

STUDENT PLACEMENT AGREEMENTS [SPA]

WORK INTEGRATED LEARNING WORKSHOP

26 July 2012

INTRODUCTION

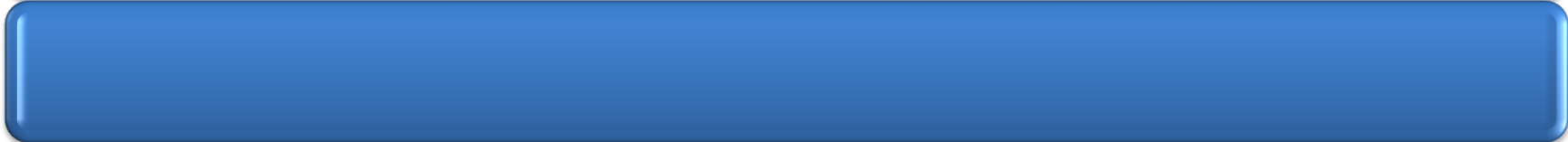
Role of Governance and Corporate Services Directorate (Legal and Compliance Unit)
Role of Commercial Services Office

Purpose of Student Placement Agreements

Content of Student Placement Agreements

Process to get Student Placement Agreements in place

Particular issues when negotiating Student Placement Agreements



ROLES OF DIFFERENT OFFICES

Governance and Corporate Service Directorate (Legal and Compliance Unit)

- Fiona Macdonald (Deputy Director, Legal and Compliance)
- Salome Pretorius (Legal Officer)

Commercial Services Office

- Rod Barnes (Director, Commercial Services Office)
- David Eaton (Manager, Commercial Services Office)
- Julie Ireland (Contracts and Consultancies Officer)

FORM AND PURPOSE

FORM

- Memorandum of Understanding
- Overarching Student Placement Agreements
- Duration – open ended or for a term
- Fees
- Government entities/ Private Facilities/Local small practices

PURPOSE

- Formalise arrangement between JCU and other party for the placement of students
- Clarify obligations of both JCU and the other party

CONTENT/TERMS

RESPONSIBILITIES OF JCU

- Select appropriate students
- Use best endeavours to ensure students preserve confidentiality
- Use best endeavours to ensure students comply with other party's regulations and policies
- Responsible for discipline. Guidance and counseling of students by appropriately qualified people

CONTENT/ TERMS Continue

RESPONSIBILITIES OF OTHER PARTY

- Ultimately responsible for its business and the service provided to its clients
- Acceptance of students
- Provision of appropriate placement experience for students
- Supervision and evaluation of students

CONTENT/TERMS Continue

- Confidentiality and Privacy
- Intellectual Property
- Insurance
- Indemnity
- Discipline of students and complaints
- Termination
- Dispute Resolution
- Liaison Officers for JCU and other party
- Governing Law

PROCESS

- Contact Commercial Services Office as soon as possible (form on website)
- Obtain Head of School's approval
- Provide estimated timeframe for completion
- Negotiations to finalise factual content
- Identify possible risks
- Delegations Policy – signing on behalf of JCU
- Management of Agreement (for example timely renewal)

PARTICULAR ISSUES

- Identification of contracting party
- International Placements
- Will the other party require its own form of agreement to be used?
- Consider who will supervise the students
- Discuss payment with other party
- Police Checks/ Working with children clearances (blue cards)
- Immunisation – medical students/ veterinary science students
- National registration of students (Nursing students)