

## Department of Defence

### Work Experience Placement Agreement for Secondary Students

This Work Experience Placement Agreement ('this Agreement') reflects, as far as possible, the information and guidelines published by each State and Territory for school-associated work experience placements. Some jurisdictions may require that a specific form be used for work experience placements. In these circumstances, it is necessary for this Agreement and the State or Territory mandated form to be completed. Where a non-Defence form is required to be used, it may be appropriate to seek legal advice.

#### Privacy notice – for all parties

The Department of Defence collects, uses and discloses personal information in accordance with the *Privacy Act 1988* (Cth) and the Defence Privacy Policy which is available on the Department of Defence's internet website.

The information requested on this form from the Student, Parent/Guardian and the School is being collected for the purpose of coordinating, auditing and evaluating a workplace learning opportunity for the Student. Defence will use the information to meet its duty of care, its child protection responsibilities and to manage the Student's Work Experience Placement and the Defence Work Experience Program.

Please note that personal information collected from this form may be disclosed to the School, the Student and the Parent/Guardian/Emergency Contact.

**SCHOOL: CAVENDISH ROAD STATE HIGH SCHOOL**

**STUDENT:**

**Item 1: Student Details**

Surname		First Name	
School Name			Grade/Year/Level
Date of Birth        /        /		Place of Birth	
Australian Citizen    Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify		Gender        Male <input type="checkbox"/> Female <input type="checkbox"/>	
Residential Address (include street number, unit, building, etc.)			
Town/City/Suburb		State	Postcode
Home Phone		Mobile	
Email			
T-Shirt Size (T-shirts may be supplied)    XS <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/>			

**Item 2: School Work Experience Coordinator Details**

Surname		First Name	
School			
Address			
		State	Postcode
Work Phone		Mobile	
Fax	Email		

**Item 3: Department of Defence Work Experience Liaison Officer Details**

Surname <b>METCALFE</b>		First Name <b>GEOFF</b>	
Group: Vice Chief of Defence Force	Division: Cadet, Reserve Employer Support Division	Unit/Section: Defence Work Experience Program	
Postal Address: Bld C3, Victoria Barracks, Brisbane, c/- ENOGGERA MC, Gallipoli Barracks, Enoggera, 4051, QLD		State <b>QLD</b>	Postcode <b>4000</b>
Work Phone <b>07 3233 4413</b>		Mobile	
Fax <b>07 3233 4485</b>	Email <b>Qld.workexperienceprogram@defence.gov.au</b>		

**Item 4: Work Experience Placement/Supervisor Details**

Name of Work Experience Placement <b>JOINT LOGISTICS UNIT-SOUTH QUEENLAND</b>			
		Reference Number <b>N/A</b>	
Location <b>Southern Amberley Rd, AMBERLEY</b>		State <b>QLD</b>	Postcode <b>4305</b>
Start Date <b>8 AUGUST 2016</b>	End Date <b>9 AUGUST 2016</b>	Days of Attendance <b>2</b>	Hours of Attendance <b>08:00-16:00</b>
Defence Supervisor <b>FLTLT LOIS HANLON</b>			
Work Phone <b>07 5361 7916</b>		Mobile	
Fax	Email		

**Item 5: Parent/Guardian Details** - the person below will be recorded as the Student's Primary Emergency Contact unless otherwise advised.

Surname		First Name	
Relationship to Student			
Residential Address (include street number, unit, building, etc.)			
Town/City/Suburb		State	Postcode
Home Phone	Mobile		Work Phone
Email			

**Item 6: Alternate Emergency Contact Details for the Student**

Surname		First Name	
Relationship to Student			
Residential Address (include street number, unit, building, etc.)			
Town/City/Suburb		State	Postcode
Home Phone	Mobile		Work Phone

**Item 7: Travel and Accommodation Details.** To be completed by the Parent/Guardian if the Student is under the age of 18. Tick as appropriate.

☐ Student will be staying at his/her normal place of residence.

The following Item (7A) is to be completed only if the Student is required to stay at accommodation other than his or her normal place of residence while undertaking a Defence Work Experience Placement.

**Item 7A**

Who will the Student be staying with?

