

National Health and Medical Research Council Indigenous Internship Program

Terms and Conditions Agreement

The aim of the National Health and Medical Research Council (NHMRC) Indigenous Internship Program (NIIP) is to provide an opportunity for Aboriginal and Torres Strait Islander university students to gain insight into the work undertaken by the agency. NIIP endeavours to enhance their educational experience through a 12 week practical work experience opportunity.

I, [\(insert your full name\)](#), agree to the terms and conditions set out below in relation to undertaking an internship at NHMRC.

Duration¹

I confirm that the duration of my internship has been agreed with the relevant Executive Director. The dates agreed are Summer University break [\(insert commencement and end date\)](#) and Winter University break [\(insert commencement and end date\)](#).

My status while an intern

During my internship placement, I understand that I will not have supervisory responsibility nor represent NHMRC in any capacity, legal or otherwise.

Confidentiality and conflict of interest

I agree that any documentation or all unpublished information, designated as confidential and made known to me by NHMRC during the course of my internship is to remain as in-confidence unless advised otherwise.

I understand that, except with the written approval of the relevant Executive Director, I will not publish, either during or after the completion of my placement, any reports or papers on the basis of information obtained during my participation in NIIP.

I agree that I will immediately report any potential or perceived conflict of interest arising during my internship to my supervisor. I understand that NHMRC has sole discretion to resolve any such conflict of interest as it deems appropriate, including the termination of my internship.

Subsequent employment

I confirm that I do not have an expectation of employment with NHMRC during or subsequent to the completion of my internship on [\(insert date\)](#).

Remuneration

I understand that I will be paid at the APS2.1 Level salary as an Indigenous Intern and I have adequate financial support for the placement.

Accommodation (if applicable)

I understand that it is my responsibility to source accommodation for the duration of my internship.

¹ The internship runs for twelve weeks over mid-November and mid-January (during the summer university break) and mid-June to mid-August (during the winter university break) each year, however there is flexibility around these timeframes. You must commit to the minimum internship length (twelve weeks).

Conduct

I agree to act in accordance with the Australian Public Service (APS) Code of Conduct, as set out in section 13 of the *Public Service Act 1999* (available at www.legislation.gov.au/Details/C2016C00420) at all times during my internship at NHMRC.

I understand that in the case of inappropriate or unprofessional conduct, or serious failure to perform assigned tasks, NHMRC reserves the right to terminate the placement.

Hours of attendance

I understand that I am expected to work a standard 7 hour 30 minute day from Monday to Friday unless otherwise negotiated with my supervisor.

Annual leave, personal leave and public holidays

I understand that I do not have access to annual or personal (sick) leave and that official public holidays observed by NHMRC apply to me in the same way they do to NHMRC employees.

Separation

I agree that I will provide my receiving branch with a copy of all materials prepared during my internship and I will comply with all required exit procedures at the end of the placement.

Program evaluation

I agree that I will submit a report summarising my activities and experiences to my supervisor no later than three (3) working days before the completion of my internship program placement.

Security clearance

I agree to undertake the requirements of an Australian Federal Police National Police Check prior to my commencement.

I agree to provide the following original documents to Human Resources on the first day of my internship:

- original birth certificate
- drivers licence or passport
- change of name documents
- either a Medicare card, land rates notice, Australian Electoral Commission Voter Registration Card, or a recent account from a utility such as electricity, telephone or gas.

By signing below, you have read, understood and agree to the terms and conditions of your Indigenous internship program.

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|------------|-------|
| Signature: | Date: |
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