



## Work Integrated Learning Procedure

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<b>Related Policy</b>	Work Integrated Learning Policy
<b>Responsible Officer</b>	Provost
<b>Approved by</b>	Vice Chancellor
<b>Approved and commenced</b>	May 2011
<b>Review by</b>	May 2014
<b>Responsible Organisational Unit</b>	Colleges and Academic Units

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### Attachments

- Short Form Agreement – Template 1
- Long Form Agreement – Template 2
- Student Placement Agreement – Template 3

## 1 Objective

To provide a procedure, relating to the *Work Integrated Learning Policy*, that clearly communicates the expectations, roles and responsibilities of all stakeholders involved in Work Integrated Learning at and with the University of Tasmania.

This procedure should be read in conjunction with the *Work Integrated Learning Policy*.

## 2 Scope

This procedure applies to Organisational Unit staff, Vocational Education and Training (VET), undergraduate and postgraduate students, industry partners and professional and community organisations involved in Work Integrated Learning as defined in the *Work Integrated Learning Policy*.

This procedure does not apply:

- where an Organisational Unit has existing contractual arrangements which comply with the *Work Integrated Learning Policy* provisions;
- to activities (such as work experience and guest lectures) that fall outside of the Work Integrated Learning definition in the *Work Integrated Learning Policy*; or
- where a student:
  - is placed in paid employment with a work placement provider; or
  - undertakes workplace or community-based activities external to degree, course or unit requirements.

The University does however, encourage the inclusion of such innovative work related teaching and learning activities across the curriculum.

## 3 Procedure

### 3.1 Work Integrated Learning Agreements

#### Existing Relationships Under Established Agreements

Some Organisational Units have long standing relationships with industry and community organisations (Work Placement Providers) providing students with opportunities for Work Integrated Learning. These relationships are often governed by formal agreements (e.g. Memorandums of Understanding) between the University and the Work Placement Providers and are supported by a framework of established contractual arrangements.

This Procedure and the supporting agreement templates are not meant to override existing contractual arrangements, as long as these existing arrangements comply with the *Work Integrated Learning Policy*.

#### New Contractual Agreements

Organisational Units negotiating new agreements governing Work Integrated Learning arrangements may utilise:

- the template *University and Work Integrated Learning Placement Agreements* to establish agreement between the University and Work Placement Provider(s)  
OR
- alternative agreement documentation which complies with the requirements of the *WIL Policy*

and

- the template *Student Placement Agreements* to establish agreement between the University and students OR
- alternative agreement documentation which complies with the requirements of the *WIL Policy*.

Where alternative documentation is used, the Organisational Unit may seek legal advice from the Legal Office.

### 3.2 Management of Work Integrated Learning Placements

	Responsibility
<b>A. Prior to WIL Placement</b>	
Designate a responsible person (usually the course or unit coordinator) to manage Work Integrated Learning student placements for each specific course or unit. This person will be the primary contact for matters relating to these placements.	Head of Organisational Unit
In the absence of existing contractual arrangements, complete a Work Integrated Learning Placement Agreement, using either the: <ul style="list-style-type: none"> <li>• Short Form <i>Template 1</i> (or equivalent alternative documentation) which is suitable for use where the agreement is with small organisations or for one-off placements; or</li> <li>• Long Form <i>Template 2</i> (or equivalent alternative documentation) which is suitable for use with larger organisations that are taking multiple students on placement in any given academic semester/year.</li> </ul>	Organisational Unit
Complete and sign the Work Integrated Learning Placement Agreement (or equivalent).	Head of Organisational Unit and Work Placement Provider Authorised Person
Complete a Student Placement Agreement <i>Template 3</i> (or equivalent alternative documentation), containing: <ul style="list-style-type: none"> <li>• course/unit learning outcomes;</li> </ul>	Organisational Unit

