Guidelines to participate in voluntary work placements

These procedures should be followed in those instances when an opportunity for a work placement arises that is unpaid and is not a mandatory requirement of a subject or course.

Students

These procedures relate to you if you have been made an offer of a work placement that is unpaid and is not a mandatory requirement of a subject or course but is related to a subject or the course you are undertaking.

1. Access a copy of the Work Placement Agreement and Placement Summary Form from UTS Careers website. You will also need to access a copy the Placement Health and Safety Checklist from the UTS: Safety and Wellbeing website. If the Organisation requires proof of Personal Accident and/or Public Liability Insurance speak with the contact staff member in your Faculty.

2. Take the Placement Health and Safety Checklist to the designated staff member (see list) in your faculty to sign the relevant section of the form.

3. Complete the Work Placement Agreement and the Placement Summary Form then sign and date the document.

4. Take the Agreement Form and the Checklist to the Organisation offering the work placement and get them to complete the relevant sections and sign where required.

5. Develop a summary of the expected duties you will be undertaking. You will need to give this summary to the faculty’s representative.

6. Take the Agreement Form, Placement Summary Form, the Checklist and the summary of your duties to your Faculty for approval.

7. Your placement cannot commence until all three parties (you, the Organisation and the Faculty) have signed and completed all sections of the Agreement, Placement Summary Form and the Checklist.

Staff

1. Faculties are to nominate a member or members of staff responsible for dealing with enquiries and signing required documentation. Please refer to, UTS Careers website regarding unpaid work placements for currently enrolled students.

2. When contact is made with a faculty or division by an organisation or student regarding an unpaid work placement, the following procedures should be followed;

   2.1 **When a student** advises that they have an opportunity to undertake an unpaid work placement the student must complete the relevant section of the Agreement and Placement Summary Form. The designated staff member needs to sign the relevant section of the Checklist. All three documents are then taken by the student to have the Organisation complete their relevant section before returning it to their Faculty for final completion.

   2.2 **When an unpaid work placement is advertised**, the advertiser is to be made aware of the process to be followed by students. Prior to the commencement of the placement, students will be responsible for ensuring that the Agreement and the Checklist is signed by the Organisation, themselves and then provided to the
delegated Faculty member for final completion.

2.3 All sections of the Agreement, the Placement Summary Form and the Checklist must be complete before the placement commences.

3. Before the Agreement is signed by the nominated member of staff they must be satisfied that the work placement:
   3.1 Provides learning and educational outcomes that are consistent with the student’s course objectives,
   3.2 Enables the student to apply theoretical and other knowledge gained from their course of study in a practical setting,
   3.3 Provides an opportunity for the Student to explore career options or make more informed decisions regarding their career development and;
   3.4 Provides access to a practising professional within the student’s discipline area.

4. Students are to provide a summary of their expected duties during the placement. If the learning outcomes identified above are confirmed then the faculty representative signs off on the document and provides a copy to the student and the Organisation offering the placement and keeps the original copy of the Agreement and the Placement Summary Form on file.

5. If required, complete the relevant sections of the Public Liability and Personal Accident certificate of currency forms from the UTS Insurance website. These forms should be personalised for each individual placement.

6. It is suggested that an official file be created for the Agreement and a copy of the insurance certificates be stored with other official files of the faculty.

Organisations

1. Students will provide a copy of the University’s Work Placement Agreement form and the Placement Health and Safety Checklist. Please note that section 2.1 of the Placement Agreement outlines the Aims of the Placement.
2. Please complete and sign the Agreement and the Checklist.
3. Return the signed copy to the student who will seek final approval from their faculty.
4. Once completed a copy of the Agreement will be provided to you.

Relevant documents are;

a. Agreement for an Unpaid Work Placement
b. Placement Summary Form
c. Placement Health and Safety Checklist
d. Personalised Insurance certificates of currency.
   - Personal Accident
   - Public Liability