

## 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 for approval through InPlace Placement Management System prior to commencement of work experience. Refer to the [Work Experience webpage](#) for instructions.

### UQ TERMS AND CONDITIONS

- The student must be enrolled in a UQ program of study.
- The work experience must be relevant to the student's education, and undertaken for educational purposes.
- The work experience provider must supervise the student on site and provide appropriate training and work health and safety instruction to the student.
- The work experience provider must ensure all of the provider organisation's compliance requirements have been satisfied by the student prior to signing this form.
- The fully signed Unpaid Work Experience form must be approved by School or Faculty prior to the commencement of work experience.
- Insurance cover will only apply to work experience undertaken with documented UQ approval. UQ students and staff please visit [Insurance Service's webpage](#) for information about applicable insurance cover. Work experience provider please contact the UQ approver for insurance details.
- This experience is not subject to the terms and conditions of any Student Placement Agreements already in place with the Work Experience Provider.

More information can be found on the [UQ Work Experience webpage](#) and in the [UQ Work Integrated Learning and Work Experience Policy](#)

### 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 made before the student starts a work experience placement;
- if the student is a minor – a parent of the student must give written consent to the arrangement;
- the work experience placement must finish in the year it starts;
- the student must not receive work experience for more than 30 days in a 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.

## SECTION 1 - STUDENT DETAILS

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Address \_\_\_\_\_ Suburb \_\_\_\_\_ State \_\_\_\_\_

Postcode \_\_\_\_\_ Email \_\_\_\_\_ Mobile \_\_\_\_\_

Program of Study \_\_\_\_\_ Expected Graduation date \_\_\_\_\_

Number of days of approved unpaid work experience already undertaken in the same calendar year as this experience \_\_\_\_\_

## SECTION 2 - WORK EXPERIENCE PROVIDER DETAILS

Contact Name \_\_\_\_\_ Position \_\_\_\_\_

Organisation Name \_\_\_\_\_ ABN \_\_\_\_\_

Organisation Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## SECTION 3 - WORK EXPERIENCE DETAILS

Work experience period from \_\_\_\_\_ to \_\_\_\_\_ Total number of days for this work experience \_\_\_\_\_

Activities and tasks to be undertaken \_\_\_\_\_

Learning objectives \_\_\_\_\_

## SECTION 4 - ACKNOWLEDGEMENT

### UQ Student

I understand and agree with the above Conditions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Work Experience Provider

I understand and agree with the above Conditions on behalf of the Work Experience Provider.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Student:** Upload this completed form to your Faculty Work Experience link in the InPlace Placement Management System. Please allow one week for review. You will receive an email advising of the outcome of your submission. You are reminded that unpaid work experience is only supported once you have received written approval from your Faculty or School. Instructions on how to submit can be found at the [Work Experience webpage](#).

**Faculty/School staff:** Please review the information provided in this form and assess against relevant Faculty/School criteria for unpaid work experience. Authorised staff to approve work experience in the InPlace Placement Management System.