<ul style="list-style-type: none"> <li>• relevant policy, course and unit declarations, such as, safe to practice check, criminal history record check, infectious disease status; and</li> <li>• consent to transfer of personal information.</li> </ul>	
<p>Publish Work Integrated Learning student placement details in course descriptions which articulate:</p> <ul style="list-style-type: none"> <li>• the inherent requirements of Work Integrated Learning student placement activities;</li> <li>• the student pre-placement conditions identified in the <i>Student Placement Agreement</i> (or equivalent); and</li> <li>• any additional costs associated with undertaking placements.</li> </ul>	Organisational Unit
<p>Make Work Integrated Learning course, unit and placement information available online to students and Work Placement Providers, including roles and responsibilities during placement.</p>	Organisational Unit
<p>Provide adequate preparation (e.g. briefing, training and resources) for the Work Placement Provider.</p>	Organisational Unit
<p>Develop and implement a database management system to:</p> <ul style="list-style-type: none"> <li>• allocate, monitor and track student placements; and</li> <li>• record the evaluation of the Work Integrated Learning placement outcomes.</li> </ul>	Organisational Unit
<p>Fulfil the requirements identified in the <i>Student Placement Agreement</i> (or equivalent) and complete, sign and submit a hardcopy to the Unit Coordinator.</p> <p>Meet all pre-placement conditions for the unit (e.g. declarations for safe to practice and criminal history record check, attending induction/orientation programs and reading all materials provided).</p>	Students  Students
<p><b>B. During WIL Placement</b></p>	
<p>Manage all aspects of the student placement as they relate to:</p> <ul style="list-style-type: none"> <li>• course/unit curriculum;</li> <li>• University responsibilities under both the <i>Work Integrated Learning Placement</i> (or equivalent) and</li> </ul>	Course or Unit Coordinator

<p><i>Student Placement Agreements</i> (or equivalent) being met;</p> <ul style="list-style-type: none"><li>• provision of academic counselling and advice to students undertaking the placement;</li><li>• liaison with the Work Placement Provider's Student Supervisor, including resolving any arising disputes; and</li><li>• monitoring and assessment of student progress in consultation with the Work Placement Provider's Student Supervisor.</li></ul>	
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<p>Manage all aspects of the student placement as they relate to provision of:</p> <ul style="list-style-type: none"> <li>• a positive learning environment with opportunities for varied learning experiences in keeping with the course/unit requirements;</li> <li>• orientation to the work environment, including workplace colleagues and equipment; and</li> <li>• induction to workplace policies and procedures, including workplace health and safety requirements and ethical guidelines.</li> </ul>	<p>Work Placement Provider</p>
<p>Manage supervision of the student in the workplace through:</p> <ul style="list-style-type: none"> <li>• provision of guidance and mentoring;</li> <li>• consultation with the University regarding any impediments to the student's performance;</li> <li>• participation in the evaluation of the student's progress and performance, including written documentation of assessment tasks; and</li> <li>• acting as a role model in introducing students to professional behaviour.</li> </ul>	<p>Work Placement Provider's Student Supervisor</p>
<p>Manage obligations when undertaking Work Integrated Learning placement by:</p> <ul style="list-style-type: none"> <li>• acting in accordance with the University's ethical guidelines, respecting confidentiality and intellectual property issues;</li> <li>• undertaking orientation and induction to the workplace;</li> <li>• complying with workplace health and safety requirements and any other workplace or professional ethical guidelines;</li> <li>• taking responsibility for learning by participating fully in the learning process and undertaking all learning opportunities provided;</li> <li>• communicating with the Work Placement Provider's Student Supervisor and notifying the University academic coordinator of any problems that arise; and</li> <li>• ensuring that all attendance and assessment requirements for the unit are satisfactorily completed.</li> </ul> <p>Note that where a student fails to comply with these obligations they may be:</p>	<p>Student</p>

<ul style="list-style-type: none"><li>• removed from a Work Integrated Learning placement and/or</li><li>• not awarded a grade for that part of the unit or course.</li></ul>	
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<b>C. Ongoing Monitoring and Evaluation</b>	
Implement: <ul style="list-style-type: none"> <li>• a monitoring and evaluation plan or process to evaluate Work Integrated Learning placement arrangements and outcomes;</li> <li>• quality assurance processes.</li> </ul>	Organisational Unit

### 3 Definitions and Acronyms

<b>Career Development Learning</b>	Pertains to the learning domains of self-awareness, opportunity awareness, decision making, and transition learning in relation to lifelong learning and employability.
<b>Inherent Requirements</b>	The mandatory, not negotiable, components specific to a work integrated learning placement activity to be undertaken by a student.
<b>Organisational Unit</b>	College and Academic Units (Faculty, School, Centre, University Institute), other University Entity, Division, Section or University Business Enterprise.
<b>Student Placement Agreement</b>	A written agreement between the University and a student undertaking a placement, which sets out the rights, responsibilities and expectations of the two parties for the placement.
<b>Work Integrated Learning</b>	Is a purposeful, organised, supervised and assessed educational activity that integrates theoretical learning with its applications in the workplace.
<b>Work Placement Providers</b>	Industry partners and professional and community organisations who provide work integrated learning opportunities.
<b>Work Placement Agreement</b>	A written agreement between the University and a placement agency setting out the rights, responsibilities and expectations of the two parties for each student placement.
<b>Work Placement Provider's Student Supervisor</b>	Is an employee of the Work Placement Provider who manages the student's participation and learning in the workplace.

