

2024 Host Guide

Business & Law

Work Integrated Learning (WIL)



deakin.edu.au

Deakin University CRICOS Provider Code: 00113B

What Deakin can offer your business

Deakin's Business & Law Schools have developed a range of Work Integrated Learning 'WIL' programs to suit almost any organisation. Our students come from a range of business and law courses and can take part in both unpaid and paid internships.

These opportunities are typically offered to penultimate or final year students as a credit toward their degree. Students must also complete assessment tasks, which explore and recognise their understanding and interpretation of the work opportunity they have experienced.

We believe this is an important part of making our students ready for the job market and seek your assistance in providing this real-world experience. As an industry partner, our WIL team can offer a range of free recruitment services and opportunities to pair you with the right students.

Benefits of being a host

- Access to a pool of prospective candidates and **recruitment** opportunities through our free Deakin online Jobs and Internships board
- **Shortlisting** support from our WIL staff and **promotion of your organisation** to students and the wider Deakin community
- **Increased capacity** to take on organisational tasks and projects
- Students who bring the **latest theory, techniques and fresh perspectives** to your organisation
- **Deakin academic** support and knowledge
- Enhancement of your staff's **mentoring** and **supervisory** skills
- **A strategic partnership with Deakin University** and the Faculty of Business and Law.
- **Increased international reach** if you deliver for online WIL.
- **Greater diversity** in your work environment.

2024 WIL programs

Internships

- **Business Internships:** short-term 80–160-hour professional business placements.
- **Legal Internships:** short-term 100-160 hour (15 days) legal internships or clerkships.

Internships are usually taken by students after their second year of study, who have commenced a course or major sequence in their career field.

Consulting Programs

If you do not have the capacity to undertake a formal internship, but have a project or area of the business which needs additional support, you can take part in one of our business consulting programs:

- **Australian Business Consultancy (ABC):** 6-week student team-based consulting projects
- **Business Development Clinic:** 8-week student team-based business growth projects

Consulting programs are all facilitated and supervised by a Deakin academic and only require 3-5 short online meetings over the program duration.

Students in their second year are encouraged to take part in these team-based programs, as a first step to engaging with industry and building their experience.



Internships

Business internships

Internships are short-term supervised roles allowing the student to experience first-hand how their theoretical learnings relate to real life work.

Internship dates can be flexible and undertaken in several ways (part-time, full time, or any combination to achieve the required hours). Working from home (in part) is also appropriate if the correct supervision is in place.

Key requirements:

- Hosts must have more than 5 employees to ensure adequate student supervision and teamwork.
- Unpaid internships must be between 80-160 hours.
- Paid internships can be longer, but students are assessed by Deakin only for the first 80-160 hours.
- Internships can include a range of operational business duties, discipline specific tasks, research, or project work.
- Students should be supervised by a relevant professional in that area. E.g. HR interns should be supervised by an experienced HR professional or within a People & Culture team.
- A nominated supervisor is required for any intern and will be required to complete a short evaluation of the student at the completion of the internship.

Deakin Business School disciplines include:

○ Accounting	○ Information systems
○ Business administration	○ Management
○ Business and digital communications	○ Marketing
○ Business analytics	○ Organisational psychology
○ Commercial law	○ Project management
○ Economics	○ Property and real estate
○ Event management	○ Retail and supply chain management
○ Finance	○ Sports management
○ Financial planning	○ Sustainability and development
○ Human resource management	



Legal internships

These are short-term roles allowing Deakin law students to undertake paid or unpaid supervised legal placements. Law firms or organisations with practicing lawyers can participate in two major ways:

1. **Community Legal Internship** – take part in a structured, recurring legal internship program where Deakin will provide a list of students. We have 3 intakes per year and students are required to complete 100 hours (or 15 days) during the university trimester dates*.
2. **Legal Professional Practice** - hosts can work with the WIL team to advertise roles at any time during the year for legal internships. Whilst it is best these also align with the university trimester dates*, starting dates can be flexible and hours can be undertaken in several ways.

Both programs allow for casual, part-time, or full-time placements. Students also have the flexibility to complete part of or the whole internship working from home if the correct supervision and host feedback is in place.

