

BETWEEN:

FEDERATION UNIVERSITY AUSTRALIA (ABN 51 818 692 256) a body politic and corporate pursuant to the provisions of the *Federation University Australia Act 2010* of University Drive, Mt Helen, Victoria 3350. ("University")

and

THE ORGANISATION as identified in Schedule 1. ("Organisation")

and

THE STUDENT as identified in Schedule 1. ("Student")

RECITALS:

- A. The Student is studying the program specified in Schedule 1 at the University ("Program").
- B. As part of the Program, the Student will be placed with the Organisation for a vocational placement ("Placement").
- C. The Organisation agrees to host the Student for the Placement and the Student agrees to participate in the Placement on the following terms and conditions.

AGREEMENT:

Term

1. This Agreement shall commence on the Commencement Date and expire on the Completion Date, as detailed in Schedule 1, unless varied by written agreement between the University's Representative, Organisation's Representative and the Student.

Placement

- 2.1 The aims of the Placement are to:
- provide a practical context for the courses of study undertaken by the Student throughout the Program;
 - enable the Student to apply and develop the skills and knowledge gained from the Program in a workplace environment; and
 - assist the Student in gaining real skills by shadowing staff members within the Organisation in their daily activities.
- 2.2 The Student will attend the Organisation's places of work to undertake the Placement for the Placement Hours specified in Schedule 1.
- 2.3 The benefits to the Student are outlined in clause 2.1 above. Any remuneration to be provided to the Student by the Organisation in connection with the Placement must be specified in Schedule 3 (if applicable).
- 2.4 The Organisation and the Student may enter into a separate employment agreement if the Organisation wishes to engage the Student as an employee outside of the Placement Hours.
- 2.5 Any specific requirements for the Placement are listed in Schedule 3.

University's Obligations and Responsibilities

- 3.1 The obligations and responsibilities of the University in respect of the Placement are:
- to provide an induction program for the Student to inform them of their general responsibility to behave in a safe manner in a workplace environment and comply with occupational health and safety requirements;
 - to remain responsible for the overall control and discipline of the Student, apart from reasonable direction provided on a daily basis by the Organisation to the Student while they are undertaking the Placement at the Organisation's places of work; and
 - to advise the Student of confidentiality, privacy and other obligations which may apply to them during and, in some cases, after the period of the Placement.
- 3.2 The University indemnifies the Organisation from and against all loss, liability and expense (including legal costs) relating to any injury to persons or any loss or damage to property resulting from a negligent or unlawful act or omission of the University or the Student in connection with the Placement, except to the extent that the loss, liability or expense is caused or contributed to by the Organisation or its employees, agents, contractors, clients, customers or consultants.
- 3.3 The University will not be liable for the acts or omissions of the Organisation, its employees, agents, clients, customers or consultants in any way related to the Placement.
- 3.4 Any remuneration to be provided to the Organisation by the University must be specified in Schedule 3 (if applicable).
- 3.5 The University's Representative listed in Schedule 1 will manage the University's obligations and responsibilities in respect of the Placement.

Organisation's Obligations and Responsibilities

- 4.1 The obligations and responsibilities of the Organisation in respect of the Placement are:
- to satisfy itself that the Student is suitable for the Placement having regard to, amongst other things, the information disclosed in, if relevant, a National Police Certificate and a Working with Children Check assessment notice;
 - to supervise the Student whilst they are undertaking the Placement and appoint appropriately qualified and experienced personnel to undertake such supervision;
 - to ensure that the tasks undertaken by the Student on the Placement and the level of supervision of the Student is appropriate, taking into account the Student's skills and level of experience;
 - to ensure that the Placement is relevant to the Program and provide adequate facilities and appropriate training and learning experiences for the Student whilst undertaking the Placement;
 - to provide appropriate orientation and training for the Student in relation to the Organisations' policies and safe work procedures;
 - to maintain a record of the Student's attendance for the duration of the Placement and, when a student provides notification of an inability to attend any part of a placement, the Organisation will use its best endeavours to organise suitable alternative placement dates;
 - to ensure that the health and safety of the Student is not placed at risk during the period of the Placement and comply with all obligations under applicable occupational health and safety and equal opportunity and anti-discrimination laws; and
 - to ensure that the Student is not treated as an employee of the Organisation during the Placement and is not required to carry out any functions as an employee of the Organisation for the duration of the Placement.
- 4.2 The Organisation must maintain confidentiality regarding any confidential information provided by the University or the Student and comply with all applicable privacy laws in respect of the Student.
- 4.3 The Organisation indemnifies the University and the Student from and against all loss, liability and expense (including legal costs) relating to any injury to persons or any loss or damage to property resulting from a negligent or unlawful act or omission of the Organisation or its employees, agents, contractors clients, customers or consultants in connection with the Placement, except to the extent that the loss, liability or expense is caused or contributed to by the University or the Student.
- 4.4 The Organisation's Representative listed in Schedule 1 will manage the Organisation's obligations and responsibilities in respect of the Placement.

