

# Application for LA4041 Legal Placement (self-sourced)

Academy Work Integrated Learning (WIL) program



---

Student Name Campus

Student #

Email

Phone

---

Host Organisation ABN

Street Address

Supervisor Name Phone

Supervisor Job Title Email

---

Timing Are you employed by this organisation? Yes No

---

## PLACEMENT ROLE

Provide a detailed outline of proposed role/activities

Additional information or requirements

## CONDITIONS OF PLACEMENT

James Cook University (JCU) offers a Work Integrated Learning (WIL) program which is designed as a pathway for students to acquire industry experience and enhance graduate employability.

In order to proceed with the placement, both the student and placement provider are required to review the conditions of placement outlined below and acknowledge acceptance with their signature:

### Workplace and Supervisor

- placement may proceed ensuring physical distancing is practiced in the workplace. Placement will transition to a remote/work from home arrangement if needed to comply with changing Government restrictions, or will be withdrawn if a remote/work from home arrangement cannot be accommodated
- the workplace complies with the QLD Work Health and Safety Act 2011 appropriate to their industry
- the workplace will provide a minimum 12 days of relevant and productive work to the student
- the workplace will provide the student with an induction, suitable workspace and access to required resources and will provide adequate supervision to the student for the duration of the placement
- the nominated workplace supervisor will engage in an informal meeting with the student prior to the student commencing their placement to discuss the role and learning outcomes
- JCU and the placement provider will enter into a Placement Agreement
- The nominated workplace supervisor agrees to provide required feedback to JCU on the student's performance, and agrees to submit required reporting within one week of it being requested

### Student:

- If there are any changes that may affect your ability to continue with your placement, you will advise [placements@jcu.edu.au](mailto:placements@jcu.edu.au) and your workplace supervisor immediately

Signed by Workplace Supervisor

Signed by Student

Full name

Date

Date

**Submit completed form (inclusive of unofficial academic transcript) to [placements@jcu.edu.au](mailto:placements@jcu.edu.au)**