



## WORK-INTEGRATED LEARNING (WIL) Placement Learning Agreement (Unpaid)

This placement learning agreement (Unpaid) is to be completed by the industry host in collaboration with the student and then submit it to the Business, Economics and Law (BEL) Careers and Employability – [employability@bel.uq.edu.au](mailto:employability@bel.uq.edu.au) to gain approval prior to the start of the internship.

### Purpose of this form:

- To provide a framework or structure for the placement.
- To serve as a reminder to all learning partners (student, industry host supervisor, and course coordinator) of the purpose and activities of the placement.
- To provide the basis for evaluation and validation of the learning experience.

**IMPORTANT:** Students are required to communicate with the industry placement supervisor their learning objectives, and understand expectations & placement requirements prior to the placement commencing, e.g., start date, end date, frequency of attendance etc.

### The WIL Placement

- Students are required to complete a minimum of **100 (up to 240)** supervised hours.
- Tasks, duties, or specified project activities are to meet the students learning objectives as well as to provide opportunities for them to gain practical, hands on experience, develop professionally & acquire skills to enhance their employability.

**IMPORTANT:** Basic administration (e.g., data entry, filing) or sales (e.g., cold calling) tasks are not deemed suitable

### Completing the learning agreement:

- Full details of the agreed placement activities, learning objectives and goals are to be captured in the placement agreement and should reflect the students study program.
- Placement approvals are only confirmed if the placement learning agreement is complete and the placement is deemed suitable.

**IMPORTANT:** If you are starting your internship prior to the course commencing please ensure you have read the course profile and understand the assessment linked to your internship.

### WIL Placement Insurance:

The University of Queensland (UQ) provides insurance cover for students undertaking unpaid WIL placements: public liability & personal accident insurance.

- UQ requires placement hosts to sign the WIL Placement Agreement, the Overarching Student Placement Agreement Non-Clinical form (sent separately) which outlines the terms & conditions of the placement, including responsibilities of each party, insurance, indemnity, IP, & confidentiality.
- This WIL placement agreement applies to unpaid placements only; terms & conditions (including insurance) vary where placements are paid. An alternative agreement (paid) document will be provided in this instance.



## Unpaid Placement Learning Agreement

### Industry Host Details:

*A supervisors feedback form will be emailed to the host upon the completion of the placement*

<b>Industry Partner (organisation)</b>	<b>Name</b>	<b>ABN</b>
	<b>Placement Address</b>	
<b>Industry supervisor</b>	<b>Name</b>	
	<b>Email</b>	
	<b>Phone</b>	

### Student Details:

<b>Student Name</b>	
<b>Student ID</b>	
<b>UQ Program</b>	
<b>UQ Course Name &amp; Code</b>	
<b>Semester</b>	

### Placement Details *(To be filled out by the student)*

<b>Placement is:</b>	<b>100% Working from home</b>	<b>100% Working from office</b>	<b>Hybrid</b>
<i>If your placement includes any aspect of WFH, you need to complete <a href="#">this form</a></i>			
<b>Is the placement:</b>	<b>Paid</b>	<b>Unpaid</b>	

### Placement Description *(To be filled out by host organisation supervisor)*

*Provide a break-down of the tasks to be undertaken in the placement (Additional documents can be attached)*

### Student Learning Objectives *(To be filled out by student, minimum of three dot points)*

*What employability attributes might you develop in this placement? For eg. communication, problem solving, conflict resolution and discipline specific skills.*

<b>Start Date</b>		<b>Finish Date</b>	
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**Supervisor  
Signature:**

**Student Signature:**