### 4 Supporting Documentation

- *Work Integrated Learning Policy*
- *Police Records Check Policy (Students)*
- *Privacy Policy*
- *Safe to Practice Policy and Procedure*



**5 Versioning**

<b>Former Version</b>	Version 1 – <i>Workplace Learning Placements Procedure</i> (approved by the Pro Vice-Chancellor [Teaching and Learning] October 2007; revoked May 2011). Version 2 – <i>Work Integrated Learning Procedure</i> (approved by the Vice-Chancellor, Professor Peter Rathjen May, 2011), amended in December 2016 to update titles and incorporate Colleges.
<b>Current Version</b>	Version 3 – <i>Work Integrated Learning Procedure</i> ; approved May, 2011, amended in December 2017 to update titles and reflect College nomenclature

**Attachments**

## WORK INTEGRATED LEARNING PLACEMENT AGREEMENT

Thank you for agreeing to take a student from the [Insert Name of Unit/Course], University of Tasmania into your workplace at [Insert Name of Work Placement Provider] for a Work Integrated Learning Placement.

- [The Organisational Unit may wish to enter additional details here regarding the structure or content of the placement]
- [Organisational Units should also consider to what degree they wish to personalise the introduction].

This agreement sets out the details of the Work Integrated Learning Placement between [Insert Name of Organisational Unit] and [Insert Name of Work Placement Provider] on the conditions of the placement.

The person signing this agreement on behalf of the Organisational Unit will be the primary contact for the placement. The person signing the agreement on behalf of [Insert Name of Work Placement Provider] will be the primary contact for the placement in your organisation. **Please retain a copy of this agreement for your records.**

The Organisational Unit contact is available to discuss the placement and answer any questions you might have.

**Timing of Placement:** This section should specify the dates between which the placement is to occur, whether it will be for a concentrated period, for example, full-time for a certain number of weeks or certain days a week over the period of the placement.

The Work Placement Provider is expected to provide students with orientation to their workplace (including any special conditions) and provide the required level of supervision and guidance for students on placements.

**Scope of Study:** This section should set out the scope of the learning requirements for the placement.

- [In many cases it is likely that an established relationship will already exist between the Organisational Unit and the Work Placement Provider. In such cases, it is likely that the learning requirements are already well known].
- [If a new Work Placement Provider is involved, it is recommended that the Organisational Unit contact should discuss with the organisation's placement contact what is expected from the placement and whether a written program of study should be developed. Issues to be covered could include:

- what types of information and knowledge staff members share with students;
- what, if any, form of report will be required on completion of the placement; and/or
- any confidentiality requirements from the students].

The Organisational Unit will provide academic and other support to the student over the course of the work placement. The Organisational Unit contact will be available to provide advice to the student or the Work Placement Provider over the course of the placement. [\[An initial discussion between the Organisational Unit contact and Work Placement Provider contact is often advisable prior to the commencement of the placement\].](#)

**Insurance**

The University maintains an Insurance Policy covering Student Personal Accident, Public Liability and Medical Malpractice for enrolled students undertaking unpaid Work Integrated Learning placements. The University's Financial Services administers this Policy.

Students undertaking paid workplace placements are covered by the work placement provider's insurance.

***Thank you for hosting a [\[Insert Name of Organisational Unit\]](#) work placement student. I hope the experience is a positive one for you and your organisation. Please feel free to contact me with any questions or clarifications.***

Signed on behalf of:

[\[Insert Name of Organisational Unit\]](#)  
 Signature: .....  
 Name: .....

[\[Insert Work Placement Provider\]](#)  
 Signature: .....  
 Name: .....

Work Placement Contact Details  
 Phone: .....  
 E-mail: .....

Workplace Learning Contact Details  
 Phone: .....  
 E-mail: .....



- 3.2 Provide students with access to clients, agents, business records and other relevant information of the Work Placement Provider for planned, supervised workplace learning placement, subject to the obtaining of informed consent from the relevant patient/client as required.
- 3.3 Provide the necessary supervision and evaluation of students during the workplace learning placement.
- 3.4 Make available to University staff and students, copies of relevant rules, regulations, policies, procedures and by-laws of the Work Placement Provider relevant to the placement.
- 3.5 Inform the University of any breaches of rules, regulations, policies, procedures or by-laws of the Work Placement Provider in sufficient time to enable the University to take appropriate action.
- 3.6 Be responsible for the provision of consumables required by students during the period of placement.
- 3.7 Provide access to appropriate dining room/cafeteria facilities (where available) to students and University staff during workplace learning placements.
- 3.9 Provide access to any available and suitable area for the purpose of teaching, library and library resources such as journals, texts and Internet access subject to the usual conditions prescribed by the Work Placement Provider in relation to use of such resources.
- 3.10 Provide access to suitable and adequate facilities and equipment necessary for the student to perform their placement tasks.
- 3.11 Be entitled to take measures to ensure that students and University staff are competent to perform tasks and that they conduct themselves in a safe, professional manner when dealing with clients and Work Placement Provider staff.

#### **4 RESPONSIBILITIES OF THE UNIVERSITY**

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The University will:

- 4.1 Ensure that its staff are registered or credentialed according to the principles and practices of the Work Placement Provider.
- 4.2 Ensure that students have completed the University's Pre-placement Procedures.
- 4.3 Be responsible for the interpretation of all relevant matters relating to the course as may be required by the Work Placement Provider.
- 4.4 Provide the Work Placement Provider, within a reasonable time before the placement, with all necessary course documentation detailing course outline, placement objectives, tasks to be undertaken, and assessment criteria for each student undertaking placement within their workplace.
- 4.5 Provide contact details of the University Workplace Learning Supervisor responsible for each student so that any Work Placement Provider staff may receive a prompt response to any issues arising during the course of placement.

## **5 DISCIPLINARY ACTION AGAINST UNIVERSITY STAFF AND STUDENTS**

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- 5.1 If a the Work Placement Provider representative reasonably believes that a University staff member or student may require disciplinary action, the representative must, as soon as practicable, notify the University of the identity of the student or staff member and the grounds of any proposed disciplinary action.
- 5.2 Nothing in this clause or this Agreement derogates from the right of the Work Placement Provider to immediately remove any staff member or student if it is reasonable to do so having regard for the Work Placement Provider's duty of care to its clients, staff and visitors.
- 5.3 If a staff member or student is removed for disciplinary reasons, the Work Placement Provider must inform the University of such removal and the reasons for doing so by close of business the next working day. If the University disagrees with the removal, the matter must be dealt with in accordance with clause 8.

## **6 PARTIES' REPRESENTATIVE**

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- 6.1 Each party must appoint one of its staff to be its authorised representative. This person is the authorised representative of the party for all purposes connected with this Agreement.
- 6.2 At the date of entering into this Agreement:
- a) The University representative is the person named in item 5 of Schedule 2; and
  - b) The Work Placement Provider representative is the person named in item 6 of Schedule 2.

## **7 DISPUTE RESOLUTION**

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- 7.1 If there is a dispute between the parties they must first use their best endeavours to resolve the dispute amicably.
- 7.2 If the parties fail to settle the dispute within 14 days of it first arising, they must refer the dispute for mediation to a person appointed by agreement between the parties who has at least two years experience as a mediator.
- 7.3 If the parties cannot agree within a further 14 days regarding the appointment of a mediator then the President for the time being of the Law Society of Tasmania will be requested to nominate a suitably qualified person to mediate the matter.
- 7.4 The parties must co-operate to the extent necessary to enable the mediator to mediate the dispute within 30 days of his or her appointment.
- 7.5 The fees of the mediator will be paid by both parties in the proportion determined by the mediator.
- 7.6 Referral of a dispute for mediation under the preceding clause will not prevent a Party from undertaking injunctive proceedings in court in relation to this Agreement.

## **8 INDEMNITY**

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- 8.1 Each party (the “indemnifier”) must at all times indemnify and hold harmless the other party, its officers, employees and agents (“those indemnified”) from and against:
- a) all losses suffered by the indemnified;
  - b) all liabilities incurred by the indemnified;
  - c) all legal costs (on a solicitor and own client or full indemnity basis, whichever is the greater) and other costs and expenses incurred by the indemnified in connection with a demand, proceeding or mediation, arising directly or indirectly as a result of, or in connection with, the indemnifier’s, or its officers, employees, agents or subcontractors;
  - d) negligence;
  - e) unlawful act or omission; or
  - f) breach or non-performance of any obligation under the Agreement, in carrying out or in connection with the Agreement.

