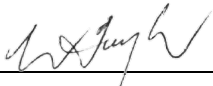


Procedure Name	INDUSTRY LIAISON PROCEDURE
Procedure Number	A008_PR_HE (Academic)
Purpose	The purpose of this procedure is to ensure that the Whitehouse Institute of Design, Australia (Whitehouse) provides direction on processes for industry liaison.
Scope	This procedure applies to all staff and students of Whitehouse. This procedure details the steps to be taken to manage the process of establishing and implementing industry related liaisons such as 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.
Procedure	<p>Industry Liaisons</p> <p>Whitehouse staff who are the first point of contact in communicating with an external party about an industry liaison proposal are to refer the proposal to the Industry Liaison Manager who will either take over further communication with the external party and provide system information relevant to the type of liaison proposed; or assist the Whitehouse staff member to further the discussion with the external party.</p> <p>Should the liaison be for an industry opportunity (i.e.: voluntary work placement), the staff member or the Industry Liaison Manager should first establish that the external party is a legitimate and bona fide entity and that it poses no obvious risk to the health and safety of the student. Once this is established, the external party is sent a copy of the Whitehouse Institute of Design, Australia, Industry Liaison Guide, with an email requesting them to provide Whitehouse with information as set out in the Industry Liaison Email Template, or a modified version of it. Once all information is received by the Industry Liaison Manager, the opportunity with all information details is then sent by email to the most appropriate cohort of students. This email will include an attachment of the Whitehouse Institute of Design, Australia Industry Liaison Guide. A similar procedure will be used in the case of part-time and full-time Job Placements, except that the Industry Liaison Guide should NOT be included.</p> <p>Should the liaison involve an ‘exclusive partnership’ between Whitehouse and the external party (i.e.: Whitehouse internal resource allocation, and / or curriculum time allocation such as is the case with exclusive competitions or exclusive events), the Industry Liaison Manager will provide the external party with a copy of the Whitehouse Industry Liaison Policy and prepare a brief to outline the proposal for the Whitehouse Executive Management Committee (EMC) to consider. The brief must include the following information:</p> <ul style="list-style-type: none"> • explain the type of partnership that is proposed • how the partnership will benefit students, Whitehouse and the industry partner • how the partnership links to the course curriculum and student learning outcomes, if applicable • outline the extent of Whitehouse internal resource allocation (i.e.: time, staff, students, financial) if any and • include the timeframe, duration and if possible actual start and finish dates for the partnership.

	<p>Approval of Industry Liaisons that are Considered to be Exclusive Partnerships</p> <p>The Industry Liaison Manager will liaise with the EMC to determine if the partnership proposal should be accepted or declined. If accepted, Terms and Conditions of that acceptance including whether or not the partnership requires a Memorandum of Understanding (MOU) will be determined and drawn-up by the Industry Liaison Manager for signing by the two parties. If declined, the Industry Liaison Manager will communicate the decision to the external party. The decision will be minuted at the EMC and reported to the LTACC. This same procedure, or a modified version which does not require an MOU, may be appropriate in some circumstances for collaborations and competitions.</p> <p>Implementation of Industry Liaisons that are Considered to be Partnerships</p> <p>Once the proposal has been approved by the Executive Management Committee, the Academic Director or Head of Design Studies will advise the academic staff and stakeholders of their role in executing the partnership and protocols for managing and overseeing the partnership.</p> <p>The Academic staff member who prepared the brief will arrange for an invoice to be issued to the industry partner for the \$500 donation to the relevant campus Library (Melbourne or Sydney) or alternatively split between both campuses. It is the responsibility of the academic staff member to notify all stakeholders, internally and externally, that the proposal has been approved and to implement, manage and oversee the collaboration.</p> <p>Reporting of Industry Liaisons</p> <p>The Industry Liaison Manager will be responsible for reporting outcomes of all industry liaisons to the Executive Management Committee. All Industry Liaisons are to be recorded and stored in the Network using a logical and sequential filing system.</p>
<p>Relevant Legislation</p>	<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
<p>Key Related Documents</p>	<p>Learning and Teaching Policy</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 Briefing Template (?)</p> <p>Industry Liaison Email Template</p> <p>Whitehouse Institute of Design, Australia Memorandum of Understanding Template</p> <p>Industry Liaison Policy</p> <p>Staff Roles and Responsibilities</p>
<p>Definitions</p>	<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</p>

	<p>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</p> <p>Significant adjustments and inclusions to policy wording - material changes</p> <p>10/09/2012 Approved and effective</p> <p>10/2016 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: flex-end;"> <div style="text-align: center;">  _____ Signature </div> <div style="text-align: center;"> Les Taylor _____ Name </div> <div style="text-align: center;"> 30/05/2018 _____ Date </div> </div>		

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management LTACC Academic Staff Administration Staff Students