Student's Obligations and Responsibilities

- 5.1 The Student must complete a medical consent declaration and reasonable adjustment request prior to commencing the Placement.
- 5.2 The Student must notify the University of any potential conflicts of interest prior to the signing of this Agreement, and immediately notify the University's representative and the Organisation's representative of any conflicts of interest that arise during the Term.
- 5.3 The obligations and responsibilities of the Student in respect of the Placement are:
- to undertake a National Police check and/or Working With Children check if required;
 - to maintain confidentiality for information obtained in connection with the Placement;
 - to handle personal and health information in accordance with relevant privacy laws while on placement;
 - to notify the Organisation and the University in advance if unable to attend the Organisation for any part of the Placement (except in an emergency situation where advance notice is not possible); and
 - to behave in accordance with the Student Code of Behaviour set out at Schedule 2.
- 5.4 The Student is responsible for all expenses associated with their participation in the Placement, including but not limited to:
- HECS or tuition fees, including the Services and Amenities fee.
 - the cost of text books and educational supplies required for the Placement;
 - all travel, medical, accommodation and living expenses associated with the Placement;
 - all costs resulting from the modification or termination of the Placement.
- 5.5 The student indemnifies the Organisation and the University from and against all loss, liability and expense (including legal costs) relating to injury to persons or any loss or damage to property resulting from a negligent or unlawful act or omission of the Student in connection with the Placement, except to the extent that the loss, liability

or expense is caused or contributed to by the Organisation or by the University

Disclosure of Personal Information

6. The Student acknowledges that the University may disclose personal information of the student to the Organisation for the purposes of the Placement in accordance with the University's Information Privacy Policy.

Unforeseen Circumstances

7. The Student acknowledges that the University may modify their participation in the Placement in circumstances beyond the control of the University, including but not limited to the outbreak of war, disease, civil unrest or natural disasters.

Compliance with Applicable Laws and Directions

- 8.1 The Student must comply with University legislation and policies and procedures for the duration of their enrolment. Failure to comply may result in the immediate termination of the Placement.
- 8.2 The Student must strictly adhere to all directions from the University or the Organisation in relation to occupational health and safety, confidentiality, privacy or other obligations which may apply during and, in some cases, after the period of the Placement.

Ambassadorship

- 9.1 The Student acknowledges that being a representative and ambassador of the University is an important part of the Placement.
- 9.2 The University may terminate the Placement immediately if the Student fails to maintain what the University considers to be an acceptable standard of public and private conduct.