## **9 INSURANCE**

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- 9.1 The University maintains an Insurance Policy covering Student Personal Accident, Public Liability and Medical Malpractice for enrolled students undertaking unpaid Work Integrated Learning placements. The University’s Financial Services administers this Policy.

Students undertaking paid workplace placements are covered by the work placement provider’s insurance.

## **10 INTELLECTUAL PROPERTY**

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- 10.1 The ownership and exploitation (if any) of any intellectual property developed by either party separately or both parties jointly will be governed by separate agreement.

## **11 NOTICES**

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- 11.1 Either party may give the other party a notice under this Agreement by delivering, faxing or posting it to the attention of the party’s Representative.
- 11.2 A notice sent by post is to be treated as given 2 business days after the notice was posted.
- 11.3 A notice sent by fax is to be treated as given as soon as the sender receives an error free transmission report.
- 11.3 If a notice is received outside the normal business hours of the person to whom it is sent, the notice is to be treated as having been given at the beginning of business on the next business day.

## **12 SEVERABILITY**

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- 12.1 If any part of this Agreement is illegal, unenforceable or invalid, that part is to be treated as removed (struck) from this Agreement. The rest of this Agreement is not affected.



### **13 PARTIES RELATIONSHIP**

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- 13.1 Each party agrees to not represent itself, and will ensure that any employees or agents do not represent themselves as being employees, partners or agents of the other party.
- 13.2 Nothing in this Agreement will constitute either party, the employee, partner, agent, representative, trustee or joint venturer of the other.

### **14 ASSIGNMENT**

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- 14.1 The University cannot, without the prior approval of the Work Placement Provider, assign its rights or obligations under this Agreement.

### **15 VARIATION**

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- 15.1 This Agreement may only be varied by agreement in writing by both parties.

### **16 WHOLE AGREEMENT**

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- 16.1 This Agreement records the entire arrangement between the parties.

### **17 APPLICABLE LAW & JURISDICTION**

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- 17.1 The laws of Tasmania govern the interpretation of this Agreement and the parties submit to the jurisdiction of the courts of that State.

**EXECUTED AS AN AGREEMENT**

**SIGNED FOR AND ON BEHALF OF**

**[Name of Work Placement Provider]**

Signature: .....

Name (print): .....

Position: .....

Date: .....

In the presence of:

Signature: .....

Name: .....

Date: .....

**SIGNED FOR AND ON BEHALF OF**

**University [Name of Organisational Unit]**

Signature: .....

Name (print): .....

Position: .....

Date: .....

In the presence of:

Signature: .....

Name: .....

Date: .....

## **SCHEDULE 1**

This Schedule comprises details of the placement student[s].

**SCHEDULE 2**

- Item 1 Name of Course/s: .....
- Item 2 Period for which placements are available: .....
- Item 3 Commencement of Agreement date: .....
- Item 4 Termination of Agreement date: .....
- Item 5 University representative (name): .....
- Item 6 Work Placement Provider representative (name): .....
- Item 7 Contact details of the University for service of notices and correspondence: .....  
.....  
.  
.....  
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## **STUDENT PLACEMENT AGREEMENT**

### ***EXPLANATORY NOTES***

#### **Introduction**

All UTAS students undertaking a Work Integrated Learning Placement as a requirement of a unit or course of study must sign the attached Student Placement Agreement. The agreement is to ensure that all students provide necessary information and are also aware of their rights and responsibilities while on Placement. Students should read these Explanatory Notes before completing and signing the Agreement.

Some course/units have specific pre-placement conditions that must be met before a student can take up his or her Placement. Examples of specific pre-placement conditions include the requirement for students to provide documentary proof of having; undertaken a Tasmania Police Check; established medical capacity to practise safely or undergone a required course of vaccination. Details of any specific pre-placement conditions are provided by the Organisational Unit in Section 6.

The completed agreement should be returned to the Organisational Unit's designated contact for this course or unit. They will be able to discuss any additional arrangements and support that students may need. The Organisational Unit's contact will also sign this agreement on behalf of the Organisational Unit and provide the student with a copy.

By signing this agreement students are agreeing that their personal contact details, those of their emergency contact and information of any special requirements they may have are provided to the Work Placement Provider where they are to undertake their placement.

