

Unpaid Engineering Professional Practice Approval Form

INSTRUCTIONS FOR USE

- This form is for vocational placements which, in accordance with the *Fair Work Act 2009* (Cth), are undertaken as a requirement of a University of Queensland program and for which the student is not entitled to be paid any remuneration from the placement provider. See <https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements> for more information.
- The University's insurance cover will not apply to placements undertaken without UQ approval.
- Students are to complete sections 1, 2, 3 and 4 before sending to the placement provider to sign. Information should be typed.
- When you are first offered your placement, you might not know who your supervisor is. This information may not be available until closer to your start date. We recommend waiting until you know who your supervisor is before submitting this form. However, it is to be completed in all sections and submitted at least two (2) working days prior to the commencement of the placement
- Students are to read the UQ Standard Terms and Conditions for Placements attached to this form and provide a copy of the approved form to the placement provider prior to commencement.
- Contact EAIT Employability for any questions about this form – employability@eait.uq.edu.au

SECTION 1- STUDENT DETAILS

Student name ("Student"): <i>(required)</i>		Student number: <i>(required)</i>
Postal address: <i>(required)</i>		
Suburb: <i>(required)</i>	State:	Postcode: <i>(required)</i>
Phone: <i>(required)</i>	Student e-mail: <i>(required)</i>	
Current degree program: <i>(required)</i>	Current primary discipline: <i>(required)</i>	
Expected graduation semester: <i>(required)</i>	Expected graduation year: <i>(required)</i>	

SECTION 2- PLACEMENT PROVIDER DETAILS

Company name ("Provider"): <i>(required)</i>	ABN: <i>(if applicable)</i>
Company address: <i>(required)</i>	
Company suburb: <i>(required)</i>	Company state: <i>(required)</i>
Company postcode: <i>(required)</i>	Country: <i>(required)</i>
Company phone: <i>(required)</i>	Company e-mail: <i>(required)</i>
Company website: <i>(required)</i>	

SECTION 3- PLACEMENT DETAILS

Facility name: <i>(required)</i>		
Facility address: <i>(required)</i>		
Supervisor name: <i>(required)</i>	Supervisor position: <i>(required)</i>	
Supervisor email: <i>(required)</i>	Supervisor phone: <i>(required)</i>	
<p>Supervisor is a degree-qualified engineer, or</p> <p>Supervisor has relevant alternate qualifications and experience (please specify below)</p> <p>Qualifications</p> <p>Experience</p> <p><i>Alternate supervisor qualifications require approval before placement can be counted as EPP. Alternate supervisor credentials will be reviewed once this form is submitted to InPlace.</i></p>		
Start date: <i>(required)</i>	End date: <i>(required)</i>	Total hours: <i>(required)</i>
Activities and tasks to be undertaken: <i>(required)</i>		

The Faculty are collecting the following data to understand the number of remote work placements being undertaken by students:

How would you define your placement based on the following? (required)
On average, how many days per week do you plan to work? (required)
If you are planning to work remotely (from home) for your placement, how many touch points/check in meetings are planned with your supervisor per week? (if required)

If you are employed by a business that provides professional engineering services, it is important you are aware of the requirement to be directly supervised by a practicing professional engineer who is responsible for the services as required under the Professional Engineers Act 2002, or any other similar Act or legislation where the work is undertaken outside of Queensland.

SECTION 4 – STUDENT CONFIRMATION

I confirm that the details above are to the best of my knowledge correct and will promptly inform the parties of any change.

UQ student name:	
Signature:	Date:

SECTION 5 – EXECUTION

This form and the terms and conditions contained herein are accepted by the parties upon signature of authorised personnel indicated below. The date of this form will be the date the last party signs.

Signed for and on behalf of the Placement Provider by its authorised officer:	Signed for and on behalf of The University of Queensland ('UQ') by its authorised officer: I certify that the Placement is relevant to the student's education and approve the Placement for the specified period.
Signature:	Signature:
Name:	Name:
Position:	Position:
Date:	Date:

UQ's Standard Terms and Conditions for Placements (Single Student)

1 Placement

- 1.1 Students will attend the Facility to participate in a Placement in such numbers, on such days and at such times as agreed in writing between the parties
- 1.2 The parties acknowledge that the Student is to be treated as being supernumerary to the Facility's staffing requirements and is not employed by the Provider.

