

Internship and work placement policy

1. Purpose

The purpose of this policy is to provide guidance for management for internships and work placements with RedR.

2. Scope

This policy applies to all employees, volunteers, contractors and interns/work placements.

3. Policy Statement

In line with RedR Australia's ethos to develop current and potential leaders in the humanitarian emergency sector, RedR recognises we are in a unique position to provide insights into the sector and provide professional development through short term practical work experience. RedR recognises these arrangements contribute to a culture of continuous learning within the organisation.

Typically, RedR host individuals into either of a Internship or Work Placement programme. Internships support entry-level professionals looking to enter the humanitarian sector. Work Placements support individuals who encounter barriers in entering the workforce to gain broad organisational skills or work experience in their chosen discipline. RedR may partner with various Universities, TAFEs, or other agencies to deliver these programmes.

Underpinning our internship and work placement arrangements is our commitment to accessibility, equity, partnership and co-operation.

4. Principles

- All internships will be undertaken at our head office or training sites in Australia.
- Each intern will be supervised by a Manager and allocated a 'buddy' or support person for the duration of the work experience.
- Interns will engage in various activities to strengthen their professional experience and/or undertake activities which are meaningful and support any learning outcome requirements.
- Although the intern may do some activities to gain practical work experience, they are not deemed as an employee. Furthermore, there is no expectation or requirement of productivity in the workplace.
- Payment: An intern at RedR Australia is deemed as a volunteer. No payment or allowances will be made for the duration of the internship. If the Intern was to volunteer at a RedR training course they would receive the stipend currently paid to training course volunteers.
- Length of an internship shall not exceed 12 weeks. Extensions will be reviewed in exceptional cases approved in conjunction with the Senior Management Team and Human Resources.

- The number of days per week and hours per day of an internship will be mutually agreed between the host and the intern. It is preferred that the intern can commit to 2 - 3 days per week.
- Each intern will undertake an induction program including a safety orientation.
- An intern shall observe RedR's organisational policies notably our values, code of conduct, child safe policy, confidentiality, and safe work practices.
- Either RedR or the intern may terminate the Internship by providing one week notice in writing.
- Where any dispute or grievance arises, the RedR policies and procedures will apply. If applicable, the Intern's course coordinator will be involved in this process.
- On completion of an internship or work placement, RedR is under no obligation to employ the intern.
- Accident insurance coverage will be available for qualifying volunteers.
- Every year a limited number of places for internships are available and unfortunately it is not possible to accommodate all requests. RedR Australia's capacity to host an intern may differ from year to year and will depend on operational capacity.
- Eligibility: Each Intern must meet the following:
 - At least 18 years of age
 - A tertiary student or a recent graduate in a relevant discipline at a University or TAFE
 - Eligible to volunteer in Australia. More information about eligibility to volunteer in Australia can be obtained from www.volunteeringvictoria.org.au

5. Definitions

Host	Employer providing practical work experience
Intern	The individual undertaking an Internship or Work Placement to gain work experience.
Internship	Aims to empower entry-level professionals into the humanitarian sector by providing meaningful learning opportunities and operational insights. RedR may enter into an agreement between an intern, University / TAFE, and host employer.
Work Placement	Aims to provide opportunities to entry-level and/or experienced professionals to gain industry experience in a chosen field of discipline typically through an employment programme.
Host	Employer providing practical work experience
Intern	The individual undertaking an Internship or Work Placement to gain work experience.
Internship	Aims to empower entry-level professionals into the humanitarian sector by providing meaningful learning opportunities and operational insights. RedR may enter into an agreement between an intern, University / TAFE,

	and host employer.
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6. Related policy and documents

- Social Inclusion and Diversity
- Code of conduct
- Child protection policy

7. External Resources

Best practice and guidance available from:

Fair work Ombudsman
 Internship, Vocational Placements, and Unpaid work
<http://www.fairwork.gov.au/Pay/student-placement-and-unpaid-work/Pages/student-placements-work-experience-and-internships>

Volunteering Australia
 The foundations of best practice
<http://www.volunteeringaustralia.org/policy-and-best-practise/best-practise/>

8. Document control

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