Workplace Agreement

**PARTIES**

“School” (name of School); “Student” (name of Student); “Host” (name of Organisation)

**BACKGROUND**

The Student is currently enrolled in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The requirements for the programme include a requirement that the Student complete work placement.

The Host is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of company)

which operates as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (describe business) business in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (describe location).

The Host has agreed to provide a placement for the Student in accordance with the course requirements.

1. This Agreement will begin on (insert date) \_\_\_\_\_\_\_\_ /201\_ and end on (insert date) \_\_\_\_\_\_\_\_/201\_ .
2. The host will:
	1. Provide learning opportunities listed in the assessments;
	2. Provide the student with a worthwhile learning experience;
	3. Promptly inform the provider of any matters that could affect the delivery of the workplace learning;
	4. Provide a qualified supervisor;
	5. Meet all obligations of an employer, or person conducting a business or undertaking (PCBU) under the Health and Safety at Work Act 2015, and all obligations under the Human Rights Act 1993, and any other relevant statute, regulation or bylaw.
3. The student will:
	1. Complete the placement within the time frame to the best of their ability;
	2. Follow the host’s reasonable instructions;
	3. Follow all relevant safety procedures, using and taking care of any protective equipment and safety gear provided;
	4. Behave in such a way that neither the student nor other people are put at risk by the student’s actions.
4. The school will:
	1. Provide supervision of the programme;
	2. Contact the host with any concerns about the student, host or placement;
	3. Ensure that the student has a general awareness of the requirements of them.
5. The school may terminate this agreement at any time if the workplace learning is not being delivered to the school’s satisfaction and/or the welfare and interest of the participating student is not being met.
6. The host may terminate this agreement if unable to deliver the learning.

**SIGNED AS AN AGREEMENT**

**1. SIGNED for and on behalf of “School” (name of School)**

Signature here …………………………………………………….. (Principal) Date ……………..

**2. Name of Host Organisation Supervisor …………………………………………………**

**SIGNED for and on behalf of Host Organisation**

Signature here ……………………………………………………... (Host Supervisor) Date ………..……

**3. Name of Student ……………………………………………. (ID Number) …………………**

Signature here ……………………………………………………… (Student) Date ………………