



Australia's National
Science Agency

WA Food Industry Education Collaboration Program

Program Guidelines

Version 1 – October 2024

About the WA Food Industry Education Collaboration Program

The WA Food Industry Education Collaboration places students from tertiary education institutions into internships within WA food and beverage sector businesses.

The program offers businesses (known as industry partners):

- Access to high-potential students interns to work on a STEM-related business challenge.
- A payment of \$2,500 on completion of the student internship.
- End-to end recruitment and facilitation services for the student internship.
- Additional funding of up to \$2,500 may be available for two trips of student travel for regionally based businesses supporting a student working remotely.

The program is delivered by the CSIRO SME Connect team in collaboration with the WA Department of Primary Industries and Regional Development.

All enquiries regarding STEM student projects, eligibility and applications should be directed to the WA Food Industry Education Collaboration program lead:

Ms Liz Crompton
Program Advisor
CSIRO SME Connect
(08) 6436 8695
wafec@csiro.au

1 Eligibility requirements

1.1 For industry partners

Industry partners are required to submit an online application to participate in the program. Applications will only be accepted if the following eligibility criteria are met. Please contact the program facilitators at wafec@csiro.au if you are unsure about any of the criteria or wish to discuss your eligibility further. Regionally based businesses are particularly encouraged to apply.

Eligibility:

- Are a registered business, operating for more than 1 year.
- Are located within WA or have an office in WA.
- Are operating within the food and/or beverage sector.
- Have a minimum of three employees, with at least one of those employees having the relevant STEM skills to provide guidance and mentorship to the student intern.
- Have support from the Founder, CEO, Owner, General Manager, Executive Leadership Team and/or Board to host a student.

- Have relevant insurances including work cover and public liability insurance.
- Can provide a safe work environment in line with industry standard industry.

1.2 For students

Students are required to submit an online application and email their current CV to wafec@csiro.au be considered for placement opportunities. Applications can be for a specific placement or general opportunities. Applications will only be considered if the following eligibility criteria are met.

Eligibility:

- Undergraduate, postgraduate, or equivalent University or TAFE/VET STEM students, including international students (subject to visa work restrictions).
- Do NOT currently have an alternative paid placement opportunity.
- Currently living in Western Australia.

2 Placement requirements

2.1 Business placement requirements:

- Student will work collaboratively with the business on a STEM project or activity for a minimum of 200 hours.
- The placement must be safe and appropriate for a student.
- If the student is required to be on-site, the location of placement needs to be accessible for the student to commute, or suitable accommodation is available nearby.
- If the business is not located in the same region as the student's home, this may require the student to work remotely. Such students will be supported to undertake their internships via this remote working arrangement with two trips of, subsidised travel to the business, see section 6.
- A supervisor from the business will be assigned to the placement and provide support and mentoring including weekly (or equivalent if part-time) check-ins with student.

Minimum requirements of employment:

- Student must be employed by the business on a casual or part-time contract.
- Student must be covered by all relevant insurances as evident in employment agreement.
- Student to be paid a minimum hourly rate by the industry partner, see Section 3.
- Clear workplace goals established for the student and regular performance feedback provided.

Placement guidelines for students and industry partners:

- Student will be responsible for travel and/or accommodation arrangements, except for those made under the regional travel and accommodation allowance, see section 6.
- Student will manage their time appropriately to ensure that academic performance is not affected by participation in the placement.

- Supervisor and business staff will treat students with respect and provide mentorship to support on-the-job learning.
- Supervisor will provide guidance and clear direction on project duties and expectations.
- Supervisor and business staff will not expect student to work unpaid overtime.
- Supervisor and business staff will make appropriate considerations for student exams/assessments.
- Neither CSIRO nor the student will be held liable for any loss or damages as part of the placement.

2.2 Student wage rate

A minimum hourly wage of \$25/h will be payable by the business to the student intern if they are employed in a part-time working arrangements. Industry partners must comply with relevant industry award rates (if higher) and pay at least the mandated rate. All student interns employed on a casual basis will be required to be paid an additional 25% loading as outlined in the *Modern Award*.

2.3 Reporting and feedback

Student interns and industry partner supervisors are required to attend a pre-placement briefing, mid-placement check-in and post-placement check-in as part of the program. There is also a feedback survey at the end of the placement and participants may be invited to an interview about their experience with the program for evaluation, improvement and promotional purposes.

3 Payments

3.1 Business internship payment

A payment of \$2,500 will be paid to the business upon completion of the 200-hour placement. The payment will be paid by CSIRO upon acceptance by the program facilitators that the placement was successfully completed. This will include:

- Completion of post-placement check-in and feedback
- Evidence from both parties to show that the student's wages have been paid.

