

Work Placement Agreement

As part of your course requirements you may be required to undertake a work placement with an external Work Placement Provider (Provider).

A work placement allows students to enter a working environment and gives them an opportunity observe and understand the workplace culture in Australia.

This document outlines the agreement between you and the Australia Institute of Business and Technology (AIBT).

You agree and acknowledge that:

1. Although AIBT will use its best endeavours to identify a suitable work placement for you, AIBT cannot guarantee a work placement for you.
2. Where a work placement has been identified and the details of the work placement are provided to you, it is your responsibility to fulfil the requirements of the work placement by:
 - (a) attending the work placement site on the day or days the work placement is scheduled;
 - (b) attending the work placement site, on or before the commencement time;
 - (c) notifying the Provider by telephone, in advance, if you will be late to the work placement or you are unable to attend due to illness or injury;
 - (d) notifying your Trainer, if you will be late to the work placement or are unable to attend due to illness or injury;
 - (e) providing a medical certificate to your Trainer, if you are unable to attend the work placement due to illness or injury.

You also understand and acknowledge that:

1. If you fail to attend a work placement for any reason except for illness or injury:
 - (a) you may breach the Student Conduct Rules, which may result in disciplinary sanctions being taken against you, including but not limited to, formal warning, suspension from course;
 - (b) it may cause additional costs and reputational damage to AIBT with the Provider;
 - (c) you may not be given another work placement opportunity, which may impact on your course requirements; and
 - (d) you will be required to seek a work placement opportunity on your own.

Student Signature and ID No

Head of School Signature