

## ENGINEERING INDUSTRY EXPERIENCE AGREEMENT FORM

The student is to source and negotiate their In-Industry experience placement (**Placement**), complete this form, have it approved by the Host Agency, then upload it into [InPlace](#) with their Placement submission, along with evidence of mandatory prerequisites. A Placement must be approved before it commences.

Any questions please contact the College Work Integrated Learning team on +61 (08) 8302 5900 or via email [wil.engit@adelaide.edu.au](mailto:wil.engit@adelaide.edu.au)

### STUDENT DETAILS

**Student ID number:** \_\_\_\_\_ **Title:** \_\_\_\_\_ *Mr / Mrs / Miss / Ms*

**Given name/s:** \_\_\_\_\_ **Family name/s:** \_\_\_\_\_

**Full name of program:** \_\_\_\_\_ *e.g. Bachelor of Engineering (Honours) (Mechanical)*

**Program Code:** \_\_\_\_\_ *e.g. ZHENC / ZHEEL / ZMATL*

**Contact phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mandatory pre-requisite:**  I have completed the Online WHS module '[Undertaking a Safe Student Placement](#)' and uploaded it to [AU InPlace](#)

**Interstate/Overseas**  My in-industry placement is outside of South Australia

### DETAILS OF HOST AGENCY

**Name of Host Agency:** \_\_\_\_\_

**ABN or equivalent business registration number:** \_\_\_\_\_

**Website of Host Agency:** \_\_\_\_\_

**Address of Host Agency:** \_\_\_\_\_

**Location of in-industry experience (if different from above):** \_\_\_\_\_

**Host Agency supervisor name:** \_\_\_\_\_ *e.g. person who will be supervising your daily work*

**Host Agency supervisor position:** \_\_\_\_\_

**Contact email and phone:** \_\_\_\_\_

### DETAILS OF PROPOSED IN-INDUSTRY EXPERIENCE – *Student to complete*

**Project name (if applicable):** \_\_\_\_\_

**Proposed tasks to be undertaken by Student:**

*(must be related to the courses you have undertaken in your program)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Proposed learning outcomes:**

*(must be related to what you have learnt in your program)*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Dates of Placement:

Start date:

End date:

Total number of hours anticipated to complete during this Placement:

Approximate hours/days per week\*\*

\*\*Note: For placements during study period students attend a maximum 2 days/15 hours per week. During study break, you may attend up to 5 days per week.

ENGINEERS AUSTRALIA LINKED COMPETENCIES – Student to complete

Please choose the Stage 1 Competencies that will be addressed during the placement: (Please tick all that will apply)

KNOWLEDGE AND SKILL BASE

ENGINEERING APPLICATION ABILITY

PROFESSIONAL AND PERSONAL ATTRIBUTES

Table with 3 columns: Knowledge and Skill Base, Engineering Application Ability, and Professional and Personal Attributes. It lists 6 competencies in each column with checkboxes for selection.

OPTIONAL ADDITIONAL REQUIREMENTS

Does the Host Agency require the student to obtain any of the following before commencing the Placement?

- White card
National police check
DHS WWCC Clearance
Specific Confidentiality or IP Agreement
Citizenship requirements

Other (Please Specify):

STUDENT RESPONSIBILITIES

I agree that I will:

- Obtain the successful checks and clearances required by the Host Agency before commencing the Placement;
Follow any reasonable direction of the Host Agency and Industry Supervisor;
Comply with the relevant policies and procedures of the Host Agency including any work health and safety procedures; and
Conduct myself in a professional, ethical and responsible manner whilst on Placement.

Student name

Student Signature

Date

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## HOST AGENCY RESPONSIBILITIES

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The Host Agency acknowledges and agrees that it:

- Has satisfied itself that the student is suitable for this Placement;
- Will comply with all applicable laws and regulations relating to the Placement and the student's health and safety;
- Will provide the student with working conditions and meal breaks consistent with those offered to its employees and in compliance with the relevant industry agreements or awards, whether or not the student is an employee;
- Is liable for any acts or omissions of the student whilst the student is acting under its direction and supervision;
- Has and will maintain a current public liability insurance policy and any other relevant insurance, or will stand its own risk to cover any loss, damage or injury to the student or caused by the student during the Placement;
- Will provide the student with supervision, direction and guidance to carry out the proposed tasks, or other appropriate tasks that may arise, to achieve the proposed learning outcomes;
- Will provide the student with clear explanations about tasks and expectations;
- Will appoint an appropriate, fully qualified engineering professional to supervise the student in the workplace;
- Will provide the student with an induction and instruction about any of the Host Agency's relevant policies and procedures;
- Will ensure that the student has all the necessary checks and clearances to undertake the Placement;
- Will provide the student with appropriate office space and equipment to enable the student to complete the assigned tasks;
- Will ensure the Supervisor is signing the students Timesheet Certificate of Attendance weekly, and on the final day of placement.

During this in-industry experience the student will be (*please select one box*):

employed

receiving an honorarium/scholarship

unpaid

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**Authorised Officer of the Host Agency – print name**

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**Signature**

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**Date**

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### UNIVERSITY STAFF USE ONLY

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#### Course Coordinator

On the basis of the representations of the student and the Host Agency contained in this form, I confirm that the above Placement meets the requirements of the Professional Practice Program and I agree to provide advice and guidance to the student and the Host Agency during the Placement.

**Recommendation from Course Coordinator:**

Approved     Not approved

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**Course Coordinator – print name**

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**Signature**

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**Date**

#### Authorised Officer of Adelaide University

On the basis of the representations of the student, Host Agency and Course Coordinator contained in this form, I confirm that the above Placement meets the requirements of Adelaide University

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**Authorised Officer of Adelaide University – print name**

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**Signature**

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**Date**

*Students **may not** commence their In-Industry experience until they have received an **approval email** from the Work Integrated Learning Team.*