- ☐ Parent/Guardian
- ☐ Other family member/s (e.g. grandparent, older sibling)
- ☐ Friends of the family
- ☐ Others    Please Specify

Surname		First Name	
Accommodation Address (include street number, unit, building, etc.)			
Town/City/Suburb		State	Postcode
Home Phone	Mobile		Work Phone
Provide details of the Student's travel arrangements to and from the Work Experience Placement.			

Items 8 and 9 must be completed by the parent/guardian if the Student is under the age of 18.

**Item 8: Medical Information - please do not leave this section blank.** Tick the applicable box and provide details if relevant.

**Does the Student have any medical condition?** Yes ☐ No ☐

Please record any known medical conditions (including medication or treatment) that may affect the Student during their Work Experience Placement. This should include allergies or any medical condition that might limit or preclude the Student from taking part in certain types of activities (please attach additional information if required).

Condition	Treatment

**Item 9: Dietary Information - please do not leave this section blank.** Tick the applicable box and provide details if relevant.

**Does the Student have specific dietary requirements or food allergies?** Yes ☐ No ☐

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**With respect to the Work Experience Placement, the Student, the Parent/Guardian, the School and the Department of Defence agree as follows:**

**1. The Student:**

- 1.1 agrees that the work undertaken as part of the Work Experience Placement is unpaid and is made available to the Student at the request of the School;
- 1.2 acknowledges that while he/she is not an officer, staff member, employee, agent or contractor of the Department of Defence, he/she is defined as a 'worker' within the *Work Health and Safety Act 2011* (Cth) and has the following duties during the Work Experience Placement:
  - the duty to take reasonable care for his/her own health and safety;
  - the duty to take reasonable care that his/her acts or omissions do not adversely affect the health and safety of other persons;
  - the duty to comply, so far as he/she is reasonably able, with any reasonable instructions that are given by the Department of Defence to allow him/her to comply with the *Work Health and Safety Act 2011*; and
  - the duty to cooperate with any reasonable policy or procedure of the Department of Defence relating to health or safety at a Department of Defence establishment that has been notified to him/her.
- 1.3 agrees to comply with Department of Defence requirements governing behaviour, including, but not limited to, equity and diversity policies and expectations, appropriate work attire and conduct. Students under 18 years of age must not be in possession of, and must not purchase or consume, alcohol or tobacco whilst on Department of Defence premises;
- 1.4 agrees to provide such personal information as is necessary to obtain a security clearance where a clearance is mandatory for the duties of the Work Experience Placement to be performed. If the Student is under 18 years of age, Parental/Guardian agreement is also required;
- 1.5 agrees that, in the course of the Work Experience Placement, the Student may have access to privileged, sensitive and/or official information in respect of Department of Defence matters. The Student agrees that he/she will not discuss the privileged, sensitive and/or official information with anyone other than authorised Department of Defence personnel;
- 1.6 acknowledges that any material provided by the Department of Defence must be used strictly in accordance with any conditions or restrictions notified to him/her and must be returned, as soon as reasonably practicable, to the Department of Defence when the Work Experience Placement ceases;
- 1.7 acknowledges that items of clothing or equipment loaned to him/her by the Department of Defence must be returned when the Work Experience Placement ceases;
- 1.8 acknowledges that, unless otherwise agreed in writing between the parties, ownership of all Intellectual Property created as a result of his/her Work Experience Placement vests on its creation in the Commonwealth of Australia, represented by the Department of Defence;
- 1.9 acknowledges that, where the Student is under 18 years of age, the Parent/Guardian and/or School may be informed of any issues that arise in the workplace related to security, health and safety, unacceptable behaviour or complaints;
- 1.10 agrees to only carry out activities, procedures and/or acts required for the purposes of a Work Experience Placement under the direction of the Department of Defence, and must comply with all directions of the Department of Defence regarding safety and security;
- 1.11 shall perform his/her Work Experience Placement duties to the best of his/her ability;
- 1.12 agrees to comply with all reasonable directions of the Department of Defence;
- 1.13 agrees to be escorted at all times whilst on a Department of Defence establishment;
- 1.14 acknowledges that the Department of Defence may remove him/her at any time from any work area and/or the Work Experience Placement, either temporarily or permanently, where such is deemed necessary by the Department of Defence;
- 1.15 agrees to advise the Department of Defence of any known specific dietary requirements or medical factors including allergies, medication or treatment that may affect him/her;
- 1.16 agrees that, in the event of emergency surgical or medical treatment being required (including the administration of an anaesthetic) where he/she becomes ill or is injured while undertaking the Work Experience Placement, the Department of Defence will seek such treatment as it sees fit, unless previously notified in writing to the contrary;
- 1.17 consents to being photographed and/or videoed for Department of Defence official and promotional purposes including official Defence social media pages; and
- 1.18 acknowledges and agrees to abide by any special conditions related to the Work Experience Placement notified by the Department of Defence from time to time.

