



Supporting IR and HR Students

WORK EXPERIENCE

Society members are encouraged to consider the benefits of providing work experience for industrial relations and HR students. Not only can you provide a student with the opportunity to view how a professional organisation works, a student can see the practical side of industrial relations, OHS and HR in practice.

The Society's objectives include the aim to organise and foster discussion and education within the field of industrial relations. The Society therefore supports organisations and businesses which provide industrial relations students with work experience. While this support does not extend to the placement of students, interested persons who can provide work experience are encouraged to contact the institutions listed below.

Work experience should comply with the provisions of the Fair Work Act (there is a FWO Fact Sheet about this issue) and:

- provide an educational and constructive experience and be mutually beneficial to both the student and the provider;
- further a student's understanding of employment, industrial issues and/or OHS issues and their impact on employees and employers;
- expose the student to the variety of functions performed by industrial relations and related practitioners.



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FORMAL INTERNSHIPS

Griffith University has formal internships, which are 13-week, on-site placements where students complete a formal project for the organisation for credit. Placements commence in March and July, but need to be organised well in advance. Please contact (for enquiries about *formal internships*):

Ms Lynlea Small Coordinator, Work Integrated Learning (WIL) Programs

Griffith Business School

Building 4 (G42), Room 4.21, Gold Coast campus,
Parklands Drive, Griffith University, QLD 4222, Australia

Phone: [+61 7 5552 8230](tel:+61755528230)

Email: l.small@griffith.edu.au



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INFORMAL PLACEMENTS

You can also offer informal work experience (not for credit), commencing any time. Informal work experience can encompass many activities. The following are suggestions providers might find useful:

- familiarisation with your organisation (introduction to other personnel, how to use equipment etc);
- attendance at meetings eg negotiations, briefings with clients, site visits;
- observation or assistance at Fair Work Australia and QIRC hearings and conferences;
- analysis of case law pertinent to current work, using ALLRs, QGIGs, law reports, etc;
- visiting the IR libraries to obtain case law, research awards, research case files;
- evaluation of case materials, eg summarise and analyse exhibits;
- preparation of a journal / newsletter article for distribution to members or clients;
- general administrative tasks such as filing, copying, phone answering, etc;
- drafting IRC documents such as applications, affidavits;
- familiarisation with legislation eg IR acts and regulations, Rules of Court, Anti Discrimination Acts, Workplace Health & Safety and WorkCover.

Please contact (for enquiries about *informal placements*):

Associate Professor Janis Bailey, Department of ER and HR

Ph: 3875 7619; Mob 0418 122 295

Email: j.bailey@griffith.edu.au

Unpaid work experience students need to fill in a University form, get it signed by a lecturer, and then lodge it with the university, to activate insurance coverage.