

Procedure Name	Industry Engagement Procedure
Procedure Number	A006
Approval Authority	Board of Directors
Responsible Officer	Director of Studies
Operational Responsibility	Director of Studies
Purpose	The purpose of this procedure is to ensure a consistent, risk-based, and quality-assured approach to all industry engagement activities at LCI Melbourne, including WIL placements, industry partnerships, curriculum consultation, and advisory processes, to enhance student outcomes and meet the requirements of the Higher Education Standards Framework (HESF) 2021.
Scope	This procedure applies to academic staff and students at LCIM, and organisations engaging with LCIM on projects, placements, internships and other industry facing partnership activities.
Procedure Statement	This procedure details Industry Engagement activities undertaken by LCIM staff and students in collaboration with external organisations to enhance learning, teaching, and professional development. These may include collaborative projects, mentoring, partnerships, short-term extra-curricular activities, and Design Laboratory projects.
Procedure Strategies	<p>Industry Engagement</p> <p>Activities undertaken by LCIM staff and students with third party organisations in industry to further professional development or learning and teaching opportunities including collaborative projects, mentoring, partnerships. Such opportunities are usually offered across Professional Practice and Design Laboratory units but can also include short-term extra-curricular or industry projects.</p> <p>The following steps outline the procedure:</p> <ol style="list-style-type: none"> 1. Proposal Submission LCIM staff or external organisations submit an Industry Engagement proposal to the Director of Studies or delegated Academic. Assessment and Approval 2. The Director of Studies or delegated academic reviews proposals for: <ul style="list-style-type: none"> • Alignment with LCIM's pedagogical priorities and strategic directions • Educational value and integrity • Safety, equity, and access considerations • Resource and supervision requirements 3. Approved proposals proceed to negotiation with the external Organisation. 4. Project Negotiation and Documentation

