



IMPORTANT INFORMATION

HOW TO USE THIS FORM

1. Student should read and complete all details.
2. Give to work experience provider to sign.
3. Submit completed form to the School associated with the student's discipline/ study area for approval, prior to commencement of the work experience.

UQ TERMS AND CONDITIONS

- The student must be enrolled in a UQ Program.
- The work experience must be relevant to the student's education.
- The work experience provider must supervise the student and provide appropriate training and instruction to the student about work, health and safety.
- The student is responsible for monitoring their days of work experience, and adhere to the maximum of 30 days per calendar year.
- The student, work experience provider and Head of School or UQ Authorised Person must each sign this application a minimum of 5 working days **prior to the commencement** of work experience.
- To use this form, the student must be over 18 years of age, or be 18 at commencement of the work experience.
- Insurance cover will only apply to work experience undertaken with UQ approval.

STATUTORY REQUIREMENTS

The Education (Work Experience) Act 1996 (Qld) applies to this work experience. Conditions imposed by the Act include:

- work experience is **not** a mandatory or assessable component of an enrolled course;
- the work experience arrangement must be executed by all parties **before** the student starts a work experience placement;
- if the student is a minor (under 18 years) – a guardian of the student must give written consent to the arrangement;
- the work experience must finish in the year it starts;
- the student must not receive work experience for more than **30 days** in a calendar year;
- the work experience provider must not provide work experience to more than the permitted number of students at the same time;
- the work experience provider must not provide work experience to the student at a time other than during the ordinary working hours of the place where the work experience is provided; and
- the student must not be paid for work experience.

SIGNATURES CAN BE DIGITAL OR HANDWRITTEN. ALL SECTIONS OF THE FORM MUST BE COMPLETED.

SECTION 1 - STUDENT DETAILS

Name	<input type="text"/>	Student Number	<input type="text"/>
Address	<input type="text"/>	Suburb	<input type="text"/>
State	<input type="text"/>		
Postcode	<input type="text"/>	UQ Student email	<input type="text"/>
		Mobile No.	<input type="text"/>
Current Program Title	<input type="text"/>	Completion Semester	<input type="text"/>
		Year	<input type="text"/>
Number of days of unpaid work experience already undertaken/approved in the same calendar year as this work experience.			<input type="text"/>

SECTION 2 - WORK EXPERIENCE PROVIDER DETAILS

Contact Name	<input type="text"/>	Position	<input type="text"/>
Company Name	<input type="text"/>	ABN	<input type="text"/>
Company Address <input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone.	<input type="text"/>	Email	<input type="text"/>

SECTION 3 - WORK EXPERIENCE DETAILS

Work experience period	<input type="text"/>	to	<input type="text"/>	Total number of days undertaking work experience	<input type="text"/>
Activities and tasks to be undertaken					
<input type="text"/>					
Learning objectives					
<input type="text"/>					

SECTION 4 - AUTHORISATION

UQ Student I understand and agree with the above Conditions.		Work Experience Provider I understand and agree with the above Conditions on behalf of the Work Experience Provider.	
Signature	<input type="text"/>	Signature	<input type="text"/>
		Date	<input type="text"/>
UQ Approval (Head of School or UQ Authorised Person as per UQ delegations schedule) I certify that the work experience is relevant to the student's education and approve the work experience for the specified period.			
Name	<input type="text"/>	Signature	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text"/>