

Work Placement Agreement



PRIVACY DISCLAIMER: Charter Australia is collecting the information on this form for the purposes of managing work placement arrangements. Only authorised Charter Australia officers have access to this information. Personal information will not be disclosed to a third party without the consent of all relevant parties, unless authorised or required by law.

With respect to an agreement to place a student on a work placement

1. WORK PLACEMENT DETAILS

Qualification Code & Name

Student Surname

Student Given Name/s

Date of Birth

Emergency Contact Person

Emergency Contact Number/s

Work Placement Host/Provider Details

Telephone Number

Postal Address

Street Address (if different from postal address)

Contact Person (Work Placement Host/Provider)

Contact Person Telephone Number

Dates of Work Placement

Type of Work

to

2. STUDENT AGREEMENT

(IF APPLICABLE, PLEASE ATTACH DETAILS OF ANY MEDICAL CONDITION/S THAT MAY AFFECT YOUR WORK PLACEMENT)

I will attend my work placement for the full work placement period. I will ensure that both Charter Australia and the person or organisation providing the work placement are notified if I am unable to attend. My appearance and behaviour will be in keeping with the standards of the workplace and I will perform my duties to the best of my ability. I will promptly inform my supervisor of any injury or damage to property which may involve me. I will ensure that I am familiar with the safety requirements of the workplace. I understand that the insurance arrangements for my work placement do not guarantee full or immediate payment of medical or hospital costs in the event of injury.

Student's Signature

Date

Work Placement Agreement



3. WORK PLACEMENT HOST AGREEMENT

I enter into an agreement for the named student to be placed with me for the purpose of work placement.

Conditions of Work Placement

1. The student will work under my supervision or that of my nominee.
2. The arrangement may be terminated at any time by Charter Australia or the work placement host.
3. Payment must not be made to the student participating in work placement.
4. The hours worked must not exceed the normal hours worked in the industry.
5. The student must not perform work which is prohibited by law and/or industry regulation.
6. I will inform the student of the safety requirements of the workplace.
7. I will notify Charter Australia of any injury, unexplained absences or damage to property caused by the student during work placement.

Name of Host or Nominee	Signature	Date

4. CHARTER AUSTRALIA AGREEMENT

I enter into an agreement for the named student to be placed with the above named host for the purpose of work placement and agree to provide the prescribed personal accident and injury, public liability and professional indemnity insurance cover for the duration of the work placement.

Charter Australia Officer's Name	Signature	Date

Copies of completed Work Placement Agreements are to be given to all parties.