**Internship policy**

## Purpose

1. The Victorian Equal Opportunity and Human Rights Commission (the Commission) is committed to supporting tertiary students in their penultimate or final year who are studying a relevant degree and require internship placement as part of their degree or post-graduate qualification. We can also provide placements to students who need to complete a work experience component of their practical legal training.
2. The Commission recognises the importance of promoting or realising substantive equality for groups of people who have one or more protected attributes in the *Equal Opportunity Act 2010* such as race, sex, disability, gender identity or sexual orientation.
3. Accordingly, we want to provide opportunities for people with diverse talents and attributes to participate in the Commission workplace. We also want to support and help develop student populations that reflect Victoria’s diversity. For these reasons, we strongly encourage internship applications from students from culturally and linguistically diverse backgrounds, student with a disability and Aboriginal or Torres Strait Islander students.
4. The following branches accept interns:

* Legal and Dispute Resolution (five students per year)
* Communication and Campaigns (two students per year)
* Policy and Research (two students per year)
* Education and Engagement (two students per year)

## Application

1. The Commission accepts tertiary students who are required to complete a placement for course credit towards their degree or qualification. The internship is unpaid. The Commission does not accept volunteers.
2. Depending on the workload and availability of our branches, student intakes may fluctuate. This is to ensure that we have the resources to support every intern that comes through, so that we can support them in having a great learning experience with us.
3. Applications are made via the Commission website.
4. The Commission accepts internship applications from tertiary students across all universities in Victoria, and students completing their practical legal training.
5. Students should be directed to the website if internship enquiries are made directly to your branch.
6. We accept applications four times a year:

* **Summer:** January – March (close date: 30 December)
* **Autumn:** April – June (close date: 30 March)
* **Winter:** July – September (close date: 30 June)
* **Spring:** October – December (close date: 30 September)

1. People and Culture will collate applications at end of each closing date and distribute to each Head of Branch for consideration.

## Roles, responsibilities and resources

1. Managers/Head of Branch should shortlist and interview interns if applicable.
2. For internship placements over three months, please consider whether it can be accommodated within Branch workload, seasonal peaks and seating arrangements.
3. A placement agreement and insurance paperwork must be signed between the Head of Branch and the tertiary institution prior to the internship commencement date. Paperwork should be supplied by the tertiary institution and it is the student’s responsibility to provide these to us.
4. The paperwork should detail the learning goals, responsibilities, occupational health and safety and coverage for public liability insurance, personal accident insurance and indemnity insurance provided by the university.
5. Students must sign the Commission’s Deed of Confidentiality form prior to their internship commencement.
6. Managers/Heads of Branch to ensure there is a contactable careers adviser or supervisor should the student have any problems with their internship.
7. Managers/Heads of Branch inform Business Services 10 working days prior to the student’s commencement date to enable processing of onboarding and IT access.
8. Managers/Head of Branch play a critical role in supporting and guiding the intern’s learning experience.
9. A buddy from the Branch should be allocated to provide day-to-day support and guidance for the intern.
10. Business Services will provide a building tour for the intern during their first week at the Commission and help them settle in by answering any questions they may have.
11. If the Branch wishes to take on more interns than the indicated number per year, endorsement is required from Head of Branch.

## Document information

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