2 Provider Responsibilities

- 2.1 The Provider will be responsible for making available suitably qualified Provider Supervisors who will:
 - (a) supervise, provide education opportunities, and evaluate the Student; and
 - (b) be responsible for the day-to-day supervision of the Student.
- 2.2 The Provider will conduct an induction process for the Student (including occupational health and safety, other workplace policies and confidentiality) to orient the Student to the Facility.
- 2.3 The Provider will ensure that the Facility and any plant or equipment used by the Student during the Placement complies with all relevant workplace health and safety laws prior to the Student using that Facility, plant or equipment.
- 2.4 The Provider will use all reasonable endeavours to provide to the Student a meaningful and appropriate learning experience so as to achieve the objectives of the Program.
- 2.5 The Provider will acknowledge the Student's right to feel safe and to be treated with respect while on placement and undertake to provide an environment that is, so far as is reasonably practicable, free from hazards and risks that might result in the student suffering physical or psychological harm.
- 2.6 The Provider of a **Clinical Placement**:
 - (a) must, subject to the consent of patients/clients, involve the Student in clinical activities.
 - (b) acknowledges that it is solely responsible for the health and associated care provided to its patients and clients, and that Students are not qualified professionals.
- 2.7 The Provider will participate in the Student evaluation process as agreed with the Placement Co-ordinator.
- 2.8 In the event of a serious incident involving the Student, the Provider will immediately notify UQ on the following telephone number: **UQ Security, Telephone: +61 7 3365 3333**.

3 UQ Responsibilities

- 3.1 UQ will nominate a Placement Co-ordinator who will liaise with the Provider Supervisor in relation to the learning objectives and evaluation requirements of the Placement.
- 3.2 UQ will use all reasonable endeavours to ensure that the Student and UQ Employees while at the Facility agree to:
 - (a) comply with all lawful directions of the Provider's staff; and
 - (b) abide by the Provider's relevant policies, procedures, by-laws and regulations of which they are notified by the Provider.

4 Withdrawal From Placement

- 4.1 Where the Provider considers that disciplinary action should reasonably be taken against a Student or UQ Employee, the Provider will, as soon as is practicable, notify UQ of:
 - (a) the name or names of the Student or UQ Employee; and
 - (b) the grounds upon which it considers disciplinary action should be taken.The matter will then be the responsibility of UQ.
- 4.2 The Provider may exclude a Student or UQ Employee from the Facility where it considers on reasonable grounds that the Student's or UQ Employee's conduct is inappropriate in the relevant circumstances and is of sufficient severity to warrant exclusion from the Facility.

- 4.3 Upon deciding to exclude a Student or UQ Employee from the Facility under clause 4.2, the Provider will notify UQ of the exclusion.
- 4.4 Upon receipt of notice under clause 4.3 UQ will advise the Student or UQ Employee not to attend the Facility for the purposes of the Placement. The matter will then be the responsibility of UQ.
- 4.5 UQ, on the provision of notice in writing to the Provider, may withdraw a Student from a Placement.

5 Insurance

- 5.1 UQ holds and will maintain the following protections or insurance coverage for the Student undertaking an unpaid Placement within the framework of this Agreement:
 - (a) Public liability
 - (b) Professional liability
 - (c) Medical malpractice for **Clinical Placements**
 - (d) Personal accident; and
 - (e) Travel (if applicable).
- 5.2 The Provider holds and will maintain the following protections or insurance coverage for the duration of this Agreement, and in respect of Professional Indemnity for an additional period of at least seven years following the expiry or earlier termination of this Agreement:
 - (a) Public liability; and
 - (b) Professional indemnity that appropriately reflects the Provider's scope of business
- 5.3 The Provider situating in a jurisdiction outside of Australia is deemed to satisfy the requirements of clause 5.2 if the Provider can provide equivalent protection or insurance to that required under clause 5.2.
- 5.4 A Party shall provide Certificates of Currency evidencing proof of protections or insurance (or equivalent in the case of clause 5.3) on request by the other party.
- 5.5 If the Provider remunerates the Student during the Placement, the protections specified in clause 5.1 above will not apply. In those circumstances, the Provider will be responsible for ensuring that the Student is covered by appropriate insurance including but not limited to workers' compensation, public liability insurance and professional indemnity insurance (if applicable).

