



Guidelines and Confirmation for Working from Home

Work Integrated Learning (WIL) / Work Experience (WE) activities have been significantly affected in both volume and structure as a result of the impacts of COVID-19: many placement and project activities that were workplace based have necessarily transitioned to work from home (WfH) arrangements. To comply with the UQ's Work Integrated Learning and Work Experience Policy and Procedure (3.10.04) the industry partner is required to approve and acknowledge the transition of placement to WfH.

Important Information

The following need to be taken into consideration when undertaking approved WIL/WE activities at home.

- You have read and completed the training outlined in the [Cyber Security and Information Management Obligations for Work from Home \(WfH\)](#) as part of your Work Integrated Learning (WIL)/ Work Experience (WE) placement.
- Your home should be generally safe and provide you with sufficient room to work safely and comfortably. Refer to the – [HSW work from home considerations checklist](#) as a guide.
- Ensure equipment has the IT programs and drives required, that they have been tested by you. If you need support discuss this with your host or contact UQ ITS.
- You should consider the required resources and equipment to undertake the approved WIL / WE activities.
- Computer monitor/s should be able to be positioned and adjusted (e.g. height, angle, location and brightness/contrast settings) to ensure comfortable, sharp, clear and glare free viewing.
- You should have an agreed upon plan for regularly communicating with your placement supervisor and your UQ placement co-ordinator. You should also continually assess, whether or not completing the placement at home remains appropriate from the perspective of providing a suitable and safe working environment. Learning objectives should continue to be met.
- You will report any injury/illness while doing WIL / WE from home to your placement coordinator and your industry host.
- You are aware that UQ's liability and personal accident insurance cover will be in place if the placement and the WFH arrangement is approved by UQ (subject to full policy terms, conditions, limitations and exclusions), and your program is not conferred during the completion of the placement.