



FINANCIAL SERVICES

## STUDENT EXTERNAL WORK PLACEMENT APPLICATION

This form is to be completed by any student participating in a work placement ("Placement") with an external organisation ("Placement Organisation") and signed by the appropriate officer (see reverse for details) before forwarding to the Finance and Insurance Officer in Finance for processing.

### STUDENT DETAILS *(to be completed by the student)*

SURNAME:

FIRST NAME:

STUDENT NUMBER:

COURSE NAME AND CODE:

DEPARTMENT:

PLACEMENT ORGANISATION:

POSTAL ADDRESS OF  
PLACEMENT ORGANISATIONNAME & EMAIL OF CONTACT  
PERSON AT PLACEMENT  
ORGANISATIONDESCRIPTION OF  
PLACEMENT ACTIVITIESANY INFORMATION  
RELEVANT TO MY  
ABILITY TO PARTICIPATE  
IN THIS PLACEMENT  
INCLUDING ANY PRE-  
EXISTING MEDICAL  
CONDITIONS

PLACEMENT DATES:

FROM:

TO:

**STUDENT DECLARATION**

- I confirm that I will not be receiving payment during my Placement.
- I agree that I will only perform activities that fall within the scope of the Description of Activities described above. If I am asked to do other activities I will first notify the University to obtain approval to do so.
- I will attend my Placement only during the Placement Dates above. If these dates change I will notify the University.
- I have read the Product Disclosure Statement for Personal Accident Insurance located at <http://staff.uow.edu.au/finance/insurance/policy/spa/index.html> and confirm I have disclosed all information relevant to my ability to participate in my Placement including any pre-existing medical conditions. I indemnify and hold harmless the University from any loss, expense or damage suffered or incurred by it as a consequence of my failure to make a true and full disclosure of any relevant information, including information relating to any pre-existing medical condition(s) I have.

\_\_\_\_\_

Please Print Your Name

\_\_\_\_\_

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date



## DEPARTMENTAL AUTHORISATION *(to be completed by authorised Faculty delegate)*

The purpose of this Departmental Authorisation is to ensure that the University's insurance cover will extend to protect the student while they are on Placement. Cover will only be extended where certain criteria (set out in the Declaration below) are met.

A student participates in a work placement ("Placement") with an external organisation ("Placement Organisation") if they engage in any of the following:

- a. Student Professional Experience  
This is a Placement required by a course and approved, organised and managed by UOW.
- b. Work Experience in Industry  
This is a Placement required by a course, approved by UOW but organised and managed by the student and the Placement Organisation.
- c. Work Experience  
This is a Placement not required by a course, approved by UOW but organised and managed by the student and the Placement Organisation.

This Departmental Declaration must be completed and sent to the Financial Services – Insurance, whenever a student participates in a Placement that is not covered by a Student Placement Agreement between the University and the Placement Organisation.

This Departmental Authorisation should only be signed by the individual directly responsible for the subject/course in which the student is enrolled for the purposes of the Placement.

## DECLARATION

In signing this Form and for the purposes of insurance cover, you:

- (a) confirm that the above student:
  - (i) is a current and enrolled student of the University of Wollongong;
  - (ii) is not employed by the Placement Organisation;
  - (iii) will not receive any remuneration in respect of her or his participation during the Placement;
- (b) confirm that the Placement is relevant and applicable to the student's course of study; and
- (c) as the properly authorised Faculty delegate, approve for the student to undertake the Placement.

**NAME & POSITION**

**FACULTY / DEPT**

**DEPARTMENTAL SIGNATURE**

**DATE**

## INSURANCE COVER

Upon submission of this form, a letter detailing the insurance arrangements for the Placement will be forwarded to the Placement Organisation listed above. On request a copy may be provided to you and the student.

For further information regarding insurance for students while on Placement contact Financial Services on 4221 5996 or 4221 5971.