6 Limitation of Liability

- 6.1 In no event will either party be liable to the other party for any damages if and to the extent caused by the other party's failure to perform its responsibilities or for any of the following even if informed of their possibility:
 - (a) loss of, or damage to data;
 - (b) special, incidental or indirect damages or for any economic consequential damages;
 - (c) loss of profits, business revenue, goodwill or anticipated savings.

7 Confidentiality and Privacy

- 7.1 A party will not, except as expressly authorised by the other party or required by law, disclose to any third party any Confidential Information provided by the other party in the course of the Placement.
- 7.2 For Clinical Placements, in addition to 7.1 above, UQ will use all reasonable endeavours to ensure that the Students comply with all applicable laws which apply to the Medical Records.
- 7.3 The Information Privacy Act 2009 (Qld) ('IPA') requires UQ to handle Personal Information in accordance with applicable privacy principles in the IPA. In relation to any Personal Information the Provider or its personnel collects or otherwise deals with for UQ (including uses, holds or provides to or receives from UQ) for the purposes of any Placement or this Agreement, the Provider must (and must ensure its personnel):
 - (a) comply with the privacy principles as if they were UQ;

- (b) not use or disclose such Personal Information except as permitted by the Privacy Laws applicable in the relevant circumstances or with UQ's written consent;
- (c) assist UQ (including by providing information) as UQ reasonably requests to enable UQ to investigate and resolve any actual or suspected data breach, complaint or other privacy compliance matter.

In this clause 7.3 the term: (i) 'privacy principles' means Part 1 and Part 3 of Chapter 2 of the IPA; (ii) 'data breach' includes 'eligible data breach' (and the latter term has the meaning given in the PA or IPA, or both, as applicable in the relevant circumstances); (iii) 'PA' means the Privacy Act 1988 (Cth), and references to PA or IPA include each as amended or replaced from time to time; and (iv) 'personnel' includes the Provider's officers, employees, agents, contractors and subcontractors. This clause 7.3 continues after this Agreement expires or terminates.

- 7.4 Nothing in this agreement will limit the right of the Student to have the Student's Thesis examined and published in accordance with UQ policies and procedures. However, if the Student's Thesis contains Confidential Information of the Provider, UQ, upon the Provider's reasonable request, will limit access by a third party to the Student's Thesis for an agreed period of time.
- 7.5 As a publicly funded organisation, UQ has an obligation to report on the impact and outcomes of that funding. UQ may, therefore, release de-identified Student data to relevant third parties, including the names of companies or organisations that provide work experience, work placements and internship opportunities to its students and/or have visited campus to give recruitment-type presentations.

8 Intellectual Property

- 8.1 Ownership of intellectual property created by university students during their studies (including Placements) will depend on the terms of their enrolment. Please refer to the 'Type of Enrolment' on the cover page of this Agreement when reading the clauses below.
- 8.2 For undergraduate and postgraduate coursework students, the following provisions apply:
 - (a) The parties acknowledge that any intellectual property created by the Student during a Placement remains the property of the Student, unless the Provider and the Student separately agree otherwise.
 - (b) UQ acknowledges that any intellectual property created by a Student or a UQ Employee in the Medical Records will be owned by the Provider of a Clinical Placement.
 - (c) The Provider agrees to provide the Student with the opportunity to seek independent legal advice before signing any legal document in relation to (a) above.
- 8.3 For Higher Degree Research (HDR) Students, the following provisions apply:
 - (a) New IP will be owned by the Provider, unless otherwise agreed. To the extent required to give effect to that ownership, UQ assigns all right, title and interest in the New IP to the Provider immediately when it is created or developed.
 - (b) For the avoidance of doubt, the parties acknowledge that the Placement is unrelated to the Student's Thesis. Nothing in this Agreement affects ownership of copyright in the Student's Thesis, which remains with the Student.

