

# PLACEMENT PROVIDER DETAILS

## FACULTY OF HMBS - WORK EXPERIENCE

Provider name: \_\_\_\_\_

Provider Address: \_\_\_\_\_

Provider Website: \_\_\_\_\_

Location of Placement(s): \_\_\_\_\_

### Details of Person Completing This Form

Name: \_\_\_\_\_

Title and Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Question	Provider Response
1. General Information	
1.1 Australian Business Number (ABN) (if applicable)	
2. Placement History	
2.1 Have you hosted students for clinical placements or work experience in the past?	<input type="checkbox"/> No <input type="checkbox"/> Yes
2.2 If yes, please provide further details regarding your teaching experience over the past 2 years, including: <ul style="list-style-type: none"><li>• How many students you have hosted.</li><li>• Which Universities you have provided placements for.</li><li>• Type of placements have you provided (e.g. Clinical, Observational, Research) and for which Disciplines?</li></ul>	
3. Workplace Health & Safety	
3.1 Do you have a workplace health and safety policy?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please attach a copy)
3.2 Is a workplace health and safety induction provided for students at commencement?	<input type="checkbox"/> No <input type="checkbox"/> Yes
3.3 In the event of an emergency, I agree to immediately notify UQ on the following telephone number: Academic Registrar (+61 7 3365 2224) or if no response, UQ Security (+61 7 3365 3333).	<input type="checkbox"/> No <input type="checkbox"/> Yes

4. Student Role and Supervision:	
4.1 Placement providers are responsible for making available suitably qualified supervisors. What supervision is available to students during the placement? And by whom (please list name and position of supervisors)?	
4.2 Are you able to provide the resources and facilities required for student placements?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if no, please outline the additional resources required)

**IMPORTANT INFORMATION**

**HOW TO USE THIS FORM**

1. Student should read and complete all details.
2. Give to work experience provider to sign.
3. Submit completed form for approval through InPlace Placement Management System prior to commencement of work experience. Refer to the [Work Experience webpage](#) for instructions.

**UQ TERMS AND CONDITIONS**

- The student must be enrolled in a UQ program of study.
- The work experience must be relevant to the student's education, and undertaken for educational purposes.
- The work experience provider must supervise the student on site and provide appropriate training and work health and safety instruction to the student.
- The work experience provider must ensure all of the provider organisation's compliance requirements have been satisfied by the student prior to signing this form.
- The fully signed Unpaid Work Experience form must be approved by School or Faculty prior to the commencement of work experience.
- Insurance cover will only apply to work experience undertaken with documented UQ approval. UQ students and staff please visit [Insurance Service's webpage](#) for information about applicable insurance cover. Work experience provider please contact the UQ approver for insurance details.
- This experience is not subject to the terms and conditions of any Student Placement Agreements already in place with the Work Experience Provider.

More information can be found on the [UQ Work Experience webpage](#) and in the [UQ Work Integrated Learning and Work Experience Policy](#)

**STATUTORY REQUIREMENTS**

The [Education \(Work Experience\) Act 1996 \(Qld\)](#) applies to this work experience. Conditions imposed by the Act include:

- work experience is not a mandatory or assessable component of an enrolled course;
- the work experience arrangement must be made before the student starts a work experience placement;
- if the student is a minor – a parent of the student must give written consent to the arrangement;
- the work experience placement must finish in the year it starts;
- the student must not receive work experience for more than 30 days in a year;
- the work experience provider must not provide work experience to more than the permitted number of students at the same time;
- the work experience provider must not provide work experience to the student at a time other than during the ordinary working hours of the place where the work experience is provided; and
- the student must not be paid for work experience.

**SECTION 1 - STUDENT DETAILS**

Name		Student Number	
Address	Suburb	State	
Postcode	Email	Mobile	
Program of Study		Expected Graduation date	
Number of days of approved unpaid work experience <u>already undertaken</u> in the same calendar year as this experience			

**SECTION 2 - WORK EXPERIENCE PROVIDER DETAILS**

Contact Name	Position	
Organisation Name	ABN	
Organisation Address		
Suburb	State	Postcode
Phone	Email	

**SECTION 3 - WORK EXPERIENCE DETAILS**

Work experience period from \_\_\_\_\_ to \_\_\_\_\_ Total number of days for this work experience \_\_\_\_\_

Activities and tasks to be undertaken

Learning objectives

**SECTION 4 - ACKNOWLEDGEMENT**

<b>UQ Student</b> I understand and agree with the above Conditions.	<b>Work Experience Provider</b> I understand and agree with the above Conditions on behalf of the Work Experience Provider.
Signature	Signature
Date	Date

**Student:** Upload this completed form to your Faculty Work Experience link in the InPlace Placement Management System. Please allow one week for review. You will receive an email advising of the outcome of your submission. You are reminded that unpaid work experience is only supported once you have received written approval from your Faculty or School. Instructions on how to submit can be found at the [Work Experience webpage](#).

**Faculty/School staff:** Please review the information provided in this form and assess against relevant Faculty/School criteria for unpaid work experience. Authorised staff to approve work experience in the InPlace Placement Management System.