Work Experience Program: Affiliation Agreement

The Curtin University defines *work experience*, as an unpaid work placement a student undertakes with an employer/organisation as a co-curricula activity. The tasks undertaken by the student support the development of their Employability Skills (Graduate Attributes) and can count towards completion of the Employability Award [http://life.curtin.edu.au/employability-award.htm](http://life.curtin.edu.au/employability-award.htm)

The duration of the placement is no more than 112.5 hours.

The employer or organisation, with which the student will be undertaking the work experience placement, is hereafter referred to as the *Placement Provider*.

**Objectives**

This agreement relates to students who are currently enrolled at Curtin University.

For students the overarching goal is to participate in learning opportunities in a workplace to develop practical experience and workplace skills that support and compliment their assessable course work.

For employers supporting Curtin's work experience program provides opportunities to identify possible future employees, provide professional development for staff, raise the company profile, and engage with the University community.

**Responsibilities of the University**

1.1 To provide students with access to appropriate Personal Accident Insurance Cover during the placement. *The University’s insurance policy will provide cover for the students whilst on placement, but does not indemnify the Agency.*

1.2 To act as a point of contact for both the Placement Provider and students for the duration of the placement, responding immediately to any concerns raised by the parties.

1.3 To provide preparation to students as to their responsibilities during the placement.

**2. Responsibilities of the Placement Provider**

2.1 To provide the student and the University with an overview of the tasks to be undertaken whilst participating in the work experience.

2.2 To provide students with a general overview of the organisation, induction, orientation to the site, Occupational Health and Safety guidelines.

2.3 To provide students access to experiences, equipment and the information necessary to complete the agreed tasks, with appropriate supervision from the Placement Provider.
2.4 To provide access to University Staff for the purpose of providing support to the students participating in the work experience.

3. Responsibilities of Students

3.1 To observe and comply with the rules, regulations, protocols and by-laws of the Placement Provider and the University.

3.2 To negotiate a work schedule with the Placement Provider and work to fulfil the tasks of the placement within stated time lines negotiated with the Placement Provider.

3.4 (If required) attend training before being placed with the Placement Provider.

3.5 To respect the confidentiality of the Placement Provider. No reports in the form of oral, written, graphic or electronic information pertaining to the Placement Provider or its operations will be made available to any person or company without the consent in writing of the Placement Provider. If students wish to utilise information gained during the course of their placement, after the completion of the placement, prior consent in writing must be obtained from the Placement Provider and any material so produced must be approved by the Placement Provider before release.

3.6 To abide by any agreement made between the parties, and not to undertake any independent negotiations with the Placement Provider during the term of the placement.

3.7 To complete all required assessment and evaluations.