



information  
and privacy  
commission  
new south wales

# IPC Internship Policy and Procedure

March 2016



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# Introduction

The Information and Privacy Commission (IPC) believes that internships provide a mutually beneficial experience for the intern and the organisation. The IPC offers internships to undergraduate and postgraduate university students from a wide variety of educational disciplines so as to provide students with the opportunity to relate theory to practice in the areas of legislation administered by the IPC and give them an understanding of what it means to work in the NSW public service.

## Essential Summary

This policy applies to any undergraduate or postgraduate student currently enrolled with an Australian University wishing to apply for an internship with the IPC or any university staff member responsible for administering their university's work placement program.

The IPC accepts applications from undergraduate and postgraduate students currently enrolled with an Australian University for its internship program on a rolling basis throughout the year. We seek interns interested in being introduced to the core elements of information access and privacy issues and in learning more about the operations of the New South Wales public sector.

Interns may work in any area of the IPC including policy, review and investigation, legal, communication and stakeholder engagement or business systems. Interns are encouraged to consider working in more than one area during the period of their internship.

This policy also applies to all IPC employees who may supervise or provide support to the intern during their time with the IPC.

## 1. Scope

The Information and Privacy Commission (IPC) believes that internships provide a mutually beneficial experience for the intern and the organisation. The IPC offers internships to undergraduate and postgraduate university students from a wide variety of educational disciplines in an effort to:

- provide students with the opportunity to relate theory to practice;
- give students orientation to a career area they may wish to pursue;
- allow students the opportunity to work in their area of intended specialization;
- enhance students' understanding of organizational and group processes;
- enhance students' awareness of public service obligations;
- develop an ongoing relationship between the academic and practitioner community.

The IPC accepts applications from undergraduate and postgraduate students for its internship program on a rolling basis throughout the year. We seek interns interested in being introduced to the core elements of information access and privacy issues.

Interns may work in any of our business areas including: policy, review and investigation, legal, communications and stakeholder engagement and business improvement. Interns are encouraged to consider working in more than one area during the period of their internship.

This policy applies to any undergraduate or postgraduate student currently enrolled with an Australian University wishing to apply for an internship with the IPC. This policy also applies to all IPC employees who may supervise or provide support to the intern during their time with the IPC.

## 2. Purpose

This policy and procedures document provides guidance to university students and university staff responsible for work placement of students on the principles and procedures applying to the operation of the IPC Internship Program.

The policy also provides direction and guidance to IPC Managers in the administration of the Internship Program and the supervision and management of interns.

## 3. Definitions

**Intern** refers to an undergraduate or postgraduate student who is currently enrolled in an Australian University who is temporarily placed into the Information and Privacy Commission in order to gain work experience.

**Internship** refers to an opportunity to integrate career-related experience into an undergraduate or postgraduate education by participating in planned, supervised work.

## 4. Principles

- Internships are available to undergraduate and postgraduate students with an interest in the work of the IPC.
- A restricted number of interns will be accepted in any calendar year taking into consideration the IPC's work commitments and workspace and the mentorship/supervision requirements of interns.
- Interns will be considered for the internship program on the basis of their application; however interns may also be asked to attend an interview (either by telephone or face-to-face) in order to clarify any information and identify the most relevant IPC area or areas for placement.
- All applications received will be considered and applicants will receive short feedback from the relevant Manager if an application is unsuccessful.
- Internship placements will generally be limited to 2-4 weeks duration. This condition may be waived in the event of special circumstances such as a student with a disability who would require a longer placement to benefit from the internship experience.
- All interns will be assigned to an IPC Manager for supervision throughout the duration of the internship.
- All interns will also be assigned a workplace 'buddy' throughout the duration of the internship to provide induction and ongoing support.
- Interns are to be afforded the same treatment that employees are entitled to expect under the IPC's Code of Conduct.
- Interns do not receive a salary or any kind of compensation during their time with the IPC.

The placement of university students into the IPC must be covered by an [Internship Agreement](#) which has been signed by all parties.

