**WORK INTEGRATED LEARNING**

**STUDENT INFORMATION/AGREEMENT FORM**

|  |  |
| --- | --- |
| NAME |  |
| UQ STUDENT NUMBER |  |
| UQ EMAIL |  |
| ALTERNATIVE EMAIL |  |
| MOBILE NUMBER |  |
| EMERGENCY CONTACT NAME |  |
| RELATIONSHIP |  |
| EMERGENCY CONTACTPHONE NUMBER |  |
| I AGREE TO THE FOLLOWING TERMS: | 1. That my personal details may be submitted to potential placement organisations in relation to the NAME OF YOUR COURSE AND COURSE CODE
2. I will be respectful of the host organisation workplace and act and dress in a professional manner at all times and I have read and will abide by the UQ Code of Conduct
3. Any of the confidential operations, dealings or affairs of the host placement organisation will be kept confidential.
4. I acknowledge that there may be costs involved in my placement/project opportunity.
5. **If my Host placement organisation requires me to travel in excess of 200km from Brisbane or if I am travelling between 60-200km from Brisbane and staying overnight, I will advise the COURSE COORDINATOR PRIOR to travel with full details.** (This is to ensure that I am covered by UQ’s insurance and I will complete and submit Travel Insurance documentation.)
6. **I have completed and submitted the Media Release/Video Form.**
 |
| SIGNATURE |  |
| DATE |  |

**Code of conduct for COURSE NAME AND CODE Work Placements
*While on placement you are exemplary ambassadors for UQ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School and you are expected to uphold appropriate standards of professional behaviour.***

While the professional behaviour standards for each placement are unique, some core guiding principles set by the University of Queensland and NAME OF SCHOOL are outlined below.

**Respect for others:**

* Students are to be courteous and respectful of others in the work environment.
* Students will accommodate and understand differences that may occur with colleagues within the workplace.
* Students will contribute to the workplace within the scope of the placement.
* Students will be punctual, honest and reliable.
* Complete tasks as requested by the placement organisation.
* Students unfit or unable to work at any stage of the placement must notify the placement organisation and the Course Coordinator or Projects Manager of any difficulties associated with the continuation of the placement.

**Commitment to quality:**

* Students will present themselves in a professional manner (including appearance) whenever interacting with the placement organisation, its staff and suppliers.
* Students will aim for their highest standard of performance.
* Take all due care with the placement organisation's equipment and other property.
* Participate fully in the learning process, taking initiative and responsibility for my learning.

**Confidentiality:**

* Students will maintain the placement organisation’s confidentiality.
* Students will respect others’ privacy, particularly within the work environment.

If a problem arises:

Try to resolve the issue yourself by raising your concern with the relevant person. If the issue is not resolved satisfactorily come to the Course Coordinator. If mediation at this level is not successful, the case is referred to the Head of School.

Students are encouraged to contact the Education Resource Organiser at the Student Union (07 3377 2200) to discuss any concerns they may have in relation to grievance and appeal mechanisms particular to their course.

**Prior to the placement** notify the Course Coordinator of any pre-existing conditions that may impact on my participation in the placement, such as health/disability issues.

**PHOTOGRAPHS & VIDEO FOOTAGE – RELEASE AND WAIVER**

I, (name):

of (address):

University School/area (if applicable):

Contact phone number:

Email address:

Student Course (if applicable)

Current Year of Study:

Consent to the use or reproduction by The University of Queensland or its agents of photographs and/or video footage of me:

For the purposes of advertising, media publicity, publication, web display, general public display or for any other University purpose in whole or in part (For Office Use Only)

Responsible UQ or OMC Officer:

I hereby waive any interest that I may have in the copyright to the photograph(s) and/or video footage now or at any time at the future time and state that I do not expect to receive any payment or consideration in respect to them. I release the University of Queensland, its employees and agents from any liability (including consequential loss) connected with the publication, reproduction, release or other use of these materials.

Signature:

Date:

Witness:

For information on how UQ manages student information, please consult the UQ Privacy Management Policy which is located at: <http://ppl.app.uq.edu.au/content/1.60.02-privacy-management>

Id: PrivacyNoticeStudents