	<p>LCIM and the Organisation must agree on:</p> <ul style="list-style-type: none"> • A project brief (scope, timeline, expected outcomes) • Initial briefing materials and presentations for students • Conditions relating to awards, commercialisation/licensing, or potential placement offers for selected outcomes <p>LCIM Liaison Role</p> <p>The Director of Studies or delegated academic:</p> <ul style="list-style-type: none"> • Serves as the primary liaison with the Organisation • Coordinates access to students and student work • Advises on feedback processes and commercialisation or placement opportunities <p>Professional Placement Procedure</p> <p>Overview</p> <p>Professional Placement is an elective WIL unit of study involving a minimum of 70 placement hours. The Professional Placement Unit Coordinator (or delegated Academic) oversees all learning and teaching aspects of the unit.</p> <p>Placement Sourcing and Application</p> <p>1. Placement Sourcing</p> <p>Placements may be initiated when:</p> <ul style="list-style-type: none"> • A student nominates a host Organisation • An Organisation approaches LCIM to request a student • LCIM identifies suitable Organisations and connects students with them <p>2. Placement Application</p> <p>Students apply using the designated Application for Placement Form (submitted no later than Week 3 of the trimester).</p> <p>3. Application Assessment</p> <p>The Unit Coordinator reviews applications and assesses host suitability using:</p> <ul style="list-style-type: none"> • LCIM WIL Placement Risk Management Matrix • LCIM Student Placement Risk Management Checklist <p>4. Approval and Notification</p> <ul style="list-style-type: none"> • The Unit Coordinator notifies students of the outcome • LCIM finalises placement documentation with the Organisation <p>Pre Placement Requirements</p> <p>1. Host Organisation Engagement</p> <p>The Unit Coordinator must:</p> <ul style="list-style-type: none"> • Provide the Organisation with LCIM's WIL expectations and policies
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	<ul style="list-style-type: none"> • Obtain a signed LCIM WIL Placement and Workplace Safety Agreement • Share insurance details covering LCIM students undertaking WIL <p>2. Student and Organisation Feedback Channels</p> <p>LCIM provides mechanisms for both students and Organisations to report concerns during placement.</p> <p>3. Placement Planning</p> <p>The Unit Coordinator develops the student's work/study program, including relevant health and safety preparation.</p> <p>Placement Conduct and Monitoring</p> <p>1. Commencement of Placement</p> <p>Once documentation is finalised, the student may commence their placement.</p> <p>2. Monitoring Activities</p> <p>The Unit Coordinator or delegated Academic monitors progress, including a mandatory Week 5 check in.</p> <p>3. Completion and Assessment</p> <ul style="list-style-type: none"> • Students complete placement hours and submit associated assessment tasks. • The Unit Coordinator collects the host Organisation's evaluation of student performance <p>Host Organisation Responsibilities</p> <p>The Organisation must:</p> <p>1. Sign the LCIM WIL Placement and Workplace Safety Agreement.</p> <p>2. Provide a full induction covering:</p> <ul style="list-style-type: none"> • Workplace expectations • Health and safety procedures • Critical incident/emergency protocols <p>3. Nominate a qualified workplace supervisor for day-to-day oversight.</p> <p>4. Allow LCIM staff appropriate access to the student and workplace as needed.</p> <p>5. Notify LCIM immediately of:</p> <ul style="list-style-type: none"> • Injuries or incidents • Serious misconduct or concerns related to the student <p>International Student Procedure</p> <ul style="list-style-type: none"> • LCIM confirms that international students' placement hours comply with student visa conditions. • International placements must be counted alongside any other permitted work hours undertaken during study.
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	<p>Intellectual Property Procedure</p> <p>1. Professional Placements</p> <p>IP created during the placement belongs to the host Organisation, except for work produced solely for LCIM assessment.</p> <p>2. Other Industry Engagements</p> <p>Students retain ownership of IP developed in collaborative projects, competitions, and client briefs unless a separate agreement transfers rights for commercial use.</p> <p>Confidentiality and Privacy Procedure</p> <p>LCIM, students, and partner Organisations must:</p> <ol style="list-style-type: none"> 1. Protect all personal, health, and commercially sensitive information obtained during WIL or Industry Engagement. 2. Maintain confidentiality except where disclosure is legally required. 3. Comply with the Privacy and Data Protection Act 2014 (Victoria) and associated privacy principles. 4. Ensure students sign confidentiality undertakings where required by the Organisation.
<p>Relevant Legislation</p>	<p>Commonwealth Legislation:</p> <p>Higher Education Standards Framework (Threshold Standards) 2021</p> <p>(2022) Higher Education Support Act 2003</p> <p>Australia Qualifications Framework (AQF)</p> <p>(2022) Education Services for Overseas Students Act 2000 (ESOS)</p> <p>Commonwealth Register of International Courses for Overseas Students (CRICOS)</p> <p>(2022) Privacy Act 1988</p> <p>(2022) Fair Work Act 2009</p> <p>State Legislation:</p> <p>Privacy and Data Protection Act 2014</p> <p>TEQSA Academic Integrity Guidance Note</p> <p>Fair Work Ombudsman</p> <p>Fair Work Guidance Work Experience and Internships</p> <p>Fact Sheet – Student Placements</p>
<p>Key Related Documents</p>	<p>A006 Industry Engagement Policy</p> <p>A001 Academic Grievance, Complaints and Appeals Policy and Procedure</p> <p>A002 Learning and Teaching Policy and Procedure</p> <p>A003 Academic Integrity Policy and Procedure</p> <p>G002 Student Code of Conduct</p> <p>G014 Privacy and Intellectual Property Policy and Procedure</p> <p>G015 Staff Code of Conduct</p> <p>LCI Melbourne Professional Placement Handbook</p> <p>LCI Melbourne Professional Placement Agreement Conditions</p> <p>LCI Melbourne WIL Placement Risk Management Matrix</p> <p>LCI Melbourne Student Placement Risk Management Checklist</p>

	LCI Melbourne Student Application for Placement Form LCI Melbourne WIL Placement and Workplace Safety Agreement		
Date Approved	21 February 2023		
Date of Commencement	21 February 2023		
Date for Review	MTG 1 2026		
Amendment History	Updates to Policy and Procedure		
Documents superseded by this Procedure	Industry Engagement Procedure 2020		
Signed and dated for LCI Melbourne	Professor Andrew Flitman	Special meeting July 2024 AB minutes	7 July 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER				
Policy / Procedure Category	Academic			
Responsible Officer	Director of Studies			
Stakeholders	Academic (Teaching) Staff – Permanent Academic (Teaching) Staff – Sessional/Casual Director of Studies Student Experience Advisor Students Industry partners and host organisations			
Review Date	MTG 1 2026			
Approved by Academic Board				
Change and Version Control				
Version	Authored by	Description of changes	Date Approved	Effective Date
1.0	Dean	New Policy and Procedure	Q2 2020	Q2 2020
2.0	Academic Operations Manager	Update to Policy and Procedure	21 Feb 2023	21 Feb 2023
3.0	Dean	Update to policy and procedure – compliance CRICOS	July 2024	7 July 2024
4.0	Director of Studies	Update to policy and procedure	M1 2026 February	M1 2026 February