

Extra-Curricular Voluntary Placement Agreement

This agreement is solely for Extra-Curricular Voluntary Placements and is to be used in conjunction with the Extra-Curricular Voluntary Placements Guide.

This agreement is made between Adelaide University (ABN 41 202 953 738); the Provider (as specified below); and the Student (as specified below).

PART A: VOLUNTARY PLACEMENT DETAILS	
Summary of activities being undertaken:	
Activity Start Date:	
Activity End Date:	
Total Activity Hours (Max 150 hours):	
Address activities will occur:	
Supervisor Name:	
Will the activity include operating a vehicle?	
Clarify any pre-activity compliance requirements (e.g. police check):	

PART B: STUDENT DETAILS			
Complete all fields			
Full Name:			
Student ID:		Mobile number:	
Degree/Program of Study:			
Relationship to Provider:			
I agree to participate in the voluntary placement under the conditions outlined here and in the Extra-Curricular Voluntary Placements Guide.			
Signed:			
Date:			

PART C: PROVIDER DETAILS & DECLARATION	
Provider Name:	
Provider ABN:	
Provider Address:	
Contact Name:	
Contact Role:	
Contact Phone:	
Contact Email:	
Supervisor details (if different to contact)	
Supervisor Name:	
Supervisor Role:	

• I acknowledge that should any voluntary placement be held at law to be an employment activity the University's insurance cover will not apply. • The student will be appropriately supervised by experienced personnel throughout the voluntary placement. • This provider holds a current Public Liability Insurance policy; or stands its own risk in terms of Public Liability (large corporation/statutory authority/government department/government instrumentality). • This organisation holds Medical Malpractice insurance for its staff. (Where applicable) • Where applicable this provider holds Comprehensive Motor Vehicle insurance covering students driving their vehicles. • The laws of South Australia govern this agreement and each party submits to the jurisdiction of the courts exercising jurisdiction in South Australia	
Signed:	
Date:	

PART D: ADELAIDE UNIVERSITY (AU) DECLARATION & AUTHORISATION	
AU Contact Name:	
AU Contact Info:	
College:	
School:	
AU Authorised Person Name:	
AU Authorised Person Role:	
Adelaide University acknowledges that: • The voluntary placement relates to the student's field of study, • It will maintain adequate insurance coverage through the activity. • It approves the student's participation in the voluntary placement. • Any party to this agreement may terminate the voluntary placement at any point without notice.	
Signed:	
Date:	

PART E: RESPONSIBILITIES

The Student agrees to:

- Attend the Voluntary Placement (VP) at the agreed times and days.
- Notify both the Supervisor at the Provider and AU Contact at the University if the Student is unable to attend the VP at any time during the period.
- Present in an appropriately dressed fashion, which includes the use of personal protective equipment (PPE) where required to do so by the Provider.
- Familiarise themselves and comply with the Provider's Policies and Procedures, and obey all lawful directions given to them by Provider personnel.
- Act under the supervision of a qualified Supervisor at all times, and acknowledges that they are not qualified to and therefore must not practice independently in any capacity.
- Adhere to privacy and confidentiality requirements of the Provider and to comply with all relevant laws and regulations.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions and comply with all Work Health & Safety requirements of the Provider.
- Immediately inform the Student's Supervisor and AU Contact of any accident, injury, near-miss, hazard, emergency or other notifiable event which the Student has been involved in or observed.
- Acknowledge that, if they do not comply with these responsibilities or act in a way that is detrimental to the Provider, the VP may be suspended or terminated by the Provider and may be dealt with by the University as student misconduct matter in accordance with the University's Student Misconduct Policy.

The Provider agrees to:

- Accept the Student on a VP and provide suitably qualified and experienced personnel to supervise the Student.
- Provide the Student with an induction and orientation prior to or at the start of the VP that will prepare the Student to undertake the activities of the VP safely, and adequate facilities, PPE, instruction and training to support the welfare of the Student and other workers.
- Maintain a safe work environment, a safe system of work, safe plant, equipment and structures including all certificates, licences and approvals required by law, Australian Standards or Codes of Practice, and under Work Health and Safety laws and regulations.
- Take all reasonable precautions to ensure the VP is non-discriminatory and harassment free.
- Ensure the Student will not receive any form of reward or payment for activities undertaken during the VP, and will not be used in place of paid workers or during any form of industrial dispute.
- Ensure the VP does not give rise to an employment relationship. The Provider agrees that the insurance provided by the University will not apply in the event the VP is deemed at law to be an employment relationship.
- Ensure the Student's personal information provided by the University to the Provider is only used for the purpose of the Placement and will not be disclosed to any third-party unless required by law. If there is any actual or suspected unauthorised access to, or use or disclosure of, the Student's personal information, the Provider must, as soon as reasonably practicable, notify the University and Student in writing.
- Indemnify the University and the Student for any negligent act, error or omission by its employees, agents or contractors that results in any injury, loss or damage to the Student or to University property being used by agreement with the Provider. The Provider's liability to indemnify the University or the Student is reduced proportionately to the extent that any negligent act, error or omission by the University or the Student contributed to the injury, loss or damage.
- Obtain and maintain the following insurance coverage:
 - Public Liability insurance with a minimum limit of A\$20 million per claim (unless otherwise agreed in writing), or, if a large corporation, statutory authority, government department, or government instrumentality, assume its own Public Liability risk;
 - Where applicable, Professional Indemnity and/or Medical Malpractice insurance for its staff with a minimum limit of A\$10 million in the aggregate;
 - Where applicable, Comprehensive Motor Vehicle insurance covering students driving the Provider's vehicles;
 - Provide certificates of currency or other satisfactory evidence of all required insurance to the University upon request; and
 - Ensure the Student does not undertake any task prohibited by Legislation.

The University agrees to:

- Maintain adequate insurance policies that will indemnify the Provider for any negligent act, error or omission by the Student or University Staff during the period of the VP.
- Where applicable, inform Students of the requirement to obtain a police record check and Working With Children Check prior to commencing the VP.
- Require Students and University Staff to comply with privacy legislation and the Provider's requirements in relation to personal and confidential information.
- The University has a duty of care to the Student to take reasonable steps to ensure that the VP does not expose them to any undue risks.
- Approves the Student's participation in the VP.

Termination

- All parties understand that the University, the Provider or the Student may, on reasonable grounds and without notice, cancel or terminate the VP.