



Work placements/internships and University Insurance

The University of Sydney Business School may provide in principle support and the University of Sydney may provide insurance coverage under the University's personal accident insurance policy for students who undertake an unpaid work placement which is relevant to their degree or award course.

Steps to follow

1. The student applies for a work placement relevant to their course, or is allocated a work placement as a requirement of their degree.
Once accepted for the work placement, the student completes their portion of the '*Work Placement Agreement Form*' and submits it to the Careers and Employer Relations Office (CEO). The CEO will check that the internship meets the Business School and University's conditions for work placements and insurance coverage and complete the University's portion of the form.
2. The original form will be held at the Careers and Employer Relations Office, and a copy will be given to the student.
3. The student will arrange for the company or organisation offering the work placement to complete their portion of the form. The student will forward a copy of the completed form to their University contact and, retain a second copy for their records.

Rules and Requirements

- The student must be currently enrolled in a Business School degree or award course, or undertaking the work placement as a requirement of their degree.
- The work placement must be unpaid. The student must not be an employee or worker of the organisation they are placed with for the purposes of Workers' Compensation legislation.
- The work placement may be in Australia or overseas.
- The work placement must contribute to the student's learning experience by meeting the following criteria:
 - enable the student to apply theoretical and other knowledge gained from their course of study in a practical setting;
 - consist of activities consistent with the student's course objectives and/or graduate attributes;
 - provide an opportunity for the student to explore career options or make more informed decisions regarding their career development;
 - support the Student's transition from study to work; and
 - have been approved by the Business School via a Work Placement Agreement.
- The Business School does not provide in principle support and the University does not provide insurance coverage where a work placement does not contribute to the student's learning experience as defined above or after a student has graduated from their degree or award course or their candidature in their degree or award course has lapsed.



WORK PLACEMENT AGREEMENT

This Agreement governs the relations between:

1. The University of Sydney Business School NSW 2006 represented by
[contact person]:
(**“University”**)

2. [Name of student]:
[student number]:
studying [course title]:
(**“Student”**);

3. [Company name and address]:
represented by [contact person]:
Phone Number:
(**“Work Placement Provider”**)

SECTION 1 - TO BE COMPLETED BY THE WORK PLACEMENT PROVIDER

1 DURATION OF THE WORK PLACEMENT

The work placement shall commence on _____ and will terminate on _____ inclusive, unless terminated earlier in accordance with **clause 7** of this Agreement.

2 LOCATION OF THE WORK PLACEMENT

The location of the Student’s work placement (where different to the address given above) shall be _____ or such other location as reasonably determined by the Work Placement Provider.

3 OBJECTIVES OF THE WORK PLACEMENT

The principle aim of the work placement is to enable the Student to apply theoretical and other knowledge gained from their course of study in a practical setting.
University: List assessment and other objectives if the placement is to be undertaken for credit to a degree or award course: _____

The Work Placement Provider nominates _____

5 COSTS

Following a preliminary agreement between Work Placement Provider and the Student, any costs ensuing as part of the Student's activities for the Work Placement Provider shall be payable by the Work Placement Provider including any training costs involved in the work placement or required by the Work Placement Provider.

The costs of board, lodging and food will be payable by the Student.

6 INSURANCE

The Student shall be covered by the University's personal accident policy for the duration of the work placement.

7 TERMINATION OF THE AGREEMENT

The Agreement may be terminated by agreement of the parties or upon giving the other parties four (4) week's notice.

Signed for and on behalf of The University of Sydney:	Signed for and on behalf of:	Signed by the Student:
Name and job title:	Name and job title: [Company name]:	Student name:
Date:	Date:	Date:

University representative to attach insurance Certificate of Currency when the Agreement has been signed by all parties.