



WORK-INTEGRATED LEARNING (WIL) Placement Learning Agreement (Paid)

This placement learning agreement (Paid) is to be completed **digitally** by the placement supervisor in collaboration with the student then submitted to UQs Business, Economics and Law (BEL) Careers and Employability to gain approval prior to the placement commencing. employability@bel.uq.edu.au

The purpose of this form is to:

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

IMPORTANT: Students are required to communicate with their 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 **120** supervised hours to be completed prior to the end of semester.
- 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 **digitally** completed in full and the placement is deemed suitable.

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



Paid Placement Learning Agreement

Industry Host Details:

Industry Partner (organisation)	Name	ABN
	Placement Address	
Industry supervisor	Name	
	Email	
	Phone	

A form will be emailed to the host supervisor on completion of the placement to obtain feedback

Student Details:

Student Name	
Student ID	
UQ Program	
UQ Course Name & Code	
Semester	

Placement Details *(student completes)*

Placement is:	100% Working from home <input type="checkbox"/>	100% Working from office <input type="checkbox"/>	Hybrid <input type="checkbox"/>
<i>If your placement includes any aspect of WFH, you need to review this form</i>			
Is the placement:	Paid <input type="checkbox"/>	Unpaid <input type="checkbox"/>	

Placement Description *(host supervisor completes)*

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

Student Learning Objectives *(student completes - minimum three bullet points)*

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

Start Date		Finish Date	
-------------------	--	--------------------	--

Supervisor Signature:

Student Signature: