

### Section 1: Internship Host

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.

To ensure a meaningful experience for the students as well as yourself, **please complete Section 1 of this form and read the attached terms and conditions on pages 6 to 7.**

This agreement will be assessed by UNSW Science to ensure that the proposed work placement is relevant to the student's major and that the student is eligible to undertake the SCIF3199 Science Work Placement program. You will be contacted by UNSW once this Agreement has been assessed.

<b>SECTION 1A: Supervisor Details</b> <i>Placement supervisor to fill in</i>	
First Name	
Last Name	
Job Title	
Work Phone	
Work Email	

<b>SECTION 1B: Organisation Details</b> <i>Placement supervisor to fill in</i>	
Name	
Website	
Office Address (Where the student intern will be based)	
ABN (if applicable)	
Is the organisation a charity / not-for-profit?	Yes                      No

**SECTION 1C: Placement Details***Placement supervisor to fill in*

Dates of Placement	Start Date: End Date:
Is the placement paid or unpaid?	Paid                      Unpaid
Is the placement conducted remotely? <small>In order to be insured, students working from home must follow additional safety requirements. See Section 1D.</small>	Yes                      No
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

**PLACEMENT OUTLINE**

Briefly outline the proposed project and/or activities the student will undertake on this work placement (bullet points recommended). Work should be commensurate with the level and experience of the student intern, with tasks, responsibilities and business interactions directly linked to the student's chosen field.

*Both the supervisor and student should be involved in this discussion, and both must agree to the proposed placement outline.*

<b>SECTION 1D: Placement Agreement (Supervisor)</b> <i>Placement supervisor to fill in</i>		
The student will be provided with a minimum 105 hours of work on placement	Yes	No
The student will be undertaking work that is related to their major of study.	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 training are undertaken as required.	Yes	No
If the placement requires to the student to work from home, I understand that the following parameters must be adhered to: <ul style="list-style-type: none"> <li>1. Students will complete a workplace safety assessment prior to receiving approval to work at home;</li> <li>2. Students will 'clock in' and 'clock out' to maintain a real time record of their work hours;</li> <li>3. Students will only work between 8am to 6pm on workdays; and</li> <li>4. Students will report any incidents of accident or injury within one business day.</li> </ul>	Yes	No
The student and I will create a Placement Plan at the beginning of the placement.  <i>A Placement Plan Form will be provided to supervisors once a placement is approved and enrolment of the student is finalised. The Form will assist in clarifying placement goals and ensure feedback sessions are scheduled.</i>	Yes	No
I will assess the student's professionalism at the end of the placement in the form of a Supervisor Report.  <i>A Supervisor Report Template will be provided to placement supervisors once a placement is approved and enrolment of the student is finalised.</i>	Yes	No
I have discussed a placement outline with the student ( <i>section 1C</i> ) and have come to a mutual agreement with regards to the project/duties the student will perform during this placement.	Yes	No

Please review the Terms and Conditions on pages 6-7. By signing below, I confirm that I have read and accept the terms and conditions of this Placement Agreement

Supervisor signature:

Date:

## Section 2: Student Intern

Please complete this section and ensure that your placement supervisor has completed and signed Section 1. Upon completion, please return the form to the Nucleus Student Hub via the 'Ask a Question' form at [unsw.to/webforms](https://unsw.to/webforms)

<b>SECTION 2A: Student Details</b> <i>Student to fill in</i>	
First Name	
Last Name	
Student number	
Major If you are completing more than 1 major, please list the one that is directly related to the placement you are undertaking.	
Phone	
Email	
How did you source this placement?	

<b>SECTION 2B: Placement Agreement (Student)</b> <i>Student to fill in</i>		
I have read and accept the terms and conditions of this Placement Agreement (pages 6-7).	Yes	No
I have discussed the Placement Outline with my supervisor and agree to the project/duties recorded in Section 1C.	Yes	No
If the placement requires me to work from home, I agree to follow the below rules: <ol style="list-style-type: none"> <li>Students will complete a workplace safety assessment prior to receiving approval to work at home;</li> <li>Students will 'clock in' and 'clock out' to maintain a real time record of their work hours;</li> <li>Students will only work between 8am to 6pm on workdays; and</li> <li>Students will report any incidents of accident or injury within one business day.</li> </ol>	Yes	No
I authorise UNSW Science to enrol me in SCIF3199 and remove my enrolment from:  _____ in Teaching Period _____.	Yes	No
Student signature:	Date:	

### Section 3: UNSW Science

#### 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 1B), 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.