

Application for LA4041 Legal Placement (self-sourced)

Division of Tropical Environments & Societies Work Integrated Learning (WIL) program



Student Name	Student #
Email	Campus
Emergency Contact	Phone
Relationship to you	

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:

- face to face placement may proceed ensuring social distancing is practiced in the workplace. Face to face placement will transition to a remote/work from home arrangement if needed to comply with changing Government restrictions, or will be withdrawn in a remote/work from home arrangement cannot be accommodated
- the workplace complies with the QLD Work Health and Safety Act 2011 and have a Covid Safe Plan in place 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 firm will enter into a Placement Agreement. Sample can be obtained prior by emailing DTESPlacements@jcu.edu.au
- 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 you become unwell, have been in contact with a confirmed case of Covid-19 or need to self-isolate for any reason, you will advise DTESPlacements@jcu.edu.au and your workplace supervisor immediately
- If there are any changes that may affect your ability to continue with your placement, you will advise your JCU placement contact and your workplace supervisor immediately

Signed by Workplace Supervisor

Signed by Student

Full name

Full name

Date

Date

Submit completed form (inclusive of unofficial academic transcript) to DTESPlacements@jcu.edu.au