



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

School of Architecture & Built Environment

ARBE3030 – Work Integrated Learning in the Built Environment

Work Integrated Learning Agreement

SECTION 1: Student Section

Students - complete this section to submit a Work Integrated Learning Agreement

(All sections are mandatory)

Name:	
Student Number:	
Email:	
Student Mobile Number:	
Program:	
Organisation Name:	
Organisation Street Address:	
Organisation Website:	
Organisation Supervisor Name:	
Organisation Supervisor Phone:	
Organisation Supervisor Email:	
Desired Outcome and proposed timetable: Please provide a description of duties/responsibilities and what you would like to achieve from the experience (50 - 150 words). Please also provide a proposed timetable (specify days and number of days/week etc.)	

Please complete the following – choose “YES” or “NO”. All sections are mandatory.

I will discuss PPE requirements with my employer	Yes	No
I have read and understand the Student Professional Experience Policy and agree to undertake my responsibilities as outlined in this policy	Yes	No
I will comply with standards of professional behaviour, reasonable directions from the host organisation and the University's Student Conduct Rule and Code of Conduct at all times while participating in a professional experience	Yes	No
I have read and understand Student Insurance covered by The University of Newcastle	Yes	No
I agree to undertake the 140 hours of Work Integrated Learning with the nominated organisation	Yes	No

Student Signature: _____

Date: _____



SECTION 2: Host Organisation Section (to be completed by the host supervisor)

Organisation Supervisor Name:	
Organisation Supervisor Position/Title:	
Organisation Supervisor Contact Phone/Mobile:	
Organisation Supervisor Email:	
Proposed Placement Commencement Date:	
Proposed Placement Completion Date:	
Description of agreed roles and tasks (Supervisors please be as specific as possible):	

Please complete the following – choose “YES” or “NO”. All sections are mandatory.

Do you agree with the students Proposed Timetable? (please refer to student section on p.1) If no, please provide comments here and communicate with the student.	Yes	No
Has the student provided evidence of a white card?	Yes	No
I will discuss PPE requirements with the student	Yes	No
I agree that our organisation will provide Supervision* to the student at all times during the specified Work Integrated Learning Experience hours <i>*Supervision means the mentoring, education, training, monitoring, observation and direction provided to a student on a placement by the organisation</i>	Yes	No
I have read the University of Newcastle Student Professional Experience Policy and understand the responsibilities of the host organisation as outlined in this policy	Yes	No
I agree to comply with my obligations under the NSW Work Health and Safety Act 2011 or relevant State Work Health and Safety legislation and will provide the student with a Work, Health and Safety induction on commencement of the Work Integrated Learning Experience. The induction will include training on site- specific emergency procedures, obtaining emergency contact details for the student, safe work practices, risk assessments and correct use of required PPE (if applicable) and how to report an issue	Yes	No
I understand the obligation of our organisation to provide a work environment that is free from sexual harassment, bullying and discrimination	Yes	No
I understand I must report any Work, Health and Safety concerns within 24 hours to Archbe@newcastle.edu.au	Yes	No
I agree to provide an orientation and induction, including organisation workplace policies, rules and procedures and the obligations regarding confidentiality and personal information. If a non-disclosure agreement is required, this will be organised with the student prior to commencement of the Work Integrated Learning Experience.	Yes	No
Is the Work Integrated Learning experience paid or unpaid?	Paid	Unpaid
If the experience is unpaid , please complete the following:		
I will comply with the Fair Work Act 2009 - Student Placement	Yes	No
I have read and understood the University of Newcastle Intellectual Property Policy . If the Work Integrated Learning Experience is likely to generate Intellectual Property, I will negotiate with the student prior to commencement, and if required, enter into a separate agreement with the student relating to Intellectual Property rights ownership	Yes	No

Supervisor Signature: _____

Date: _____