## 5. Application procedures

Interested applicants should send their resume, a covering letter, a supporting letter from their institution and an example of their university work via email to:

- Information Commissioner
- GPO Box 7011
- Sydney NSW 2001
- Roxane Marcelle-Shaw@ipc.nsw.gov.au

University staff responsible for administering work placement programs should contact [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au) or telephone our free call number 1800 IPC NSW (1800 472 679). One of our Managers will then contact you to discuss your requirements.

## 6. Internship Agreements

The [Internship Agreement](#) attached to this policy document must be completed by all parties to the internship, i.e. the student, the educational institution and the Information Commissioner, prior to the intern being placed with the IPC.

## 7. During the Internship

At the commencement of the internship, all interns will be assigned a workplace buddy who will be responsible for the intern's induction program. The induction will include information on the role of the intern, role of the workplace buddy, role of the Manager and the role of the IPC including our:

- Right to government information functions, in particular, oversight of the operation of the *Government Information (Public Access) Act 2009* and review of decisions made by agencies and Ministers under that Act
- Privacy functions, conferred by the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*.

During the internship, interns will work in the area or areas specified in the [Internship Agreement](#): reporting to the relevant Manager. Interns will be expected to perform all tasks identified in their work-plan and participate in any staff meetings that take place.

Interns are to raise any issues, problems or concerns which arise during the course of their internship with their Manager.

At the conclusion of the internship placement the intern's Manager will hold an exit interview with the intern to obtain feedback on their experience with the IPC.

## 8. Role of the Manager

It is the responsibility of Managers taking on an intern to ensure they receive challenging and stimulating work, and are professionally supported and supervised throughout their placement. This will include the development of a specific work-plan for the intern and where required by the University reports on the intern's progress. This is a significant commitment required of a manager that is recognised by the Executive.

A high quality working relationship is also vital to the success of the internship and so Managers are required to:

- provide direction and guidance and regular constructive feedback to the intern;
- offer support and encouragement, and where necessary identify and constructively discuss any gaps in the intern's performance;
- evaluate the quality of the intern's work/decisions and use this information in a positive way during supervision;
- promptly address any interpersonal concerns arising between the intern and IPC employees.

Whilst an intern may attend meetings and public or stakeholder events in the company of their supervisor, (during the course of their placement) they must not represent or be perceived as representing the IPC. Managers should ensure that stakeholders attending the meeting are comfortable with the intern's attendance prior to attending the meeting or event.

Managers will hold an exit meeting with the intern prior to the conclusion of their placement to obtain feedback on their experience at the IPC. Any issues or problems raised by the intern are to be documented and discussed at the next Executive meeting.

## 9. Employment with the IPC

Engagement with the IPC via and internship will does not imply any rights for permanent employment with the IPC. Interns wishing to gain permanent employment with the IPC after their internship placement has concluded will be required to participate in the IPC's merit based selection recruitment process.

## 10. Termination of the Internship

This internship may be terminated earlier than the agreed date where:

- Work is no longer available
- Performance of duties is considered unsatisfactory
- It is not administratively justified to maintain the internship

## 11. References

- [IPC Code of Conduct](#)

## 12. Document Information

<b>Title:</b>	Internship Policy
<b>Business Centre:</b>	Information and Privacy Commission
<b>Author:</b>	IAB
<b>Approver:</b>	Elizabeth Tydd - Information Commissioner and CEO
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<b>Key Words:</b>	

## 13. Document History

Version	Date	Reason for Amendment
1.0	8 August 2012	Initial Draft
1.1	9 August 2012	Revised draft by IC
1.2	22 October 2012	Revised by DB to include review and termination options
Final	7 March 2016	Approval by the Information Commissioner & CEO



# Internship Agreement



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<b>Internship Policy and Procedure</b>			
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<b>Information and Privacy Commission</b>			
<b>Internship Policy and Procedure</b>			

## Internship Agreement continued



Placement Details continued			
Role of Buddy			
Insurance Details			
Insurance	Covered by TMF	Covered by Institution	Covered by Student
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signatures			
Student (Signature)			
Student (Print Name)			
Delegated Authority of Educational Institution (Signature)			
Delegated Authority of Educational Institution (Print Name)			
Information Commissioner (Signature)			
Information Commissioner (Print Name)			