

**WHITEHOUSE  
INSTITUTE OF DESIGN,  
AUSTRALIA © EST. 1988**

**Whitehouse Institute of Design, Australia Industry  
Liaison Guide**



## **1 Introduction**

This Guide and Workbook gives information about the expectations for parties (industry) and students (participants) in industry liaisons.

Whitehouse recognises the value that Industry Liaisons play in a student's learning. They provide opportunities for "real world" use of skills and knowledge as well as the opportunity to expand skill sets and knowledge bases. They are also an excellent way to learn more about the industry and the people involved - they are a way to network and establish relationships with contacts and other industry participants before you have formally entered the design industry as a graduate.

Participating in industry gives you the opportunity to develop your skills and confidence on the job as well as finding out what the job really involves, and if it is the right sort of work for you. It is also a valuable chance for you to show off your skills and attitude to work. Many learners have been offered a paid job as a result of their industry participation.

## **2 Legal requirements**

### **2.1 Insurance and indemnity provisions**

All relevant safety, health and welfare legislation that protects paid employees also protects any student engaged in **unpaid** industry liaison.

During industry liaison students are volunteers, so host companies are not required to provide a salary however out of pocket expenses such as travel costs may be reimbursed by the host. . The payment of a salary would put the student under the host company's insurance and Whitehouse Institute's insurance and indemnity arrangements would not apply . Whitehouse indemnifies participating employers in approved programs for liability to pay for injury to students provided that they meet responsible conditions.

### **2.2 WHS, anti-discrimination and anti-harassment**

The host company is responsible for providing a safe and positive environment compliant with the *NSW Work Health and Safety Act 2011* and Anti-Discrimination and Equal Employment Opportunity legislation.

More information is available from Workcover NSW, [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) and the Office of Industrial Relations on telephone 131 628.

If you have any concerns regarding WHS or discrimination and harassment during the term of the liaison please speak to the host company supervisor and t discuss it with Whitehouse Institute as well.

### **3 Roles and responsibilities**

#### **3.1 Whitehouse Institute of Design, Australia**

Whitehouse will:

- pass on student opportunities/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 industry liaison company
- maintain insurances to cover students in unpaid industry liaisons that relate to the curriculum/course of study the student is undertaking.

**Whitehouse is not legally responsible for the liaison /opportunity beyond passing the information on to students. Whitehouse does not guarantee the suitability of the liaison and encourages students to undertake research and ask questions before commencing.**

#### **3.2 Student**

The student will:

- 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 Liaison company 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

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- inform the host company and Whitehouse Industry Liaison Coordinator 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
- contact the host company at least one week before starting industry participation to find out
  - exact location
  - working hours (you will be expected to work company hours)
  - equipment you may need to take
  - the types of tasks you will be doing
  - what you may need to wear

## 3.3 Industry Liaison Company

The Industry Liaison company supervisor will:

- 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 Liaison Coordinator
- contact the supervising Whitehouse Industry Liaison Coordinator if the student becomes ill or injured

## Support

Whitehouse has a duty of care to all students. Report any issues with your Industry Liaison to Connie Hart on

E: [connie.hart@whitehouse-design.edu.au](mailto:connie.hart@whitehouse-design.edu.au) or

P: (02) 9267 8799

## **How to get the most out of your industry participation**

- Your host company supervisor will not be expecting an expert. But they do want someone who can apply themselves, work safely, asks questions, readily accepts and acts upon feedback, works well as a member of a team, and is reliable and punctual.
- check with the Industry Liaison company if there are any dress code requirements and/or equipment you need to take
- find out the best way for you to travel to work
- arrive at work early
- be interested in your work and the company
- keep private any information you learn about the company or the people who work there, in accordance with the Confidentiality Contract
- be clear about the work instructions that are given to you, confirm them if necessary
- once you have finished a task demonstrate initiative by asking what you can do next
- accept and act upon any feedback you are given
- follow WHS requirements at all times
- where possible ask your Industry Liaison supervisor if you can collect examples or document the work from the Industry Liaison company you have been involved with
- if you are sick or unavoidably late contact your industry liaison employer and the Whitehouse Industry Liaison Coordinator

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## CONFIRMATION OF INDUSTRY PARTICIPATION

In preparation for your industry participation you must complete the following information and give it to the Whitehouse Industry Liaison Coordinator before you start.

<b>STUDENT NAME</b>	
<b>COURSE AND SPECIALISATION</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>INDUSTRY LIAISON COMPANY</b>	
<b>ADDRESS</b>	
<b>PHONE</b>	
<b>EMAIL</b>	
<b>INDUSTRY LIAISON COMPANY CONTACT PERSON</b>	
<b>TITLE</b>	
<b>START DATE</b>	
<b>FINISH DATE</b>	

## CONFIRMATION OF INDUSTRY LIAISON

I contacted the host company \_\_\_\_\_ and spoke to \_\_\_\_\_  
 on \_\_\_\_\_  
 to confirm my industry participation. (date) (name and position)

Student signature	Date
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Please write down any problems you may have had when you contacted the host company

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## COMPANY PROFILE AND CONFIDENTIALITY CONTRACT

<b>STUDENT NAME</b>					
<b>INDUSTRY LIAISON COMPANY NAME</b>					
<b>ADDRESS</b>					
<b>PHONE</b>					
<b>FAX</b>					
<b>WEBSITE</b>					
<b>EMAIL</b>					
<b>CONTACT PERSON</b>					
<b>TITLE</b>					
<b>PRODUCT TYPE/S</b>					
<b>PARTICIPATION DATES</b>	Start		Finish		
<b>WORKING HOURS</b>	Monday	Tuesday	Wednesday	Thursday	Friday
	am	am	am	am	am
	pm	pm	pm	pm	pm
<b>SPECIALIST EQUIPMENT NEEDED</b>					

This agreement concerns the industry liaison of

*(your name)*

at

*(company name)*

I understand that during this industry liaison I may have access to information which is private and company confidential. I agree that I will not convey to any person outside the host company any knowledge or information of a confidential nature which is gained in the course of the industry participation.

Student signature

Date

Industry Liaison company supervisor signature

Date