To whom it may concern

RE: Industry Placement

Thank you for agreeing to allow students from the University of Sydney (the University) to undertake a paid placement (Placement) at your company, as part of their studies (Student).

The purpose of this letter is to set out how you and the University will work together to provide a high quality practical education experience for Students.

Before a Student can commence a Placement, the University requires that you agree and acknowledge the following:

**Purpose**

The purpose of the Placement is to allow a Student to gain experience in a professional engineering practice, to facilitate entry into the profession and to help develop a broad range of professional attributes. As part of the Placement, you agree to ensure that the Student undertakes the duties designed to achieve the objectives set out at in the Engineering Practical Experience form which is attached with this letter.

**Fair Work Act 2009**

You acknowledge that the Placement anticipated under this arrangement is not a Vocational Placement for the purposes of the Fair Work Act 2009.

By accepting a Student to participate in a Placement, you acknowledge that a Student will be an employee of your company during the Placement, and you agree to comply with the relevant obligations under the Fair Work Act 2009.

If you require a Student to sign any document/employment contract, you will ensure the Student is provided with sufficient time to read and consider the document/s.

**Intellectual Property Rights (IPR)**

A Student may need access to IPR which are owned by, or contributed by you, to undertake the Placement (Placement Institution IPR).

We acknowledge that a Student may be required to assign to you IPR created by a Student during a Placement (Student IPR). Where this is required, you will agree to grant a non-transferable, non-exclusive licence to the Student to use the Student IPR and the Placement Institution IPR for the purpose of undertaking the Placement and for a
Student’s ongoing educational purposes, including but not limited to, completion of a Student’s degree requirements.

Your responsibilities
You agree to do the following for Students on Placement:

(a) assign appropriately qualified and skilled staff to supervise the Student;
(b) provide an orientation and induction for Students prior to or at the beginning of the Placement;
(c) provide a safe working environment and systems of work in accordance with all applicable work health and safety requirements as required by law for all Students;
(d) complete all documentation required for the Placement, including site induction forms and Student evaluations (as required);
(e) provide to Students copies of, or access to, all regulations, policies and procedures binding on you or binding on Students prior to or at the beginning of each Placement, and ensure that they are properly informed of these regulations, policies and procedures, including, where applicable:
   (i) emergency and safety standards and procedures;
   (ii) work health and safety standards;
   (iii) privacy and record keeping;
   (iv) discrimination, bullying and sexual harassment;
   (v) information technology; and
   (vi) dress standards.
(f) promptly notify the University if a Student is involved in a work, health and safety incident;
(g) promptly notify the University if the Student is absent from the Placement for a period of more than three consecutive days;
(h) promptly notify the University if a Student complains that he or she has been mistreated, harassed, subjected to discrimination or bullying or whilst on the Placement; and
(i) promptly notify the University if a Student is the subject of any complaint.

Acceptance

I would be grateful if you would confirm your acceptance of the terms of this Agreement by signing a copy of this letter.

Thank you for your contribution to the University of Sydney.

[Signature]

Professor David Lowe
A/Dean (Education), Faculty of Engineering and IT
I, ___________________________________________________ as an authorised representative of the company, accept the terms outlined in this Agreement.

_________________________  __________/_________/________
Signature                      Date

_________________________
Position

_________________________
Company