

SECTION 1B:

Section 1: Internship Host

Thank you for agreeing to provide a work placement for a UNSW Science student. As well as presenting a chance to evaluate potential employees in the workplace, it is an opportunity to collaborate with UNSW Science in the development of graduates. UNSW will:

- x 3 URYLGH VWXGHQWV ZLWK D μSUHSDUDWLRQ IRU ZRUN¶ WU
- x Be available to communicate with you and the student throughout the placement.
- x Help to address any issues that may arise throughout the placement.

To ensure a meaningful experience for the students as well as yourself, please complete Section 1 of this form and read the attached terms and conditions on pages 6 to 7.

This agreement will be assessed by UNSW Science to ensure that the proposed work placement is UHOHYDQW WR WRK and that the student will be able to undertake the SCIF 199 Science Work Placement program. You will be contacted by UNSW once this Agreement has been assessed.

| SECTION 1A: Supervisor Details | |
|---------------------------------|--|
| Placement supervisor to fill in | |
| First Name | |
| Last Name | |
| Job Title | |

| Organisation Details | |
|---------------------------------|--|
| Placement supervisor to fill in | |
| Name | |
| | |
| | |
| ABN (if applicable) | |
| | |

| SECTION 1C: Placement Details Placement supervisor to fill in | |
|---|-------------------------------------|
| Dates of Placement | Start Date: End Date: |
| Is the placement paid or unpaid? | Paid Unpaid |
| Is the placement conducted remotely? <small>In order to be insured, students working from home must follow additional safety requirements. See Section 1D.</small> | Yes No |
| Do you require UNSW to provide a letter for indemnity/insurance purposes? | |

| SECTION 1D: Placement Agreement (Supervisor) Placement supervisor to fill in | | |
|---|-----|----|
| The student will be provided with a minimum 105 hours of work on placement | Yes | No |
| The student will be undertaking work that is related to their major of study. | Yes | No |
| I will induct the student into the workplace and discuss all Work Health and Safety requirements of the workplace and role / project they are undertaking, ensuring Risk Assessments and training are undertaken as required. | Yes | No |
| If the placement requires to the student to work from home, I understand that the following parameters must be adhered to: <ol style="list-style-type: none"> 1. Students will complete a workplace safety assessment prior to receiving approval to work at home; 2. 6 WXGHQWV ZLOO μFORFN LQ¶ DQG μF record of their work hours; 3. Students will only work between 8am to 6pm on workdays; and 4. Students will report any incidents of accident or injury within one business day. | Yes | No |
| The student and I will create a Placement Plan at the beginning of the placement. A Placement Plan Form will be provided to supervisors once a placement is approved and enrolment of the student is finalised. The Form will assist in clarifying placement goals and ensure feedback sessions are scheduled. | Yes | No |
| I ZLOO DVVHV V WKH VWXGHQW¶V SUR I placement in the form of a Supervisor Report. A Supervisor Report Template will be provided to placement supervisors once a placement is approved and enrolment of the student is finalised. | Yes | No |
| I have discussed a placement outline with the student (section 1C) and have come to a mutual agreement with regards to the project/duties the student will perform during this placement. | Yes | No |

Please review the Terms and Conditions on pages 6-7. By signing below, I confirm that I have read and accept the terms and conditions of this Placement Agreement

Supervisor signature:

Date:

Section 2: Student Intern

Please complete this section and ensure that your placement supervisor has completed and signed Section 1. Upon completion, please return the form to the 1 X F O H X V 6 W X i 6 H Q W + X E W K H μ \$ V N D 4 X H V n W L B / Q i f o r m s U P D W

Student to fill in

Section 3: UNSW Science



TERMS AND CONDITIONS OF UNSW PROFESSIONAL PLACEMENT AGREEMENT

1. Student Safety

1.1