Insurance

- 10.1 The University and the Organisation must respectively take out and maintain a public liability insurance policy for personal injury and damage to property for an amount in respect of a single accident of not less than \$20 million.
- 10.2 For higher education students, the University must take out and maintain personal accident insurance for the Student for the duration of the Placement.
- 10.3 For higher education students, the Student acknowledges that they are not classified as an employee of the Organisation and not likely to be covered under a WorkCover insurance policy held by the University or the Organisation.
- 10.4 For VET students, a WorkCover insurance policy is held by the Victorian government.
- 10.5 If a VET student is injured while undertaking a placement and wishes to make a claim for compensation, the following process must be undertaken:
- the Student shall complete and sign a Worker's Injury Claim form, with the assistance of the Organisation and/or the University, if necessary;
 - the University shall complete and sign the Employer section of the Worker's Injury Claim form and an Employer Injury Claim Report form in consultation with the Organisation, if necessary;
 - the University shall record the following details on both forms:
 - VRQA Practical Placement Claim
 - Employer Scheme Registration Number 1624618
 - Employer's Reference Number 9573347
 - the University shall scan and email both claim forms together with any certificates of capacity, completed incident notification form, medical accounts and a certified copy of this Agreement to Gallagher Bassett at: educlaims@gbtpa.com.au All original documents to be forwarded to: Gallagher Bassett 2/333 Collins Street Melbourne VIC 3001
 - the University shall retain a copy of all documents.
- 10.6 The University and the Organisation must provide copies of the applicable certificates of currency for the insurances referred to in this clause 10, if requested by the other Party.

Intellectual Property:

- 11.1 For the purposes of this clause, "Intellectual Property" means copyright, all rights conferred under statute, common law or equity in relation to inventions, registered and unregistered designs, registered and unregistered trademarks, circuit layouts, confidential information and other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.
- 11.2 The Intellectual Property in all training, curriculum and learning materials and reports used or created in relation to the Placement is owned by the University. The Student and the Organisation shall take all reasonable steps to ensure that any such materials provided by the University are not duplicated or disclosed to any person in contravention of the provisions of this Agreement. This provision shall survive expiration or termination of this Agreement.

Privacy

12. The Parties agree to comply with the Information Privacy Principles as set out in the *Privacy and Data Protection Act 2014 (Vic)* and the Health Privacy Principles as set out in the *Health Records Act 2001 (Vic)* to the extent that those principles apply to the activities that the Parties are undertaking under this Agreement.

Dispute Resolution

13. Any dispute relating to the Placement that cannot be resolved immediately by the Organisation must be notified to the University's Representative. The University's Representative will arrange for a conference by telephone or otherwise with the Organisation's Representative to consider the dispute.

Termination

14. Subject to any immediate termination rights within this Agreement, a Party may terminate this agreement on 14 days' written notice should one of the Parties breach an obligation under this Agreement and that breach is not remedied within 7 days' notice to the offending Party.

Quality Assurance

15.1 The University must comply with Commonwealth legislation regulating higher and vocational education, namely:
(a) the *Higher Education Standards Framework (Threshold Standards) 2015*, which are

administered by the Tertiary Education Quality and Standards Agency ("TEQSA"); and
(b) the *Standards for Registered Training Organisations 2015*, which are administered by the Australian Skills Quality Authority ("ASQA").

15.2 The Parties agree that the services provided under this Agreement may be subject to the University conducting quality assurance audits. Such audits will include an audit examining the performance of each Party's roles and responsibilities, in addition to the monitoring of quality of academic standards. The Organisation must comply with and implement in a timely manner, any reasonable requirements evidenced by the University's quality assurance audit.

15.3 The Organisation agrees to cooperate with TEQSA, ASQA or the University's auditors:

- (a) by providing accurate and factual responses to information requests from TEQSA, ASQA or the University's auditors relevant to the services provided under this Agreement; and
- (b) in the conduct of audits and the monitoring of its operations.

General

16.1 This Agreement does not create, nor is it intended to create, an employment relationship or a relationship of

principal and agent, nor shall it constitute a partnership.

16.2 The waiver by a Party in respect of any breach of a condition or clause of this Agreement by another Party shall not be deemed to be a waiver in respect of any other condition, clause or provision or any subsequent breach of that condition, clause or provision. The failure by a Party to enforce at any time any of the provisions of this Agreement shall in no way be interpreted as a waiver of such provision by that Party.

16.3 Any provision of this Agreement which is void or voidable by a Party or is or becomes at any time unlawful or unenforceable shall, to the extent that it is void or voidable or is unlawful or unenforceable, be deemed to be excised from and not form part of this Agreement without affecting the validity or enforceability of the remaining provisions.

