



Course-related learning placement proposal

Monash University facilitates unpaid, course-related learning placements for students to enhance their employability skills. The University extends the personal accident insurance, applicable to a student's course activities, to these placements for a maximum of 80 hours.

To assist students to participate in a fair and equitable unpaid placement, please email this completed form to the student, who will forward it to their faculty with their completed **student application (form 2)**. More details can be found on the following page, **insurance requirements for course-related learning placements**.

Student details

Name:	Telephone number:
Course:	Monash student email:
Faculty:	Year level:

Host details

Organisation name:		ABN:
Nature of business:		Number of employees:
Business address:		
Supervisor's name:		Telephone number:
Supervisor's job title:		Email:
Length of placement:	Start date:	End date:
Experience description and supervision		
Please prioritise and itemise each learning opportunity the student will be given (to a maximum of four), how they will be adequately supervised during each opportunity, and how they will receive feedback.		
Learning opportunity	Supervision	Feedback
1.		
2.		
3.		
4.		
<input type="checkbox"/> I have read and acknowledge the information about insurance requirements for course-related learning placements.		
Host supervisor's signature:		Date:

Submitting this form

Thank you for completing this form. Please scan and email the completed and signed form to the student. Following approval by the faculty, insurance documentation can be provided to the host organisation.

Insurance requirements for course-related learning placements

Monash University facilitates unpaid, course-related learning placements for students to enhance their employability skills. The University extends the personal accident insurance, applicable to a student's course activities, to these placements for a **maximum of 80 hours**.

To assist students and host organisations to participate in a fair and equitable unpaid placement, the **course-related learning placement proposal forms** need to be completed, by the **host (form 1)** and the **student (form 2)**. Following approval by an academic staff member from the student's faculty, insurance documentation can be sent to the host organisation.

This information sheet will assist the student, host organisation, and approving academic staff member to determine if the placement being considered is appropriate. Host organisations must comply with [The Fair Work Act \(2009\)](#).

Conditions of insurance coverage

Student

1. The student must be currently enrolled at Monash University (postgraduate or in the second year, plus of a degree).
2. The course-related learning placement must occur in Australia.
3. In undertaking a placement there is no employment agreement between the student and the host organisation.
4. It is primarily a learning opportunity and is not heavily task-oriented. Any tasks performed must be directly supervised by an employee to ensure the student is participating in a learning and teaching environment. For this type of placement, students are not to undertake tasks unsupervised.
5. The placement does not count towards points for Permanent Residency (PR) Visas for Australia.
6. The total length of placement is a **maximum of 80 hours** duration.

Host

1. The host must hold an Australian Business Number (ABN).
2. The host is to address occupational health and safety (OHS) issues, including but not limited to providing:
 - a. an office or site induction
 - b. protective equipment and uniform (if required) at no cost to student
 - c. training and supervision
 - d. notification of the process for the student to notify incident(s) to the host supervisor
 - e. arrangements for safe travel at no cost to student if they are required to be available for unusual hours.
3. The host to investigate any issues surrounding intellectual property ownership.

Approval and coverage

1. For the insurance coverage to commence, the **host details (form 1)** must be signed by a representative of the host organisation and approval given by an academic staff member from the student's enrolled faculty by signing the **student application (form 2)**. In the case of a student enrolled in a double-degree, the approver should be an academic from the faculty relevant to the placement.
2. Upon approval, the host organisation will be provided with insurance documentation and the name and contact details of a Monash University staff member, for the purposes of:
 - a. informing Monash University of OHS incidents involving the student
 - b. requesting to cease the arrangement in the event the student fails to abide by the rules and regulations of the organisation.
3. Insurance coverage ceases on the date stipulated in the approved course-related learning placement forms.
4. Monash reserves the right to withdraw a student from the program. Instances where a student would be removed include if the University is concerned for the student's wellbeing and safety or if The Fair Work Act (2009) is contravened.