Key requirements:

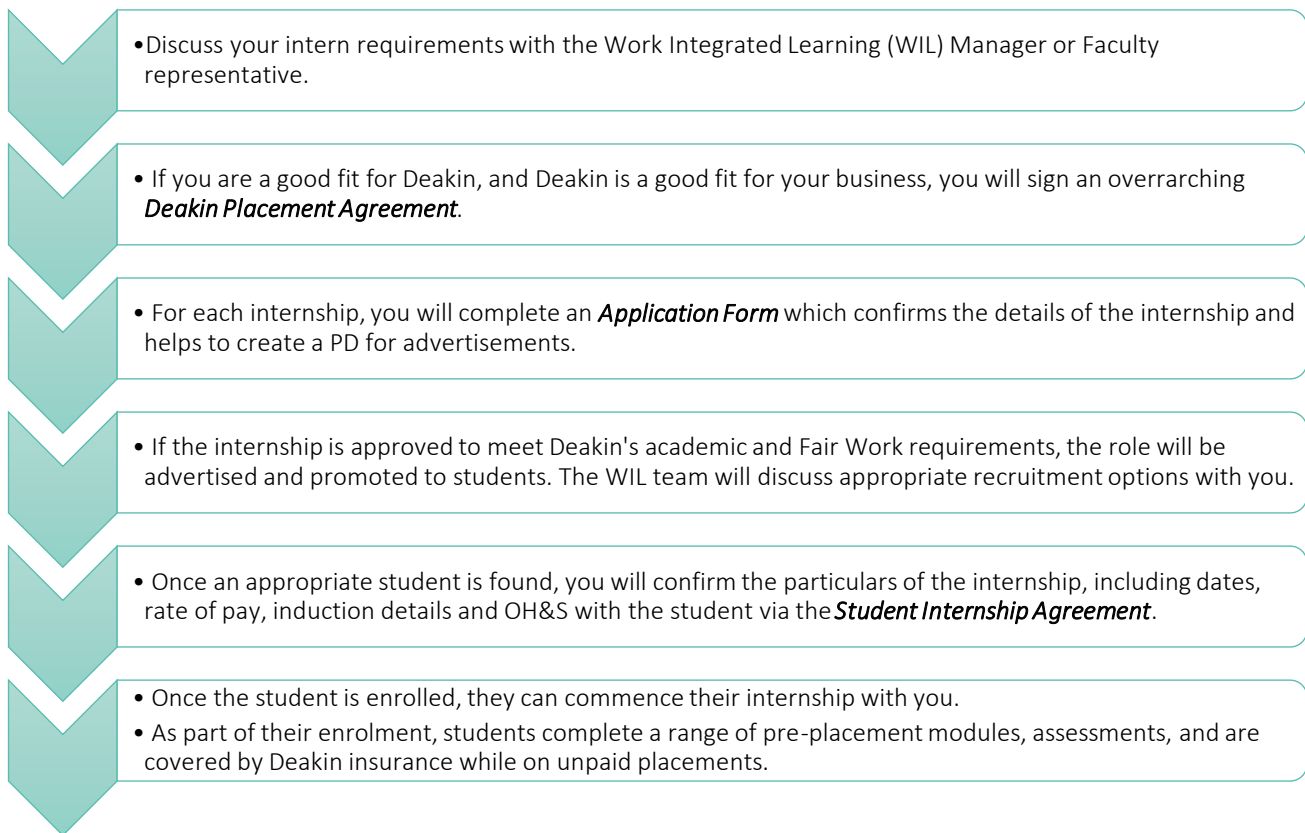
- Must be 100-160 hours (approximately 15 days)
- Students must be supervised by a practicing lawyer or paralegal.
- Tasks should be of a substantive legal nature

*University trimester dates

- Trimester 1: March – June
- Trimester 2: July – October
- Trimester 3: November - February

Find further information about the Deakin Business School at deakin.edu.au/business

Internship process and dates



What if the role is not approved?

Unpaid internships must meet strict Deakin and Fair Work Australia requirements. In the event your organisation or proposed internship does not meet these requirements, you can still bring on Deakin students in a paid casual or part-time position.

Paid positions (not for credit) can be posted at any time directly via the DeakinTALENT [Jobs and Internships Board](#) where students will apply directly to you.

How long does the process usually take?

A full recruitment cycle from initial application to the student commencing can take up to 4-6 weeks.

For a shorter duration, you can accept student applications directly for rolling recruitment and early selection.

What services are offered by the WIL team as part of this process?

Depending on the time of year and nature of the internship, the WIL team can support with role posting, promotion and shortlisting. Interviews are at the discretion of the host company.

- Unpaid roles must be posted on the Jobs & Internships Board by the WIL team. Paid roles can be posted directly if you are comfortable using the online platform.
- The WIL team can shortlist for dedicated Deakin student internships only. Students will need to apply directly to the organisation for roles open to multiple universities.
- If you have your own online recruitment or jobs platform, then there is no requirement for Deakin role posting and the team can share your application links as part of our weekly student communications.

