

# Digital Jobs

Building Victoria's digital workforce



## EMPLOYER OBLIGATIONS

**An employer who applies for the Digital Jobs program agrees to the following obligations as a host-employer.**

- 1) The Host Employer **will employ the Intern in a paid role** that:
  - a) provides the Intern an opportunity to learn and apply the digital skills they have obtained from their Training Course;
  - b) is relevant to the subject area they have studied in their Training Course; and
  - c) is ideally project or product-based with defined deliverables.
  
- 2) The Host Employer **must**:
  - a) offer an employment of a minimum duration of 12 weeks full-time, (or part-time equivalent were agreed to by the Intern)
  - b) employ the Intern directly through a formal employment contract which includes
    - i) duration of employment
    - ii) the minimum terms of employment which comply with all industrial relations obligations for employers under the National Employment Standards in accordance with the Fair Work Act (2009) Cth
    - iii) the relevant minimum award wage.
  - c) comply with the Occupational Health and Safety Act 2004 (Vic), Equal Opportunity Act 2010 (Vic), Workplace Injury Rehabilitation and Compensation Act 2013 (Vic), all applicable superannuation guarantee legislation and all WorkSafe compliance codes and codes of practice in the employment of the Intern (visit <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>).
  - d) report any work health and safety incidents regarding the Intern to Hudson within two working days.
  - e) be responsible for day-to-day management of the Intern and for all and any obligations regarding or in connection with the Intern.
  - f) provide the Intern adequate support, including:
    - i) a suitable manager/supervisor to provide direction and support to the Intern whilst work is being undertaken, and the provision of contact details; and
    - ii) an appropriate induction and onboarding phase, providing relevant briefings on safety standards, site access, normal hours of work, emergency details and other elements as appropriate.
    - iii) supplying the Intern with necessary equipment and resources for undertaking the Internship.
  - g) conduct reporting as required by Department of Jobs, Precincts and Regions or the Delivery Partner.