Students who do not complete and sign a Student Placement Agreement will not be permitted to undertake a Work Integrated Learning placement.

#### **Course/Unit Details**

Details the course/unit and the length of the placement(s).

#### **Section 1**

#### ***PERSONAL DETAILS***

The personal information disclosed on this agreement will be transferred to UTAS and Work Placement Provider staff in accordance with the University of Tasmania Privacy Policy (<http://www.utas.edu.au/governance-legal/policy>) and only where necessary to facilitate a student's participation in their Work Integrated Learning Placement.

## **Section 2**

### ***EMERGENCY CONTACT***

The person who is to be contacted in case of emergency during a student's placement.

## **Section 3**

### ***LEARNING REQUIREMENTS***

Students are required to fully familiarise themselves with the requirements of the placement. The Organisational Unit's designated contact person can provide students with further details upon request.

## **Section 4**

### ***MEETING STUDENT REQUIREMENTS***

UTAS aims, wherever possible, to arrange for placements to be flexible enough to meet the needs of all participating students. Students are asked to indicate if there are any factors that may impact on their ability to undertake the placement. These factors might relate to a change in family circumstances or responsibilities or the student's state of health or disability. The Organisational Unit's contact will discuss with the student possible options and if necessary negotiate any additional arrangements and support that may be required.

## **Section 5**

### ***CONFIDENTIALITY STATEMENT***

During the placement students could be provided with access to confidential information about the Work Placement Provider or its clients. By signing the agreement students agree not to discuss or disclose this information with anybody other than for the genuine purposes of the placement.

## **Section 6**

### ***STUDENT DECLARATION***

Students must read and sign this Section. By signing students declare that they have read and understood their rights and responsibilities regarding the placement and have met the specific pre-placement conditions.

## **Section 7**

### ***STAFF AGREEMENT***

The agreement will be signed on behalf of the University by the person designated by the Head of Organisational Unit or their nominee.

# STUDENT PLACEMENT AGREEMENT

Course/Unit Details: .....

Period of Agreement:      From: ...../...../20....      To: ...../...../20....

## Section 1 **PERSONAL DETAILS**

Name: ..... Student ID Number: ..... Age: .....  
Residential Address: .....  
Postal Address (if different): .....  
..... Postcode: .....  
Phone - Home: ..... Work: ..... Mobile: .....  
Email: .....

## Section 2 **EMERGENCY CONTACT**

Please provide the details of the person to be contacted in case of emergency during your placement:

Name: .....  
Residential Address: .....  
Postal Address (if different): .....  
..... Postcode: .....  
Phone - Home: ..... Work: ..... Mobile: .....  
Email: .....

## Section 3 **LEARNING REQUIREMENTS**

I have read and am familiar with the learning requirements of this unit and of the placement:

Yes       No

## Section 4 **MEETING STUDENT REQUIREMENTS**

I have discussed with the Organisational Unit's designated contact any special assistance I might need to undertake the placement and I am satisfied that the necessary steps have been taken to address these:

Yes       No       Not Applicable

## Section 5 **CONFIDENTIALITY STATEMENT**

In relation to my placement, I agree to:

- maintain confidentiality of information, including clients, staff and workplace procedures;
- ensure the anonymity of clients when writing up notes or any other documentation produced as part of my Work Integrated Learning Placement; and

- sign a specific Confidentiality Agreement if required by the Work Placement Provider.

**Section 6**

**STUDENT DECLARATION**

I have read the Unit information in the Handbook and any additional information provided by the Organisational Unit and I am aware of the requirements of the Work Integrated Learning Placement.

I declare that I have met the following specific pre-placement conditions relating to this placement:

- (... insert conditions ... [e.g. Police Check, Safe to Practise, Infectious Disease]

I consent to information from this form, any previous placements and academic progress being used in discussions with potential Work Placement Providers. I agree to advise the Organisational Unit's designated contact of any change to my circumstances which are likely to impact upon my placement throughout the period of my study.

I have truthfully completed all details relating to my placement requirements.

**SIGNED** by .....  
(Signature of Student) (Date)

**Section 7**  
**STAFF AGREEMENT**

**THIS AGREEMENT** is made on the ..... day of ..... 20....

**BETWEEN THE UNIVERSITY OF TASMANIA**

**AND** .....  
(Print Student Name) (Student ID)

**SIGNED** for and on behalf of the **UNIVERSITY OF TASMANIA**  
.....  
(Signature of Staff Person) (Date)

Position: .....