3.2 Travel and accommodation payment

A payment for travel and accommodation is available for regionally based businesses which host a student predominantly in a remote working arrangement. Industry partners will be required to pay for the students travel at the time of travel, with up to \$2,500 paid back to the business upon completion of the internship. The payment will be a 50% contribution to the student travel and accommodation costs, up to a total of \$2,500 (inclusive of GST).

To be eligible for this payment, the student must make a minimum of two short-term visits to the regionally based business as below:

- One visit at the commencement of the internship, encompassing two business days with travel included before and after the designated business days
- One visit at the conclusion of the internship, encompassing one business day with travel included before and after the designated business day

Evidence of travel (e.g. invoices and receipts) must be provided to be eligible for this payment. For further information on the travel and accommodation payment, please email wafec@csiro.au.

4 Application lodgement

Applications are submitted through the program online procedures:

- Business application: submitted via the Microsoft Forms link located on the [website](#)
- Student application: submitted via the Microsoft Forms link located on the [website](#). An up-to-date CV must also be submitted with the application

For assistance with submitting applications or planning a project, please email: wafec@csiro.au

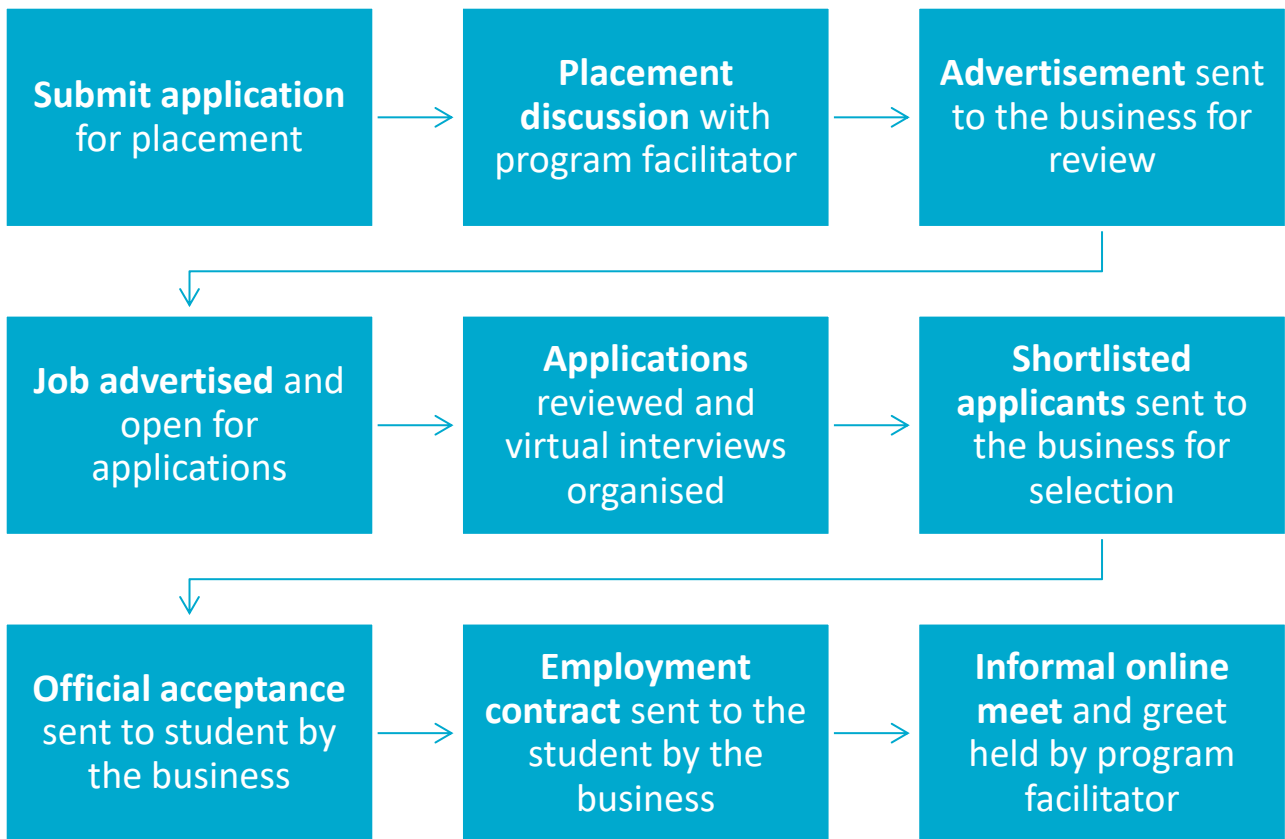
5 Assessment process

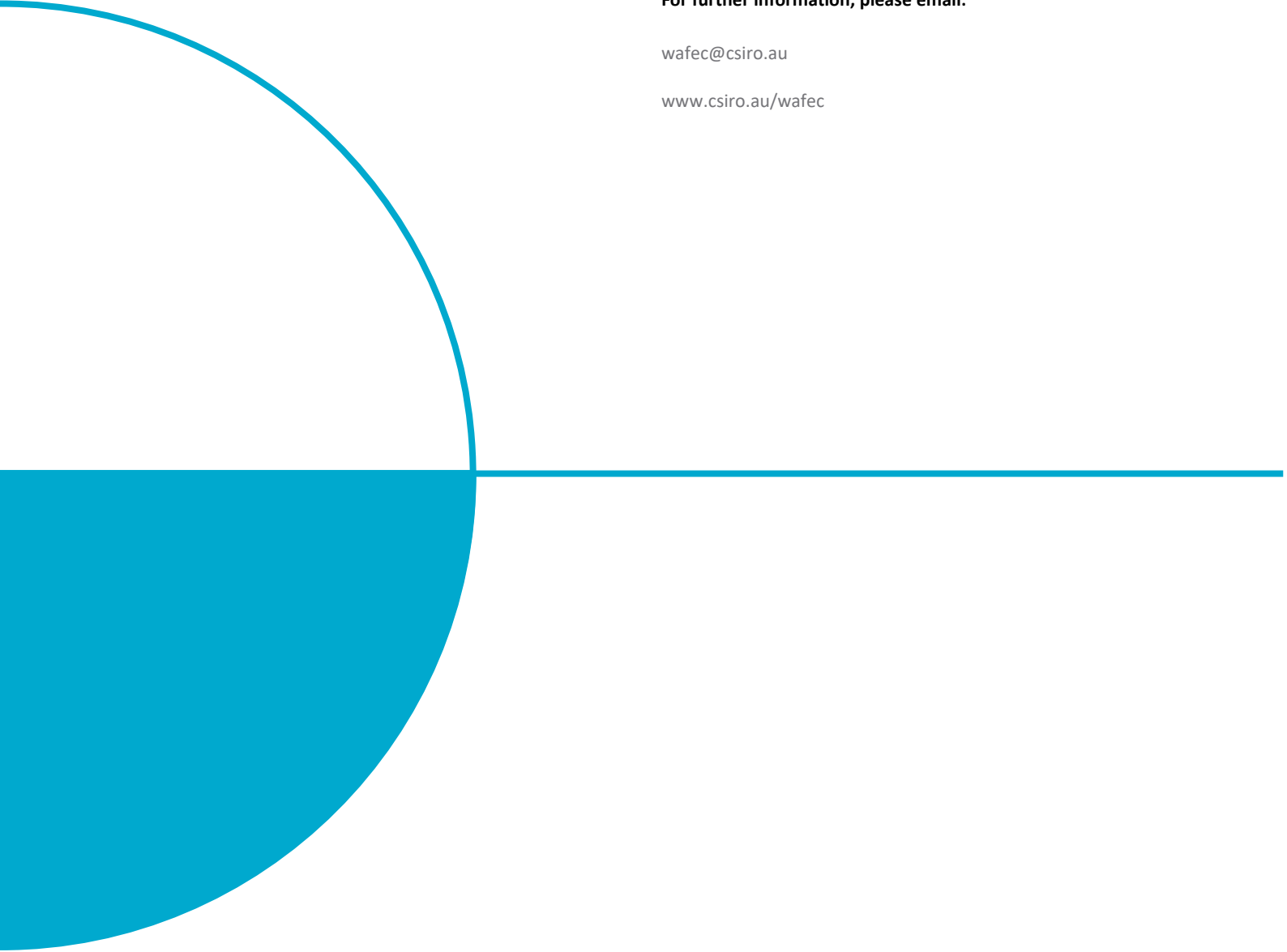
Applications will be assessed by the program facilitators. Decisions will be based on satisfying the requirements set out in these guidelines. The program facilitator will match business projects with student applications based on placement preferences, skills, and suitable alignment across STEM disciplines.

Industry partners can expect the recruitment of a student to take between 4-6 weeks. Additional time may be required if students are to be recruited outside of regular teaching times. We endeavour to meet any requested start dates; however, students may need additional time to commence due to study commitments. The program facilitators will:

- Develop a placement listing for the project based on applications
- Advertise the placement through relevant channels
- Interview candidates and provide industry partners with a shortlist of applicants

A step-by-step process is outlined below.





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For further information, please email:

wafec@csiro.au

www.csiro.au/wafec