9 Termination

- 9.1 Either party may terminate this Agreement for breach by the defaulting party of any term of this Agreement if the defaulting party has failed to remedy the breach within 30 days of receiving written notice of the breach from the other party.

10 General Provisions

- 10.1 All notices by either party must be in writing and addressed to the person nominated in this Agreement. All notices must be sent by pre-paid post or by email. Notices will be deemed to have been received on the second business day after posting or in the case of email, 4 hours after the time sent by email

(as recorded on the sender's device) unless the sender receives an automated message that delivery failed.

- 10.2 Each party enters into this Agreement as independent contractors. Nothing in this Agreement shall create any relationship between the parties amounting to a partnership, agency, trust or joint venture.
- 10.3 This Agreement may be executed in any number of counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. Scanned signatures of the parties' authorised representatives shall be deemed original signatures for all purposes.
- 10.4 This Agreement is governed by the law of the State of Queensland and the parties agree to submit to the jurisdiction of the Courts of the State of Queensland.

11 Definitions

11.1 In this Agreement:

Agreement means the covering page and these Standard Terms & Conditions which form the Contract under which the Placement will be conducted;

Clinical Placement means the component of an accredited curriculum, undertaken with supervision in an environment that provides healthcare or related services to patients or clients, which assists students to put theoretical knowledge into practice;

Confidential Information means confidential information of a party and includes information whether verbal, written or in some other form, including but not limited to electronic form relating to:

- (a) the Placement;
- (b) knowledge or information regarding the business transactions, affairs, property, policies, procedures or activities of the Provider;
- (c) any document which is marked confidential;
- (d) any document or information which a party advises the other is confidential; and
- (e) the Medical Records.

Facility means the facility owned by or under the control of the Provider at which the Placement will take place as set out in the covering page;

Higher Degree Research (HDR) Students means a higher degree by research candidate admitted to the UQ higher degree by research program undertaking a placement as part of a program approved by the UQ Graduate School, which is unrelated to their Thesis;

Intellectual Property Rights means all copyright, patents, registered and unregistered trademarks, registered designs, trade secrets and know-how and all other intellectual property as defined in Article 2 of the *Convention Establishing the World Intellectual Property Organisation of July 1967*;

Medical Records means the records of a person who receives health care services from the Provider of Clinical Placements;

New IP means all Intellectual Property Rights created by the Student in the course of or arising from the conduct of the Placement. New IP does not include copyright in the Student's Thesis or any Intellectual Property Rights the Student might create or develop outside the scope of the Placement;

Personal Information has the meaning given:

- (a) for the purposes of the *Information Privacy Act 2009* (Qld) – in that Act; and
- (b) for the purposes of the *Privacy Act 1988* (Cth) – in that Act.

Placement means the placement of the Student referred to in the covering page at the Facility where the student will be involved in activities of the Provider under the supervision of an officer or employee of the Provider;

Placement Co-ordinator means the UQ employee who is responsible for the administration of the Placement;

Privacy Law means the *Privacy Act 1988* (Cth) or the *Information Privacy Act 2009* (Qld), or both, as the context requires, and includes each of them as amended or replaced from time to time;

Provider Supervisor means the officer or employee of the Provider who is responsible for supervising the Student while on Placement;

Program means the program being studied by the Student as set out in the covering page;

Student means the Student identified in the covering page as undertaking the Placement, this includes Higher Degree Research (HDR) Students;

Thesis means the Student's Thesis or any other work submitted by the Student for assessment purposes for completion of their Program.

UQ Employee means the Placement Co-ordinator and any other employee of UQ that attends the Facility in relation to the Placement.

11.2 In this Agreement:

- (a) words in the singular include the plural and the plural includes the singular;
- (b) words importing a gender include any other gender;
- (c) a reference to any legislation includes any subordinate legislation made under it and any legislation amending, consolidating or replacing it;
- (d) "including" and similar expressions are not words of limitation;
- (e) defined terms include other parts of speech and grammatical forms of the defined word or phrase; and
- (f) headings have been inserted for ease of reference only and are not intended to affect the meaning of this Agreement.