

## INDUSTRY PLACEMENT GUIDELINES

<p><b>Overview</b></p>	<p>Placements are an important and integral aspect of student learning at NIDA, providing students with valuable opportunities to participate in a meaningful way in the arts and entertainment industry.</p> <p>Industry placements allow students to:</p> <ul style="list-style-type: none"> <li>• observe professional industry practice in a meaningful way</li> <li>• consolidate and develop their knowledge and skills in a professional environment</li> <li>• explore career options and specialised interests</li> <li>• network and make contacts with industry practitioners</li> <li>• develop and enhance their professional portfolio to enhance employment prospects</li> </ul> <p>Every NIDA Costume, Production, Technical Theatre and Stage Management, Properties, Properties and Objects and Staging student undertakes placements during their final year of study. Design/Design for Performance students participate in placements from time to time. With the guidance of the NIDA Head of Department/Head of Discipline, a program is devised which enables students to gain experience with a Host in an area of interest.</p> <p>NIDA will place the Student with the Host. The placement will be subject to NIDA's General Conditions for Placement Agreement. The terms of the placement are described in the Placement Agreement.</p>
<p><b>Role and Responsibility of the Host</b></p>	<p>The overall responsibility of the Host is to ensure that the Student is provided with appropriate and meaningful learning opportunities in an industry context.</p> <p>The Student is not an employee for any purpose.</p> <p>Other responsibilities of the Host Supervisor are to:</p> <ul style="list-style-type: none"> <li>• Ensure that the Student is exposed to an appropriate range of experiences, including those elements that inform the realisation of the creative process such as production meetings, site/set visit(s), rehearsals etc.</li> <li>• Give regular feedback to the Student during the placement.</li> <li>• Unless advised by the NIDA Head of Department/Head of Discipline, complete the Report by Placement Supervisor on completion of the placement and return it to NIDA in a timely</li> </ul>

	<p>manner. (This is not applicable in the case of Design students)</p> <ul style="list-style-type: none"> <li>• Liaise with the NIDA Head of Department/Head of Discipline during the period.</li> <li>• Consult, communicate and co-operate with the NIDA Head of Department/Head of Discipline and the Student to identify, assess and address foreseeable safety hazards and risks associated with the placement prior to commencement of, and during the placement so far as reasonably practicable.</li> <li>• Provide and maintain a safe working environment and safe systems of work including requirements for emergencies, hazards and injury reporting so far as reasonably practicable.</li> <li>• Provide such information, instruction, training, induction and supervision to the Student that enables them to perform their tasks safely.</li> <li>• • Report safety incidents or injuries involving the Student immediately to NIDA.</li> </ul>
<p><b>Role and Responsibilities of the NIDA Head of Department/Head of Discipline</b></p>	<p>The overall responsibility of the NIDA Head of Department/Head of Discipline is to ensure that the Student is provided with appropriate and meaningful learning opportunities.</p> <p>Other responsibilities of the Head of Department/Head of Discipline are to:</p> <ul style="list-style-type: none"> <li>• Ensure the Student has completed a NIDA general Workplace Health and Safety (WHS) induction before being placed with the Host.</li> <li>• Consult, communicate and co-operate with the Host and Student to identify WHS risks that may exist as part of the Student's activities and in the workplace and how these risks are managed.</li> <li>• Ensure the Host will provide WHS induction and adequate training and supervision to the Student so far as reasonably practicable.</li> </ul>
<p><b>Role and Responsibilities of the Student</b></p>	<p>The overall responsibility of the Student is to ensure that they maximise the opportunity to participate in and learn from the arts and entertainment industry.</p> <p>Other responsibilities of the Student are to:</p> <ul style="list-style-type: none"> <li>• Take responsibility for the opportunities to enhance their knowledge and skills during the Placement.</li> <li>• Represent NIDA in a professional manner while undertaking the Placement.</li> <li>• Obey all reasonable instructions, policies, training, procedures and guidelines of the Supervisor.</li> <li>• Participate in the Host's induction and training programs.</li> <li>• Accept personal responsibility for protecting their own health and safety and act in a manner that does not jeopardise the</li> </ul>

	<p>health and safety of others.</p> <ul style="list-style-type: none"> <li>• Report safety hazards, incidents or injuries immediately to the Host.</li> <li>• Complete any assessment requirements in a timely manner.</li> <li>• Acknowledges that the Placement is conducted on a voluntary basis and they are not an employee for any purpose.</li> </ul>
<b>Insurance</b>	<p>NIDA has a limited Personal Accident cover for death or temporary/permanent disablement of NIDA students on placement, where negligence cannot be attributed to either NIDA or any other person. The total value of this cover is \$100,000.</p> <p>NIDA also has a Public Liability policy to the value of \$50,000,000 which covers NIDA and its students for damage to third party property or injury to third parties, and includes damage or injury whilst students are on placement. Note: this policy only covers staff and students whilst on NIDA business in which NIDA is legally deemed to be at fault.</p> <p>As this is an unpaid placement, students are not covered by Workcover.</p> <p>NIDA has organised a Personal Accident Insurance Policy that covers the students for up to \$1,000 of medical expenses not covered by Medicare or other private health insurance.</p> <p>NIDA requires that it is in receipt of a Certificate of Currency confirming the public liability insurance of the receiving organisation for no less than \$10 million.</p>
<b>Transport and Accommodation</b>	<p>In some cases, NIDA may assist with travel to and from placements outside Sydney.</p>
<b>Payment</b>	<p>No payment is required as the placement program is an integral component of the course. However, on occasion, if the student travels interstate or overseas or is part of a film crew on location as part of the placement, it may be necessary for NIDA to call on the Host for support. Living expenses on a tour are to be met by the Host unless otherwise agreed.</p> <p>Students on placement must not replace roles, or take positions, that would ordinarily warrant the employment of a professional individual (i.e. a placement student cannot be used as a substitute for a paid employee).</p>
<b>Compliance with Laws</b>	<p>The Host must comply with all laws and relevant standards, legislation and regulations including:</p> <ul style="list-style-type: none"> <li>• State and Federal Occupational/Workplace Health and Safety Acts</li> <li>• Anti-Discrimination and Equal Employment Legislation</li> </ul>

	<ul style="list-style-type: none"> <li>• Working with Children Legislation</li> <li>• Privacy Legislation</li> <li>• Industrial Relations Legislation</li> </ul>
<b>Employment</b>	Should the Host seek to employ the Student at any stage (either during or following the period), it is necessary for the Host to first gain the approval of NIDA (usually the relevant NIDA Head of Department/Head of Discipline). The students may have NIDA commitments to fulfil prior to being able to accept any employment offer.
<b>Assessment</b>	<p>(Not applicable in the case of Design students)</p> <p>Evaluation of the students' development and progress is important and NIDA requires an assessment of each placement.</p> <p>Unless otherwise advised by the NIDA Head of Department/Head of Discipline, the NIDA Report by Placement Supervisor form is to be returned to NIDA at the conclusion of the student's time with the organisation.</p>
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