Frankston City Council and Monash Business School

Linking to Business Program Host Information Pack

2022

Lifestyle Capital of Victoria

MONASH University | MONASH BUSINESS SCHOOL

Host Information Pack

About the Program

The **Linking to Business Program** is a collaboration between the Frankston City Council (FCC) and Monash Business School (MBUS). The program is designed to provide students studying the Bachelor of Business Administration (BBA) at the Monash Peninsula campus an opportunity to gain first-hand experience of business operations in the local region, enabling students to develop important employability skills, identify career opportunities in their field of study, and support their transition into careers beyond graduation.

Local businesses benefit from the opportunity to interact with senior students with fresh thinking and business knowledge based on the latest in academic theory. As a local employer, you will have the chance to share your industry and business knowledge and experience, and importantly mentor students as they build their working experience — a critical element to their development as employees of the future. It also provides a unique opportunity for local industry to demonstrate the diverse career options available across the region and the many benefits of this distinctive environment.

Connecting industry with education is critical as new graduates face extensive competition in the employment space and employers seek graduates with tangible skills and 'real-world' experience. The Linking to Business Program aims to bridge the gap for mutual and long-lasting benefits.

The 2022 program will run over a period of two weeks from Monday 28 November–Friday 9 December, 2022.

Business Hosts

During the two-week program, students will work under business supervision, undertaking tasks or projects in line with business operations, up to a maximum of 80 hours in total during the program. Business hosts should assign a supervisor to oversee activities and mentor the student during their time on-site in the business. Work hours and days to be negotiated in consideration of your business requirements and the student's study and/or possible work commitments.

Draft Program Schedule

22 November	• Welcome event • Graduated Development led workshop for students • Host briefing and student introduction • Guest speaker
28 November–2 December	Week 1 • Induction/on-boarding • Host student
5–9 December	Week 2 — Host student
13 December	• Closing event • Recognition and networking

Welcoming your student

It is important to on-board your student in a way that will set them up to succeed. This may require some prior planning to ensure there are appropriate tasks or a defined project for the student to undertake. Host supervisors are asked to:

- Induct the student to the workplace environment
- Inform the student of any regular catch up sessions that may be planned
- Inform the student of their roles and responsibilities
- Give clear instructions, set expectations and identify any deliverables and communication protocols
- Encourage the student to ask questions and clarify anything they are unclear about during the course of the program
- Familiarise the student with the office/work environment (toilets, kitchen areas, printer rooms, emergency exits, dress code etc.)
- Brief students on any OHS, emergency and security procedures, confidentiality requirements

We have included a checklist to help guide you through this process.

During the program

Supervise the student as you would a new staff member. Include them in team meetings, client conversations and any social activities (morning/afternoon teas) that may happen during their time on-site.

Students may undertake work tasks or projects as identified, or may shadow a staff member in the conduct of business.

Encourage questions. Students will bring fresh thinking and new ideas to the business. Encourage them to contribute in a positive way.

Be mindful of cultural or generational differences that are likely to be present.

What are appropriate experiences?

Students will generally be in their final year of study. As with any new staff member, student strengths and abilities will vary across different skills. Every effort will be made to align each student with a host opportunity that matches their discipline or preferred career path while considering the needs of the business.

Students should be set tasks that are both challenging and realistic, commensurate with their level of skill and experience, mindful of the short time they are in the business.

As part of the Bachelor of Business Administration degree at Monash Peninsula, students complete one of five majors. Based on the major completed, below are some examples that may help you identify suitable tasks:

- **Accounting** — assist with the preparation and analysis of cyclical reports, performance reports or undertake simple audits
- **Marketing and Communications** — review marketing plans, contribute to the development of strategies, develop website or social media content, or undertake market research
- **Finance and Economics** — assist with budget preparation for forecasting, investment reports or support asset/risk management teams

- **Business Administration** — undertake general management tasks, review documentation such as policies or procedures, or contribute to operational reviews
- **Business Management** — undertake HR reviews e.g. on-boarding practices or general policies, research professional development programs, or support project management

Insurance and payment

Students are covered by Monash University insurance for the duration of the program. A Placement Host form will need to be completed prior to commencement of the program.

Payment to the student is not required for the program hours. If additional work is undertaken by the student outside of the program framework, then this will be a private arrangement between the organisation and the individual student and will therefore be subject to the usual workplace laws applicable to your industry.

Program support

We are dedicated to making this program a successful and positive experience for both business hosts and students. We encourage you to contact us immediately if you have any questions or concerns throughout the program:

Monash Business School
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Senior Student Services Officer

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Frankston City Council
Lisa Schefman
Business Engagement Officer

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Induction Program Checklist

Prior to start

- Supervisor to contact student, agree on the time/place to meet on the first day
- Inform staff in the team/work group/organisation that the student will be joining you as part of the program
- Let the student know if they are required to bring anything in particular, and advise them of the organisational dress code

Day One

- Introduce them to the immediate team, and any other key personnel
- Familiarise the student with their workspace, including technology required for the role. Give them a tour of their work area (toilets, kitchen, printers, where to store personal items e.g. bag/coat etc.)

- Provide an overview of the organisation, the work team and the role/project/tasks. Provide documents relevant to them personally (OHS information, staff code of conduct, social media policies) and professionally (policies, strategic plans, reviews, annual reports etc. where relevant to the work they will do)
- Protocol to be followed in the event of the student being unable to attend (e.g. contact person to ring/email) or should the need arise that the student must work remotely due to the current climate
- Overview of tasks or projects to be undertaken during the program with key expectations and outcomes

During the program

- Provide regular feedback on tasks and performance
- Check in to ensure that tasks/projects are on track
- Include the student in regular activities such as team meetings, afternoon teas etc

End of program

- Provide feedback on the student's overall performance, including observations on strengths and opportunities for improvement
- Provide feedback on the program overall, general impressions, specific experiences and insights, opportunities for improvement and the future viability of the program in the region