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|  | **STUDENT PLACEMENT AGREEMENT** |

The Student Placement Agreement allows EveryMan and the student on placement to mutually agree to expectations and obligations for the duration of the placement.

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| **Placement Details** |
| Student Name |  |
| EveryMan Supervisor |  |
| Course Name |  |
| Placement Length |  |
| Start Date |  |
| End Date |  |
| Hours of Work |  |
| Environmental/other requirements |  |
| **Academic/Training Institute Details** |
| Institute Name |  |
| Supervisor |  |

1. THE STUDENT AGREES TO:

Attend the organisation on the days/hours outlined on page one of this agreement

Notify the EveryMan supervisor when unable to attend these agreed days/times, via phone or email.

Meal breaks will be taken at appropriate times, for no less than 30 minutes for an 8-hour day. Shorter breaks can be taken when required, within reason.

Advise of any known medical factors including medication or treatment that may affect the student’s ability to carry out their work placement [attach relevant details]

Comply with an appropriate dress code (smart casual) at all times.

Sign and comply with EveryMan’s Code of Conduct.

Be aware of and adhere to EveryMan’s Student Placement Policy and all other relevant organisational policies and procedures (as covered in Induction Training and outlined in Student Induction Plan.

Additional obligations to be added in consultation with EveryMan supervisor and the student as necessary.

Participate in supervision sessions with EveryMan supervisor as mutually agreed

1. THE EVERYMAN SUPERVISOR AGREES TO:

Ensure WH&S conditions are met in workplace

Provide the resources to adequately support the student for the duration of the placement

Supervise the student for the purposes of the placement, including appropriate information about policy and practice

Act in accordance with EveryMan workplace responsibilities

Cover student by the Public Liability Insurance held by EveryMan

Respect the student and provide honest and constructive feedback when necessary

1. VARIATION/CANCELLATION

This agreement may be varied or amended by further agreement between the student on placement and the EveryMan supervisor and noted on a new Student Placement Agreement.

The student should inform and discuss the changes as soon as possible with the academic liaison supervisor.

The placement may be terminated by the student at any time by giving notice in writing.

EveryMan may alter or cancel the placement. The academic liaison supervisor and/or student will be notified of the reasons for cancellation/alternation in writing.

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|  |  |  |  |  |
| Student name |  | Signature |  | Date |
|  |  |  |  |  |
| Supervisor name |  | Signature |  | Date |