

UNSW Business School Industry Experience Host Organisation Approval Checklist

The UNSW Business School has a responsibility and duty of care to students to ensure their Industry Placement/Work Integrated Learning experience is in accordance with Australian work laws. As such, an approval must be conducted on any new organisation, property or employer wishing to offer UNSW Business School students a Placement.

Should an approval not be successful then the Industry Placement/WIL project will not meet the academic requirements as per the learning outcomes of the unit. The student must not progress with the organisation for the purpose of fulfilling their academic requirements.

Please note, COMM2222 Industry Experience Program (student sourced) is for Placements/Internships only. There must be a dedicated start and end date. It is not suitable for ongoing employment.

Organisation details	Student details
Name:	Name:
Address:	zID:
ABN:	Email (UNSW):
Website:	Phone:
Name of Contact:	Degree:
Title:	Major:
Email	Placement Start Date:
Phone:	Placement End date:

Checklist	Yes	No	Comments
Does the organisation have 5 or more current employees?			
Does the organisation have a formal Human Resources Department either at Head Office or branch level? If so, please provide details.			

Does the organisation follow a recruitment and selection process? If yes, please outline basic steps. E.g. phone, video interview, interview			
Is there a formal induction process that covers OH&S policies and responsibilities?			
Can the organisation provide a relevant job description and internship agreement? If yes, attach.			
Can the organisation support the required hours for the Industry Experience Program? (minimum 140 hours)			
Does the workplace have a dedicated office space, and workspace for you to attend?			
Does the organisation understand they will be required to complete a Placement Appraisal as part of your formal assessment?			

If you have any questions, or would like to discuss further, please contact:

careeraccelerator@unsw.edu.au