

# Responsibilities and Guidelines for Students and Employers

The following points are designed to set out a basic Code of Conduct for students and employers. While many of these principles seem standard procedure, they are stated for those who do not have an understanding of student work experience guidelines. It is important for both parties to adhere to these guidelines, which assist in providing a safe and productive Employment Experience Program.

**Students** have the responsibility to:

- Be loyal to the host organisation
- Not to ask for payment for their placement
- Work the hours negotiated by the supervisor
- Adhere to policies and procedures of the placement site
- Be familiar with the goals and requirements of the project
- Dress in a manner appropriate to a business environment
- Ensure that the work or function is completed in a timely manner
- Be punctual and inform their supervisor if going to be absent or late
- Keep information gained about clients from any sources in strictest confidence
- Behave ethically which upholds the good name of the University of Wollongong
- Use resources available at the organisation for the purposes they are intended
- Adhere to the professional ethics and codes of conduct appropriate to their discipline
- Contact organisation site prior to placement and introduce themselves to the supervisor
- Advise project supervisor of any fact which may affect work such as a disability or injury
- Take responsibility for one's own health status and, if necessary, take appropriate action/care to protect the well-being of others.

## Student Declaration

By signing below, I agree to comply with the rules of the program. I have also read and understood the conditions relating to the provisions of both Student Personal Accident Insurance and Public Liability Coverage for the duration of the EEP placement.

Signed.....  
(*print name here* )

### **Workplace Learning Coordinator-EEP**

By signing this declaration, I am confirming that:

- a) the above-named is an enrolled student of the University of Wollongong and therefore eligible for Personal Injury cover under the University's Student Personal Accident Insurance Policy whilst undertaking their EEP placement
- b) the placement organisation is covered by the University's Public Liability Insurance Policy in respect of the negligent act, error or omission of the student whilst on placement
- c) the student is not employed by the placement organisation and will not receive any remuneration for their EEP participation
- d) work experience is a prescribed component of the student's course of study or is considered relevant to the student's course of study.

Signed.....

Sue Rejske  
Workplace Learning Coordinator (EEP)

**Employers** have the responsibility to:

- Provide a positive learning environment
- Arrange and provide a safe work environment
- Adopt the role of helper and facilitator of learning
- Value and recognise the project work of the student
- Provide the student access to grievance procedures
- Give accurate and truthful information about the organisation
- Clarify aims and expected outcomes of the project with the student
- Not have students do the work of paid staff during an industrial dispute
- Arrange and provide adequate work space and resources for the project
- Arrange regular interviews with the student to discuss progress or difficulties
- Act as a role model introducing students to acceptable professional behaviour
- Have a reasonable understanding of the line of accountability in the organisation
- Consult students on matters that directly or indirectly affects them and their work
- Allow the student to negotiate, have choices and say no to unreasonable demands
- Provide orientation to reduce any anxiety about working in an unfamiliar environment
- Reimburse students for extraordinary out of pocket expenses associated with the project
- Have confidential and personal information about the student dealt with in accordance with the Privacy Act 1988
- Make adequate observations of the student's work and provide continuing feedback to the student and Workplace Learning Coordinator
- Notify Workplace Learning Coordinator as soon it becomes apparent that the student is having difficulties meeting the project objectives.

Signed.....

(*print name here* )