

Date: _____

This Agreement sets out the terms and conditions between the Student, the Host Organisation and Adelaide Institute of Higher Education (AIHE).

The purpose of this agreement is to define the terms of the Work Integrated Learning (WIL) activities to be undertaken by the Student.

The aim of WIL is to provide students with real life work experience, to develop practical knowledge and skills, enhance employability skills, and to complement theory and academic based education and learning. In achieving this aim, it is also expected that the student will make useful contributions as part of their WIL activities.

In signing this agreement, the Host Organisation agrees to provide a suitable WIL opportunity for the Student, according to the terms and conditions agreed set out in this agreement; and the Student agrees to comply with fulfilling the WIL requirements and activities (as appropriate), according to the terms and conditions set out in this agreement.

Any variations, amendments or cancellations to this agreement must be by mutual agreement, taking into account the needs of all parties.

Student Name: _____

Course: _____

Description of WIL Activities: _____

Commencement and Completion Date: _____

Total Hours: _____

Roles And Responsibilities of the Student

Full Name: _____

1. Complete induction/orientation as required on the commencement of any WIL activities.
2. Comply with all confidentiality agreements, intellectual copyright arrangements and workplace security arrangements required by the Host Organisation, noting that intellectual property resulting from WIL activities (other than materials produced for AIHE subject assessments) remains with the host organisation.
3. Ensure all appropriate documents requested are submitted to the AIHE in a timely manner for administration of the WIL arrangement as required.
4. Comply with all Host Organisation conditions such as WIL hours, punctuality and uniform/work clothing requirements by the Host Organisation, and all directions given by the Host Organisation or AIHE during the WIL activities, as appropriate.
5. Act in a safe and professional manner and as directed by AIHE and Host Organisation with reference to the relevant policies and procedures when undertaking WIL activities.
6. Comply with the legislative requirements that may arise including WHS, anti-discrimination and any other relevant laws, acknowledging that the Student is not an employee of the Host Organisation.
7. Notify AIHE of any change of circumstances which may impact the WIL agreement or associated activities.

Student ID: _____

Address (inc. State & Postcode): _____

Phone: _____

Email: _____

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Signature: _____

Roles And Responsibilities of the Host Organisation

Business Name: _____

1. Discuss and provide induction and/or relevant training for the Student on the commencement of WIL.
2. Provide meaningful work experiences, tasks and/or projects for the Student.
3. Ensure the environment in which WIL is to be conducted is safe and secure for the Student, and notify AIHE immediately if the Student is injured or in case of emergency.
4. Supervise the Student and provide regular feedback on work performance and complete the AIHE Intern Performance Evaluation form at the completion of the placement.
5. Ensure adequate insurance is in place for the Host Organisation's employees, agents, participants and other relevant stakeholders and that they have been warned of the risks, if any, associated with WIL activities.
6. Recognise the Student may have study demands outside their WIL activities to be considered alongside their WIL commitments.
7. Agree to the hours and time frame (including start and finish dates) for the internship as set out above, noting the Student is required to complete 120 hours of WIL.
8. Meet the obligations of all relevant legislation, including Worker's Compensation laws, WHS, anti-discrimination, Fair Work Act and any other relevant laws.

ABN: _____

Address (inc. State & Postcode): _____

Supervisor Name: _____

Supervisor Title: _____

Phone: _____

Email: _____

Supervisor Signature: _____

Roles And Responsibilities of the Educational Institution

Legal Name: Adelaide Institute of Higher Education

ABN: 54 618 241 802

1. Assist and support the Student to become workplace ready (as appropriate) prior to undertaking any WIL activities.
2. Complete a risk assessment to ensure Host Organisation meets the standards and requirements of hosting WIL students.
3. Ensure the Student is fully covered by personal accident insurance. A copy of this insurance policy is to be provided to the Host Organisation upon request.
4. Monitor the Student's WIL performance and health/wellbeing during WIL activities, and perform site visits as required.
5. Discuss and escalate (as appropriate) any issues that may arise as a result of WIL, by the Student or Host Organisation.
6. Seek feedback related to WIL from the Student and Host Organisation and ensure the WIL experience is mutually beneficial for all parties.
7. Meet the obligations of all relevant legislation, including Worker's Compensation laws, WHS, anti-discrimination, Fair Work Act and any other relevant laws.

Address (inc. State & Postcode):

Level 5, 127 Rundle Mall, Adelaide, South Australia 5000

Contact:

Phone: +61 8 8470 0156

Email: WIL@aihe.sa.edu.au

Authorised Signatory: