Monday, 10 April 2017

To whom it may concern

RE: Unpaid Industry Placement

Thank you for agreeing to allow students from the University of Sydney (the University) to undertake an unpaid 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 their 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 in the objectives set out in section F of the practical experience proposal form.

**Fair Work Act 2009**

By accepting a Student to participate in a Placement, you confirm that the arrangement is a vocational placement for the purposes of the Fair Work Act 2009, or it is an otherwise lawful unpaid work arrangement.

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

**Placement Materials**

You acknowledge that a Student may need access to certain materials or information for the purposes of the Placement. This may include materials belonging to you or created by a Student while on Placement (Placement Materials).

You acknowledge that to the extent necessary to complete their course requirements, a Student may use and refer to Placement Materials.
Any Placement Materials referred to in any Student report will be used for that purpose only, and will be kept confidential. Students may disclose any confidential information received during the course of undertaking the Placement to representatives of the University, but only to the extent required to complete their course requirements or to otherwise comply with any direction or request from a University representative in connection with their course.

Your responsibilities

You agree to:

(a) assign appropriately qualified and skilled staff to supervise the Student;
(b) provide an orientation and work, health and safety 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) confidentiality;
   (v) discrimination, bullying and sexual harassment;
   (vi) information technology; and
   (vii) dress standards.
(f) promptly notify the University if a Student is involved in a work, health and safety incident;
(g) maintain appropriate insurance coverage;
(h) promptly notify the University if the Student is absent from the Placement for a period of more than three consecutive days;
(i) promptly notify the University if a Student complains that he or she has been mistreated, harassed, subjected to discrimination or bullying whilst on the Placement; and
(j) 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