



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

This placement learning agreement (Unpaid) 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.

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 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:

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	
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Supervisor Signature:

Student Signature: