



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.

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 on site and provide appropriate training and work health and safety instruction to the student.
- 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.

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	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. You are reminded that unpaid work experience is only supported once you have received written approval from your Faculty or School.

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.