

## **Attachment C: Arrangements for La Trobe University students and staff on placement**

1. The arrangements for University students and staff on placement at the Organisation are set out in:
  - a) this Attachment C and also Attachment D if the Organisation is insured under the Public Healthcare Insurance Program (“PHIP”) by the Victorian Managed Insurance Authority (“VMIA”); or
  - b) this Attachment C and also attachment E if your Organisation is not insured under the PHIP by the VMIA.
2. Students of the University shall not be employed by or receive remuneration from the Organisation in their capacity as students of the University. Employment by the Organisation of any student of the University shall be outside the terms of this agreement and shall be subject to a separate express or implied contract of employment between the student and the Organisation.
3. The University acknowledges that some organisations require students to provide a Police Security Clearance Check prior to the commencement of practical or professional education. If a Police Security Check is required, the Organisation must provide notification of this requirement to the Student Placement Coordinator at least four weeks prior to the commencement of placement. The Organisation should also provide the name of the person to whom the student should present the Police Security Check.
4. It is the responsibility of the student to present the original copy of the result of their Police Security Check to a nominated staff member of the Organisation on the first day of the practical or professional placement. A photocopy of this certificate can not be made and the certificate is to remain the property of the student.
5. It is the right of the Organisation to decide whether or not to allow a student to commence practical or professional placement if the original copy of the Police Security Check is not presented. If the Organisation refuses the student permission to commence practical or professional placement, the Organisation must notify the School Placement Coordinator as soon as possible within 24 hours.
6. The University shall make its students and its staff members aware of the terms and conditions under which the practical or professional programs are conducted and use all reasonable endeavours to ensure compliance with such terms and conditions and in particular those relating to confidentiality and privacy. Both parties agree that in carrying out this agreement they will comply with all applicable privacy legislation
7. The Organisation must make available to the students its written administrative guidelines, policies, manuals, rules, regulations, protocols, procedures, and by-laws and any other information relevant to students and the practical or professional programs.
8. The Organisation should provide facilities to enable staff of the University to conduct practical and professional education discussions with the students. Such facilities may be shared with other users and may require advance booking arrangements.
9. Discipline of students and staff of the University shall be the responsibility of the University provided always that the Organisation shall be entitled to issue instructions to University students and staff on how University students and staff are to conduct themselves on the Organisation’s premises.
10. In this clause, terms which are defined in the A New Tax System (Goods and Services Tax ) Act 1999 have the same meaning as those terms have in that Act. If GST is imposed on any supply made under or in accordance with this agreement, the recipient of the taxable supply must pay to the supplier an amount equal to the GST payable on or for the supply subject to the recipient receiving a valid tax invoice in respect of the supply at or before the time of payment.
11. The Organisation shall provide and maintain an environment for students whilst engaged in practical or professional education that is, as far as is practicable, safe and without risks to health. The Organisation shall provide an orientation to students prior to commencement of their practical or professional education, which shall include such information, instruction and training as necessary to enable the students to undertake their practical or professional education in a safe manner.