



Unpaid Work Experience (not for credit) Insurance Application Form

(01 November 2011 to 31 October 2012)

Fax to: 07 3138 2368 or
Return to:
Careers and Employment on your campus
Email: careers@qut.edu.au

Please note: All fields must be complete and also note that this is an application only, confirmation of insurance will be sent upon processing and approval of this form.

Student Registration

Please records your details below

Name:
Student Number:
Postal Address:
Suburb: Postcode:
Tel (H): (Mob/W):
Email:
Current Course Title:
Completion Semester: Year:

Work Experience Details

Work Experience Period:/...../..... to/...../.....

Approximate hours:

Activities and tasks to be undertaken whilst on work experience:

Learning objectives for proposed work experience:

Employer Registration

Please record your details below

Name:
Position:
Company Name:
Postal Address:
Suburb: Postcode:
Tel (W): (Mob):
Fax:
Email:
Are you a past student of QUT? Yes No

I permit Careers & Employment to distribute the above details to other areas at QUT for issues regarding student/graduate employment. Yes No

Conditions

- This scheme is available to QUT students who wish to obtain voluntary work experience outside their course of study in an area that is directly related to their course of study.
- The following conditions must be adhered to:
- The student is not paid.
- The student must be currently enrolled or have graduated no more than three months ago.
- The student is responsible for securing and organising the work experience, and for defining the learning objectives in conjunction with the host organisation.
- The work must be approved by QUT Careers & Employment staff as being relevant to the student's degree/area of study
- The host organisation must formally agree to supervise and provide tuition to the student on-site
- **Work experience is undertaken for a period necessary to observe or learn from the host organisation and is no more than 30 days in a year.**
- The host organisation ensures that the workplace is safe with a safety management system in place and that appropriate risk assessments, induction and training are conducted.
- A start and end date must be specified.
- Both the student and host organisation need to sign the registration form, and submit to Careers & Employment at least 10 working days prior to the work experience commencing. A copy is to be held by Careers & Employment, the student and the host organisation.

Agreement

Student

I understand and agree with the above terms and conditions.

Signature:

Employer

I understand and agree on behalf of the work experience provider with the above terms and conditions.

Signature:

QUT Careers & Employment (C&E)

C&E certify that the work experience is directly relevant to the student's course of study and approve the work experience for the period specified.

Signature:

Insurance Details

Personal Accident Insurance	Insured:	All students of the Queensland University of Technology whilst undertaking Work Experience Programs with Employers, including travel to and from work.
	Insurer:	ACE Insurance Limited
	Period:	01 November 2011 to 31 October 2012 For full details of this insurance go to http://www.frp.qut.edu.au/services/insurance/student_accident.jsp