**2. The Parent/Guardian**

- 2.1 consents to the Student undertaking the Work Experience Placement as described in item 4;
- 2.2 consents, where a security clearance is mandatory for the duties of the Work Experience Placement to be performed, to the Student providing such personal information as is necessary to obtain a clearance;
- 2.3 acknowledges that, unless otherwise agreed in writing between the parties, ownership of all Intellectual Property created as a result of the Student's Work Experience Placement vests on its creation in the Commonwealth of Australia, resides in the Department of Defence;
- 2.4 agrees to advise the Department of Defence of any specific dietary requirements and known medical factors including medication or treatment that may affect the Student and the Student's ability to undertake all or part of the Work Experience Placement;
- 2.5 acknowledges that, in the event that the Student becomes ill or is injured while undertaking the Work Experience Placement, the work site's accident and emergency procedures will be followed;
- 2.6 agrees that, in the event of emergency surgical or medical treatment being required (including the administration of an anaesthetic) by the Student where he/she becomes ill or is injured while undertaking the Work Experience Placement, the Department of Defence will seek such treatment as it sees fit, unless previously notified in writing to the contrary;
- 2.7 acknowledges that he/she may be responsible for the payment of any costs associated with the treatment of the Student's illness or injuries;
- 2.8 agrees to cover the costs associated with the Student's daily travel, meals, accommodation and provide appropriate supervision for travel and accommodation for placements outside the Student's local region (if required);
- 2.9 consents to the Student being photographed and/or videoed for Department of Defence official and promotional purposes including official Defence social media pages; and
- 2.10 acknowledges that the Student is required to abide by any special conditions related to the Work Experience Placement notified by Defence from time to time.

**3. The Department of Defence – Work Experience Liaison Officer:**

- 3.1 agrees to act in accordance with its workplace responsibilities, including those set in Work Health and Safety, Equal Opportunity and Anti-Discrimination legislation and any Department of Defence specific policies;
- 3.2 agrees to provide to the School any policies, rules, procedures, manuals and directions relevant to the Student's Work Experience Placement;
- 3.3 agrees that, in relation to Students under 18 years of age, the hours of the Work Experience Placement will be restricted to weekdays between the hours of 7am to 6pm unless there is a requirement to stay overnight as part of the placement;
- 3.4 has ensured that the Work Experience Placement complies with any relevant State/Territory laws; and
- 3.5 has ensured that the School's certificate of currency, together with a summary of the insurance policy inclusions and exclusions is current.

**4. The Department of Defence – Head of Residential Unit:**

- 4.1 agrees to supervise and train the Student for the purposes of the Work Experience Placement;
- 4.2 agrees to act in accordance with its workplace responsibilities, including those set out in Work Health and Safety, Equal Opportunity and Anti-Discrimination legislation and any Department of Defence specific policies;
- 4.3 must inform the Student of the work health and safety policies and procedures and the emergency procedures of the Department of Defence prior to the commencement of the Student's Work Experience Placement;
- 4.4 is aware that Student is not to participate in Air Traffic Control work experience placement, unless the Student's participation is restricted to an observer role under the direct supervision of a Defence employee at all times.
- 4.5 abide by the State or Territory Student Excluded Prohibited Activity legislative requirements; and
- 4.6 where required as part of the placement, accommodate students overnight in a Defence establishment in a safe and secure environment in accordance with child protection legislation and Defence Child Protection policy.