16.4 This Agreement constitutes the entire agreement between the Parties.

16.5 This Agreement is governed by the laws of the State of Victoria, Australia.

16.6 This Agreement may only be altered or amended by written agreement between the Parties.

Executed as an Agreement.

SIGNED FOR AND ON BEHALF OF FEDERATION UNIVERSITY AUSTRALIA by its authorised officer:

Signature of authorised officer

Name of authorised officer

Date signed

Position of authorised officer

SIGNED FOR AND ON BEHALF OF THE ORGANISATION by its duly authorised officer:

Signature of duly authorised officer

Name of duly authorised officer

Date signed

Position of authorised officer

SIGNED BY THE STUDENT:

Signature of Student

Name of Student

Date signed

Address of Student

SIGNED BY PARENT/GUARDIAN (where student is under 18 years):

Signature of Parent/Guardian

Name of Parent/Guardian

Date signed

Address of Parent/Guardian

Schedule 1: Placement Details

Student

Name:
Student Number:
Address:
Email:
Telephone:

Organisation

Organisation Name:
ABN:
Address:

Program

Program Code: Program Name:

Placement Details

The Student will undertake the Placement at the Organisation at:

The Student will undertake the Placement at the Organisation for:

Maximum hours per week:

Total Placement Hours:

Commencement Date

The Commencement Date for this Agreement is:

Completion Date

The Completion Date for this Agreement is:

University's Representative

Name:
Title:
Address:
Email:
Telephone:

Organisation's Representative

Name:
Title:
Address:
Email:
Telephone:

Student's Emergency Contact

Name:
Address:
Email:
Telephone:

Schedule 2: Student Code of Behaviour

1. Introduction

This Code of Conduct (the Code) outlines the standard of behaviour expected of students of the University whilst on placement. It is designed to assist students to understand their responsibilities and obligations and provide guidance on expected behaviours whilst on placement with an Organisation.

The Code does not seek to encompass all possible scenarios arising in the context of a placement however, it provides a set of principles to guide students on acceptable and unacceptable behaviour.

The Code should be read in conjunction with University legislation, policies, procedures and workplace agreements.

2. Ambassadorship

Acting as an ambassador for the University is an important part of any placement. The University encourages students to act in a professional manner at all times. This may include:

- a. actively seeking out actual and implicit rules of the Organisation's behaviour and complying with them;
- b. ensuring that supervisors are aware of the student's location;
- c. obtaining permission before leaving the usual placement location;
- d. arriving punctually, and delivering work in accordance with the Organisation's deadlines;
- e. being enthusiastic and acting as a member of the team;
- f. respecting the Organisation's property and fellow workers; and/or
- g. complying with the Organisation's dress code, or, where appropriate, wearing the correct University uniform.

3. Hours and Attendance

In keeping with the experience of workplace life, students will generally keep the same hours as their accompanying salaried staff. This might mean that, in some weeks, students may work additional hours. However, over the duration of the placement the total hours worked should not exceed the Organisation's standard hours.

Prior approval is required from the University if the student is required, or wishes, to work in excess of the Organisation's standard hours.

4. Security and Confidentiality

It is of utmost importance that you maintain the confidentiality of the Organisation's information. Your Organisation may ask you to sign a Confidentiality Deed. You should read this carefully and are encouraged to obtain your own independent legal advice before you sign it. If you decide not to sign, then you must advise the University representative as soon as possible. Remember that you must not discuss the Organisation's confidential information with any other person. If you feel like you need to talk to someone about your experiences on placement, you can contact the University counselling services.

You are also required to adhere to the Organisation's procedures and standards surrounding access to, and use of, passwords, keys, documents and technology (including computers). You must not use the Organisation's facilities or materials for your own personal benefit. Always seek permission before accessing materials or equipment.

Please contact your School if you have any questions about the Code, or about the University's expectations for student behaviour whilst on placement.

Schedule 3: Specific Requirements

Insert the specific requirements for the placement including any payment requirements (if applicable) and the relevant skills required as part of the Program that will be developed, reinforced and/or assessed during the placement