Consulting Programs

Australian Business Consultancy (ABC) Program

The Australian Business Consultancy (ABC) is a 6-week academically supervised program where students work in small consultancy teams of 4-6 to explore and develop a strategy in response to a specific business problem. Students liaise with the client to understand the nature of the problem before delivering a final report and presentation of suggested strategies.

Businesses involved benefit from having a multidisciplinary team of business students develop a strategic solution to a specific challenge or business problem. Students engage with the client online via a series of regular meetings to clarify project deliverables and gather any data required from the business.

Program commitments

As well as completing a comprehensive briefing document with your company problem or project, client companies are asked to appoint a key project contact(s) to be available throughout the duration of the project and attend virtual client meetings:

- Client Q&A meeting - Week 1 (45 minutes)
- Client 'check in' meeting - Week 4 (45 minutes)
- Final Presentation - Week 6 (45 minutes)

The ABC and Business Development Clinic programs have 3 intakes per year aligned with the university trimesters.

- Trimester 1: March – June
- Trimester 2: July – October
- Trimester 3: November - February

Prospective organisations for either program can express their interest by contacting the Faculty WIL team at bl-wil@deakin.edu.au for details on the next program intake and availability.

Find further information about consulting programs at deakin.edu.au/business/deakin-business-consulting-programs



Business Development Clinic

The Business Development Clinic is a unique no-fee consultancy program that bridges the gap between business theory and business reality while helping small businesses grow. In this 8-week program, business owners work directly with a small team of student consultants to identify growth opportunities for their business, and develop a practical, ready-to-implement roadmap for increasing their revenue.

Program outcomes and benefits

The outcomes and benefits you can expect to receive from this program are:

- Clarity: In the first week, your student coaching team will conduct a complete 'health check' to assess how your business is faring across each of the 7 Levers.
- In-depth coaching: For the next seven weeks, you'll meet with your team of student consultants to discuss opportunities to drive profit across each of the 7 Levers.
- Actionable ideas: When the course is complete, you'll receive a detailed 5000+ word project brief with specific, ready-to-implement ideas to set you up for ongoing profit growth.

How businesses can participate

To participate you will need to be available to:

- Attend a pre-set 90-minute session to meet your student consultants.
- Be available over 4-5 weeks for mutually beneficial calls and email correspondence with the student consultants.
- Attend a 30-minute final pitch presentation.
- Businesses aren't required to provide a profit and loss statement, but this may assist the student consultants in providing a more detailed and effective brief.

Further details, FAQ's and how to get involved

Diversity and inclusion

Deakin is committed to diversity and inclusion, supporting students with a disability gaining a well-rounded education including the ability to participate in an internship.

Some students may require workplace adjustments to allow them to perform the job safely; have equal opportunity in recruitment processes; experience equitable terms and conditions and maximise productivity

Most adjustments relate to flexible time fractions and work from home options. The Deakin Disability Resource Centre (DRC) offers support and training to students and organisations if workplace adjustments are required.

☎ 03 9244 6255

✉ drcentre@deakin.edu.au

Ready to get involved?

Contact the Faculty WIL team

☎ 03 5227 8619

✉ bl-wil@deakin.edu.au

FAQ's and Deakin requirements

Do I need to pay the student?

Whilst it's recommended that you do, students can work unpaid as WIL experiences form part of their study.

Unpaid work must not exceed a maximum of 160 hours.

If you are looking for a longer-term arrangement that will exceed 160 hours, then a paid employment relationship must be entered into.

Do I need to pay Deakin?

No. In return for offering practical experience and mentoring to the student intern, Deakin provides all relevant support to our partner organisations.

Does my insurance need to cover the student?

If the position is unpaid, Deakin University insurance will also cover students on approved placements. Please see [Insurance for students on placement or work experience](#) for further information.

Confidentiality disclosures

It may be reasonable to ask the student to sign a confidentiality agreement based on the nature of your business, and the work they will undertake. If you have concerns around non-disclosure or confidentiality arrangements, the WIL team can provide support.

What about Fair Work Australia?

The *Fair Work Act 2009* includes provisions aimed at protecting students from exploitation. In short, the Act prevents students being used as 'free labour', an issue that has historically concerned employers and universities alike.

The Act provides an exemption for where the student is participating in a university approved opportunity not exceeding the agreed hours, this is a valid work opportunity in line with the legislation.

Further information is available via the [Fair Work Ombudsman](#).