**5. The School:**

- 5.1 warrants that the Student is prepared for the Work Experience Placement in accordance with curriculum and/or syllabus requirements;
- 5.2 is responsible for the demeanour and good character of the Student it has recommended for the Work Experience Placement;
- 5.3 acknowledges that the School remains responsible for the education of the Student, including but not limited to ensuring that the Student meets any curriculum and/or syllabus requirements that may be related to the Work Experience Placement;
- 5.4 must, prior to the commencement of the Student's Work Experience Placement, inform the Department of Defence of any special arrangements required in relation to the Student (such as existing medical conditions that require a treatment or action plan);
- 5.5 must ensure that, where the Department of Defence has provided or notified the School of any policies, rules, procedures, manuals and directions relevant to the Work Experience Placement, the School has informed, and provided the Student with, any policies, rules, procedures, manuals and directions relevant to the Work Experience Placement, prior to the commencement of the Work Experience Placement;
- 5.6 warrants that the School has, and will maintain, adequate public liability insurance which covers liability (including to the Department of Defence) in respect of loss of, damage to, or loss of use of, any real or personal property; and the personal injury of, disease or illness to, or death of, any person arising from or in any way connected with the Student's Work Experience Placement;
- 5.7 agrees to provide a copy of its certificate of currency, together with a summary of the insurance policy inclusions and exclusions, prior to the commencement of the Student's Work Experience Placement; and
- 5.8 acknowledges that all liabilities incurred by the School in providing the Student's Work Experience Placement shall remain the liabilities of the School and none of such liabilities shall attach to the Department of Defence.

**6. Variation/Cancellation – All of the parties to this Agreement agree that:**

- 6.1 the references in this Agreement to the Department of Defence include the Australian Defence Force;
- 6.2 this Agreement may only be varied or amended by further agreement in writing signed by the School and the Department of Defence;
- 6.3 this Agreement may be terminated at any time by the School or the Department of Defence by giving notice in writing to the other party; and
- 6.4 the Department of Defence may, at its absolute discretion, cancel Work Experience Placements or refuse to provide a Work Experience Placement, for reasons including, but not limited to, operational requirements. The Department of Defence shall not be liable for any loss, damage or other consequence suffered by any party as a result of such cancellation or refusal.

**Consent** - to be completed by the Parent/Guardian if the student is under the age of 18

**Student's Name:**

**Use of Firearms Consent** - I hereby give permission for my dependant to participate in activities involving supervised use and discharge of firearms involving weapons simulator systems, as well as weapons handling and training drills NOT involving ammunition. I understand that my dependent is to obey without question all reasonable safety and other instructions issued to them prior to and during participation. **Please circle.**

**Yes**

**No**

**Travel Consent** - I hereby authorise the work experience supervisor to permit my dependant to travel in Commonwealth vehicles as the need may arise. I understand that my dependant is to obey without question all reasonable safety and other instructions issued to them prior to them embarking and disembarking Service vehicles.

**Yes**

**No**

**Participation in Physical Training Activities Consent** - I hereby give permission for my dependant to participate in ADF approved physical training activities (PT) as part of the work experience program.

**Yes**

**No**

**Level of Physical Fitness** - I rate my dependant's current level of physical fitness as:

**Excellent**

**Very Good**

**Good**

**Fair**

**Poor**

**If rated Fair or Poor, please provide additional comments below**

#### **Declaration**

**I acknowledge that I have read, understood and agree to the obligations outlined in this Agreement (the Student).**

Student's Printed Name

Student's Signature

Date        /        /

**I acknowledge that I have read, understood and agree to the obligations outlined in this Agreement (the Parent/ Guardian) (applicable if the Student is under the age of 18).**

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date        /        /

**I acknowledge that I have read, understood and agree to the obligations outlined in this Agreement (Department of Defence).**

Authorised Officer Printed Name    FLTLT LOIS HANLON

Authorised Officer Signature

Date        /        /

**I acknowledge that I have read, understood and agree to the obligations outlined in this Agreement (School).**

Principal's Printed Name

Principal's Signature

Date        /        /