

TERMS AND CONDITIONS FOR AURORA HOST ORGANISATIONS

The following agreement is between:

<HOST ORGANISATION NAME>

and

The Aurora Internship Program

Please find outlined below the terms and conditions for host organisations involved in the **Aurora Internship Program**
<http://www.auroraproject.com.au/aurorainternshipprogram>.

1. What responsibilities does the host organisation have to Aurora and its interns? (kindly check relevant boxes if applicable):

- Complete and sign at the end of these Terms and Conditions.
- Complete a host organisation listing to be included in the *Handbook for Interns*.
- Provide information specifying intern requirements, including ideal timeframe, number of interns, financial support (such as airfares, accommodation and/or a weekly stipend), if applicable, and a brief outlining the anticipated project/s each intern will be working on.
- Ensure that the appropriate work health and safety (WHS) policies are in place whilst the intern is on placement (both in the office and when out on country for work related business).
- Acknowledge that interns **may not** drive 4WD and/or manual vehicles unless they have completed previous 4WD training and have a manual driver's licence.
- Request that interns sign an agreement on arrival (covering such things as confidentiality and code of conduct, policies and procedures).
- Provide an induction into the organisation's history, governance, programs and work areas, policies and procedures, and health and safety, during the first week of the placement.
- Provide interns with some cultural awareness/communication training, if available.
- Design a work schedule in consultation with the intern so as to maximize the intern's learning opportunities while limiting risk and disruption to the host organisation's operations.
- Make available any equipment or resources needed to complete work tasks.
- Expect the intern to work on a volunteer full-time basis (38 hours a week) unless a part-time arrangement has been negotiated and agreed to.
- Provide adequate supervision to each intern whilst on placement by adhering to the following guidelines:
 - a. The designated host supervisor and/or HR Manager will be the contacts for any concerns about day to day work or about the overall placement arrangements.
 - b. The supervisor is encouraged to provide the intern with ongoing feedback culminating in an evaluation session at the end of the placement. This resource is provided to all hosts and can be found on the Aurora website or click on the following link: [Helpful tips for supervising Aurora interns](#).
 - c. The supervisor will be required to complete a brief supervisor Aurora on-line evaluation feedback questionnaire (confidential) at the end of the placement.
 - d. Interns undertaking legal focussed work are required to be supervised by a lawyer.

2. What responsibilities does Aurora have to the host organisation?

- ✓ Ensure that all candidates have been through an equitable and thorough application/interview/selection process according to appropriate selection criteria.
- ✓ Provide suitably matched interns according to the project brief provided by the host organisation during the placement process.
- ✓ Provide comprehensive application materials (including cover letter, CV, academic transcripts and references) of proposed interns for supervisor to review before confirming the placement.
- ✓ Provide bright, passionate interns who are committed study-based learning experience in a vocational placement that enhances learning and will inform and inspire their future study and work life.
- ✓ Provide interns who are eager to engage in meaningful work whilst also being exposed to the difficult realities inherent in this area of work and to gain insight into the range of issues impacting the Indigenous sector.

3. What responsibilities does Aurora have to the interns?

- ✓ Interns are briefed on the project/s they are likely to be working on as per information provided by the host organisation, in order to assess their suitability and interest.
- ✓ Once placements are confirmed, interns are provided with the contact details of their supervisor/s and the HR Manager at their host organisation.
- ✓ Interns receive a copy of the *Handbook for Interns*, which contains: the Aurora Intern obligations and code of conduct and professional ethics for interns outlining what is expected of interns whilst on placement; discipline-specific sections for interns as well as broader native title issues; and cross cultural communication. A link to this resource is provided to all hosts and can be found on the Aurora website or click on the following link: [Handbook for Interns](#).
- ✓ Prior to departure, the Placements team will brief interns by telephone/Skype on Aurora's expectations of them and appropriate protocol to observe while on placement. Through this process, we manage the expectations of the interns.
- ✓ The Placements team will monitor the interns on a weekly basis and will provide a contact number (after hours) in the event of an emergency.

4. What obligations do Aurora interns need to fulfil before, during and after their placement?

- a. Source and fund their airfares and/or accommodation, if required
- b. Comply with the Aurora intern obligations, code of conduct and professional ethics
- c. Comply with the host organisation's code of conduct, policies and procedures
- d. Email a weekly update report to the Placements team (which is copied to their supervisor)
- e. Complete a confidential overview questionnaire at the end of their placement
- f. Address the student body of their faculty or attend a Career Fair on campus to raise awareness of the Program and their host organisation
- g. Write a reflective article to be published in an appropriate publication at their university.

5. Dispute resolution

Aurora assumes that each intern and the host organisation supervisor and/or HR Manager will make every effort to directly try and resolve any issues that might arise on placement, ensuring that channels of communication are clear and open so that interns feel comfortable raising issues that might be causing them stress. In the event that this is not possible on the ground, we ask that that you contact the Placements Manager immediately on (02) 9310 8413 so that the matter can be addressed and appropriately resolved.

6. Insurance

The Aurora Project has arranged travel and voluntary insurance cover with 'Accident & Health Insurance International' for all interns undertaking an Aurora internship, for anywhere between four and eight weeks.

- **Re: Driving on placement** - Aurora does not have a motor vehicle policy via our existing policy for interns. The host organisation will be required to cover the intern/s under their Motor Fleet Policy for both on-road and off-road activity, when required
- **Re: Air travel on placement** – Aurora interns are only covered by our policy when they fly on scheduled commercial flights. Private chartered flights or helicopters are not covered.

Should you require copies of the policies, please email the Placements team at placements@auroraproject.com.au

7. Aurora Fee

An agreement in principle has been reached with the Commonwealth to extend the Aurora Internship Program (the Program) through to the end of February 2019. One of the agreed outcomes of the new contract supports improved outcomes for **Indigenous organisations** via intern support and cost effective recruitment.

Host organisations which are **not Indigenous** agree to pay the Aurora administration/management fee, which as of 15 March 2017 is set:

- For Not-For-Profits at \$700 + GST **for up to 2 interns per round**, plus \$350 + GST for **each additional intern**;
- For other Host organisations \$1,000 + GST **for up to 2 interns**, plus \$500 for **each additional intern**.

Any fee increases will be discussed with the Host organisation prior to the commencement of a placement round. Host organisations will be invoiced once placement/s have been confirmed.

PLEASE COMPLETE THE FOLLOWING:

On behalf of (host name), I/we accept the terms and conditions as outlined above:

Legal Supervisor name/title:	
Signature:	
Research/Other Supervisor name/title:	
Signature:	
HR Manager (where applicable):	
Signature:	
DATE:	

AURORA CONTACT: Kim Barlin, Placements Manager



Contact: kim.barlin@auroraproject.com.au

(02) 9310 8413 or 0439 770 020 (emergency after hours).