this does not provide the log required for insurance purposes, i.e. completing a timesheet in advance may invalidate a claim today as you have already pre-filled tomorrow's hours.
- Ensure work only takes place in reasonable business hours.
- Do NOT fill in working hours on **public holidays** or **days of approved leave**
- Do NOT fill standard hours each day (e.g., 9am-5pm every day) unless these hours accurately reflect your work day. Fill in the actual hours you have worked. Filling in standard hours may potentially invalidate a claim.

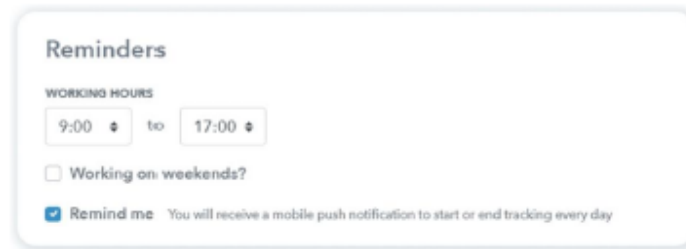
Mobile App

You can download the My Hours mobile app to complete timesheets on your phone:

- [Android version](#)
- [iOS version](#)

Tracking Reminders

If you wish to receive a reminder on your mobile device at the start and the end of each workday, please go to your [Profile](#) and enter your working hours:



The screenshot shows a 'Reminders' settings screen. At the top, it says 'Reminders'. Below that, under 'WORKING HOURS', there are two time selection boxes: the first contains '9:00' and the second contains '17:00', with a 'to' label between them. Below the time boxes is a checkbox labeled 'Working on weekends?' which is currently unchecked. At the bottom, there is a checked checkbox labeled 'Remind me' followed by the text 'You will receive a mobile push notification to start or end tracking every day'.