

# Work Placement Agreement

## SCIF2199

Never Stand Still

Science

Thank you for agreeing to provide a work placement for a UNSW Science student. As well as presenting a chance to evaluate potential employees in the workplace, it is an opportunity to collaborate with UNSW Science in the development of graduates.

UNSW will:

- Provide students with a 'preparation for work' training module.
- Be available to communicate with you and the student throughout the placement.
- Help to address any issues that may arise throughout the placement.

In order to ensure a meaningful experience for the students as well as yourself, **please complete section A and B of this form** and read the attached terms and conditions on pages 4 to 5.

### Supervisor to fill in

SECTION A: Supervisor Details	
First Name	
Last Name	
Organisation	
Job Title	
Address	
Phone	
Email	
ABN	
Is the placement being offered paid or unpaid?	Paid          Unpaid
Do you require UNSW to provide a letter for indemnity/insurance purposes?  <small>This can be provided to placement hosts where the placement is <u>unpaid</u>. See section 2.1 of attached Terms and Conditions.</small>	Yes          No
Is the organisation a charity / not-for-profit?	Yes          No

**SECTION B: Placement Details**

The student will be provided with a minimum 105 hours of work on placement	Yes	No
I will induct the student into the workplace and discuss all Work Health and Safety requirements of the workplace and role / project they are undertaking, ensuring Risk Assessments and / or training are undertaken as required.	Yes	No
The student and I will discuss a placement plan at the beginning of the placement outlining the activities and goals. Students will have the opportunity to discuss their progress, review their goals and gain feedback on their performance.	Yes	No
I will assess the student's professionalism at the end of the placement in the form of a written Supervisor Report.  Guidelines for the Supervisor Report will be provided to placement supervisors once enrolment of the student in the course has been successful.	Yes	No
I will support and guide the student to develop competence in a skill of their choice.	Yes	No
The student has declared a study major and will be undertaking industry relevant and/or course related work during this placement.	Yes	No
Dates of Placement	From	To

I have read and accept the terms and conditions of this Placement Agreement. By typing my name below, I am electronically signing this Placement Agreement:

Supervisor signature

Date

**Student to fill in**

<b>SECTION C: Student Details</b>	
First Name	
Last Name	
Student number	
Phone	
Email	

<b>SECTION D: Placement outline</b>
Briefly outline the proposed project or duties to be performed on this placement. <i>(Max 200 words. Can be bullet points)</i>

I have read and accept the terms and conditions of this Placement Agreement. I authorise the Science Student Centre to enroll me in SCIF2199 and remove my enrolment

**from** \_\_\_\_\_ **in Teaching Period**

By typing my name below, I am electronically signing this Placement Agreement:

Student signature

Date

When this form has been completed and signed, please return it to the Science Student Centre on via the 'Ask a Question' form at [unsw.to/webforms](http://unsw.to/webforms)

### OFFICE USE ONLY

Approved by HOS/School Representative

Prerequisite check (successfully completed a minimum of 48 UoC and have a WAM of >65 with no more than 1 fail.)

Enrolment added

### Head of School/ School representative use ONLY

I approve the student's work placement. If the placement involves high risk activities (outlined in Section D) I confirm that the School has discussed these activities with the student to ensure appropriate safety requirements are met as required by the School.

**Signature:**

**Date:**

## TERMS AND CONDITIONS OF UNSW PROFESSIONAL PLACEMENT AGREEMENT

### 1. Student Safety

1.1 The University of New South Wales (UNSW) recognises the responsibility of all employers/organisations who engage students in professional placements to meet the requirements under Work Health and Safety Act 2011. This Act requires all employers to provide a safe workplace for employees and visitors at all times, including travel to and from worksites and places of employment. For employers/organisations who engage students in professional placements outside of Australia, UNSW recognises that employers will abide by the work health and safety rules of their organisation and country of residence, affording the same commitment to student health and safety as granted to a paid employee. It is understood that the employer accepts responsibility for UNSW students who are in their workplace for the duration of their engagement and warrants workplaces are safe and hazard free.

### 2. Student Insurance

2.1 In general, when a student is paid by your company as an employee for their professional placement, they are covered by your insurance arrangements including workers compensation. When the professional placement period is unpaid, the student will be covered by the University of New South Wales insurance program, indemnifying you against claims which might be made in respect of damage done to property or personal injury arising out of the placement. This cover will be in place on the first day of

the student's work. Students should not be asked to drive their own vehicle for the purposes of your business as the University does not indemnify you or the student in respect of the use of a student's vehicle. If the student is required to drive a company vehicle, please ensure that the vehicle and your company have the appropriate insurance to cover any liability arising from the use of the vehicle by the student as the University's indemnity would not cover any damage to property or personal injury arising out of the student's use of your vehicle.

### **3. Privacy**

**3.1** The Organisation must handle all Personal Information received from UNSW or in connection with the Agreement in accordance with the privacy principles that govern the handling of such information by UNSW, including the UNSW Privacy Management Plan and the Personal Information Protection Act 1998 (NSW) ("PIIP Act").

**3.2** The Organisation indemnifies UNSW from and against any claim, demand, loss, liability, damage, settlement, expenses and costs (including legal costs) that arise out of or relate to any breach of the Organisation's privacy obligations under this clause 2.

**3.3** This clause 2 survives both expiration and termination of the Agreement.

**3.4** "Personal Information" means personal information as defined under the PIIP Act.

### **4. Intellectual Property**

**4.1** If the Organisation considers that a student's work during their placement will generate Intellectual Property rights, it will negotiate in good faith with the student and enter into a separate agreement relating to Intellectual Property ownership and royalties.

**4.2** "Intellectual Property" means all intellectual property, including but not limited to copyright, inventions, patents, rights in circuit layouts, registered designs and trademarks capable of protection at law.

### **5. General**

**5.1** The Agreement will be governed by and construed in accordance with the laws of New South Wales.

**5.2** This Agreement constitutes the entire Agreement between the parties in respect of matters dealt with in it. It may only be varied by the further written Agreement of the parties where both parties sign the document recording that Agreement.