

Policy Name	INDUSTRY LIAISON POLICY
Policy Number	A008_PO_HE (Academic)
Purpose	Whitehouse Institute of Design, Australia (Whitehouse) engages with industry to create mutually beneficial professional opportunities for both external organisations and our students. The purpose of this policy is to provide guiding principles for industry liaison.
Scope	This policy applies to all staff and students of Whitehouse. Staff and students are expected to behave within accepted ethical practices and the standards and confidentially arrangements relevant to current professional design practice. This policy outlines the mandatory mutual and equitable benefits to all students and staff involved in industry liaison opportunities.
Policy Statement	<p>Industry liaison is a reciprocal process of mutually beneficial engagement between students, staff and design industry professionals as a strategic partnership which fosters design excellence in Australian and international forums. Industry liaison is also important in that it ensures that the curriculum and staff and students maintain currency with emerging trends and styles in the design and creative industries. Furthermore, industry liaison enhances student learning outcomes and graduate capabilities often providing a vehicle for students to network, make contacts, to be work ready and increase opportunities for employment at the completion of studies. Students and staff of Whitehouse will conduct themselves in a professional manner when dealing with industry, through specialisation specific teaching and learning practices, and will foster creativity and innovation whilst delivering sustainable, reasonable and appropriate industry ready design solutions at suitable academic levels.</p> <p>Industry related liaisons include but are not limited to: industry opportunities (i.e.: voluntary work placements), part-time job placements for students and Alumni, job placements for Alumni, exclusive partnerships, exclusive collaborations, collaborations, exclusive competitions and open competitions.</p> <p>External partners who support Whitehouse by providing opportunities for students to be engaged in industry specific liaisons, in some cases may be required to make a contribution to Whitehouse according to the Terms and Conditions of the particular arrangement or agreement.</p> <p>1. Role of Whitehouse (Staff)</p> <p>Whitehouse will:</p> <ul style="list-style-type: none"> • pass on industry liaison opportunities after an initial assessment of the suitability of the opportunity • give the students guidance and help with Industry Liaisons where needed • be a point of contact for the external partner • maintain insurances to cover students in unpaid industry liaisons that relate to the curriculum/course of study the student is undertaking. <p>2. Role of Whitehouse Students</p> <p>The student will in the case of industry liaisons that are voluntary workplacements:</p> <ul style="list-style-type: none"> • assess an opportunity and in most cases (unless specified otherwise) will directly contact the industry liaison company themselves

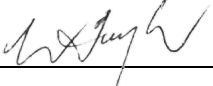
- once having made contact assess the suitability of the offering, and their own ability to meet the requirements of the liaison without jeopardising their study progress
- participate in orientation activities and network with external partner personnel
- agree to work at the arranged times
- at all times conduct themselves in a professional manner behaving with courtesy and respect
- follow all reasonable instructions and procedures and not do anything to jeopardise the safety of themselves or others in the work place
- seek advice and accept feedback about given tasks
- work willingly and to the best of their ability to contribute to the workplace
- inform the external partner and Whitehouse Industry Liaison Manager if they are unable to attend the work place, or of any injury, accident or incident that may occur during industry participation
- observe business confidentiality and intellectual property protocols
- contact the host company at least one week before starting industry participation to find out:
 - o exact location
 - o working hours
 - o equipment required
 - o the types of tasks they will be doing
 - o what they may need to wear.

3. Role of the External Partner

The External Partner role is:

1. to have clear and honest expectations of student skills and attitudes
2. to have access to information about the Whitehouse Policies and Procedures which may directly affect the liaison:
 - In the case of industry opportunities that are voluntary work placements provide an induction to the workplace, including an introduction to relevant staff
 - maintain a safe and healthy work environment free from harassment and discrimination and any conduct that is unacceptable in terms of child protection
 - plan and give a variety of work tasks and instructions to the learner suited to their skills and technical abilities and which provide an insight into the industry and opportunities for students to gain relevant design knowledge and skills
 - train and properly supervise the student if they are expected to operate machinery or equipment they may not be familiar with
 - provide advice and feedback on given tasks
 - liaise with the supervising Whitehouse staff
 - contact the supervising Whitehouse staff if the student becomes ill or injured.

Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2015 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS) • Fair Work Ombudsman
Key Related Documents	<p>Learning and Teaching Procedure</p> <p>Academic Honesty Policy</p> <p>Access and Equity Policy</p> <p>Code of Conduct</p> <p>Whitehouse Institute of Design, Australia Industry Liaison Guide</p> <p>Industry Liaison Email Template</p> <p>Whitehouse Institute of Design, Australia Memorandum of Understanding Template</p> <p>Industry Liaison Procedures</p> <p>Staff Roles and Responsibilities</p>
Definitions	<p>Industry Liaison: is a term which relates to the mutually beneficial and equitable projects undertaken by Whitehouse students and design professionals, as a means by which students may procure experience of industry practises, and procedures, including critique of functional, aesthetic and compliance considerations, whilst fulfilling specification-specific industry design briefs; and industry acquires creative, innovative and original design solutions to a specific design brief considerate of a sustainable future. Examples of industry liaisons include industry opportunities (ie: voluntary work placements) exclusive collaborations, exclusive competitions, open competitions, partnerships, exclusive involvement in exhibits, open exhibitions, part-time and full-time job placements for students, graduates and Alumni.</p> <p>Terms and Conditions of the acceptance – these can include but are not limited to a \$500 donation to the Whitehouse Library, appropriate promotion of the Whitehouse brand, sponsorship, a financial contribution to a student event, a donation of plant and equipment.</p>
Responsible Officer	Industry Liaison Manager
Approval Authority/ Authorities	Academic Board
Date Approved	10/04/2017
Date of Commencement	11/04/2017
Date for Review	11/04/2020

Documents superseded by this Procedure	002-11P Industry Liaison Competitions Policy 002-11D Industry Liaison Competitions Procedure 011-Academic Industry Liaison policy and Procedure November 2012		
Amendment History	<p>05/2018 Re-branding – Header & Footer only</p> <p>11/12 Changed formatting Minor adjustments and inclusions to policy wording – no material changes</p> <p>19/09/2016 Approved and effective</p> <p>10/206 Policy and Procedures separated and HE and VET documentations separated. Updated formatting and minor amendments</p>		
Signed and dated for Whitehouse Pty Ltd	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <hr style="width: 100%;"/> Signature </div> <div style="text-align: center;"> Les Taylor <hr style="width: 100%;"/> Name </div> <div style="text-align: center;"> 30/05/2018 <hr style="width: 100%;"/> Date </div> </div>		

INFORMAITON FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Industry Partners Academic Board Executive Management LTACC Academic Staff Administration Staff Students