

# Volunteer Placement Application

Work Integrated Learning  
Faculty of Arts & Education

- [artsed-wil@deakin.edu.au](mailto:artsed-wil@deakin.edu.au)
- (03) 9246 8759
- [deakin.edu.au/artsed-wil](http://deakin.edu.au/artsed-wil)



## Instructions

**Students:** please complete all green rows on pages 1-4.

Please submit your completed form to [artsed-wil@deakin.edu.au](mailto:artsed-wil@deakin.edu.au) at least two weeks prior to your proposed placement commencement date. Please note that incomplete forms cannot be approved, and all unapproved placements will be ineligible for insurance coverage or academic credit.

Once your placement has been approved, you will be granted permission to enrol via StudentConnect.

## Prerequisites

- I have space within my course to complete this placement unit  
Student Services ([artsed@deakin.edu.au](mailto:artsed@deakin.edu.au)) will be able to provide a Course Map which outlines your eligibility to include an internship unit in your course.
- I have received official an official offer letter for this program from the third party provider. Eg: CIS Australia, 40K Globe, International Internships.



## About me

Given name		Family name	
Preferred name		Student ID	
Deakin email address		Mobile number	
Course name		Major	
Completed credit points		Proposed unit	

## About my host organisation

Host organisation/business name			
Street address			
Suburb		Postcode	
State		Country*	
Host supervisor name			
Host supervisor position title			
Host supervisor email address			
Host supervisor telephone			

\* If your placement is overseas, the Work Integrated Learning team will assist with additional approvals for insurance purposes.

## About my placement

Confirmed start date		Confirmed end date*	
Expected days per week and hours per day**		Total internship duration (hours)	
Description of your proposed tasks (minimum 100 words)			
What do you hope to learn and what skills do you hope to gain from your internship?			

\* An end date must be supplied for insurance purposes.

If your end date changes, please advise [artsed-wil@deakin.edu.au](mailto:artsed-wil@deakin.edu.au) as soon as possible.

\*\* E.g. Monday 9am-2pm, Thursday 10am-5pm.

## My health and wellbeing

Do you have any pre-existing medical conditions? If yes, please specify.	
Do you have a Learning Access Plan (LAP)?	

The Work Integrated Learning team are available to discuss any support you may require to complete your internship.

## Student declaration

I declare that the information given in this application is correct and complete.

I declare that the above work is not being used toward completion of any other credit-bearing unit.

I have declared any previous work relationship with this organisation as part of my application.

I agree to be photographed by Deakin University during my internship and consent to the use of any photographs, video footage or audio recordings taken by the University, or provided by me or other interns, for use in newsletters and other promotional material (including University webpages).

I understand the copyright in the photographs, video footage or audio recordings is owned by the University and that where the photographs, video footage or audio recordings are placed on the University's website I may ask for their removal at any time.

Signed		Date	
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## Insurance declaration

**My presence in this organisation is for the purposes of practical education only:**

I therefore understand that I am not entitled to WorkCover.

I will not hold this host organisation responsible for any claim under WorkCover, which I may otherwise have for personal injuries for the duration of my internship.

I understand that as an enrolled student of Deakin University taking part in an approved course-related activity in the form of a Work Integrated Learning experience I am covered as follows:

- **Deakin University Public and Products Liability Insurance Policy**

The policy provides insurance cover for the University's legal liability to pay compensation to a third party in respect of physical injury and/or property damage caused by a student. A third party is a claimant other than Deakin University or the student concerned.

- **Deakin University Professional Indemnity Insurance Policy**

The policy provides insurance cover for acts, errors or omissions committed by insured in their professional duty, including medical malpractice. This policy includes the liability of employees and non-employees such as representatives, voluntary workers, consultants, sessional teachers and any other person not employed by the Insured whilst any such aforementioned persons are acting on the Insured's behalf and includes liability for consultancy services. The policy extends to include students whilst on placement.

- **Deakin University Personal Accident Insurance Policy**

The policy provides personal accident insurance cover for students. It provides a variety of benefits (permanent disability, weekly benefits for income earners, home tutorial, injury assistance, overseas medical expenses, non-Medicare expenses etc). In principle the cover applies across Australia, as long as the activity has been consented to by the University and whilst the students are admitted into a degree.

- **Deakin University Public and Products Liability Insurance Policy for Host Organisations**

The policy provides insurance cover for the University's legal liability to indemnify the host organisation for increased WorkCover premium costs due as a result of a compensation injury to a student on an approved Work Integrated Learning experience.

Signed		Date	
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## Student obligations and guidelines

As a Deakin student participating in an academic placement, you are expected to uphold the Student Code of Conduct. Whilst on placement you remain accountable for your actions. To help you understand how you are expected to behave and approach your academic work please reference the Student Code of Conduct: [blogs.deakin.edu.au/deakinlife/2015/03/13/new-student-code-of-conduct](https://blogs.deakin.edu.au/deakinlife/2015/03/13/new-student-code-of-conduct)

### Sick leave/annual leave

Given the short duration of the placement, there is no annual leave nor formal sick leave allowance. If you take any time off during the placement due to illness you must:

1. Inform the Placement Supervisor and the School as soon as possible; and
2. Make up the time at the end of the placement

The duration of the placement is based on the number of hours worked.

### Behaviour and compliance

You must comply with all rules, regulations, protocols, procedures and by-laws of the host organisation and of Deakin University. You should also behave in a safe and professional manner and perform all allocated tasks in a diligent and competent manner.

### Confidentiality

You must preserve the confidentiality of information concerning the affairs of the host organisation and its clients. You may be asked to sign confidentiality agreements by the host organisation.

### Intellectual property

Intellectual property resulting from placements (other than materials produced for assessment in your course) remains with the host organisation.

### Assessments and unit requirements

It is your responsibility to complete all academic assessments of your placement experience, and ensure that the requirements of the placement do not impact on your course progress.

### Communications

Please note that while you are on placement, you remain a student of Deakin University. As such, it is expected that you will read your Deakin email and respond to any requests from the University with utmost urgency. It is also your responsibility to notify your placement Supervisor and the Unit Chair about any concerns or issues that may arise during your placement.

### Expenses

It is your responsibility to pay for travel to and from the placement host site as well as any other personal expenses during the placement, including vaccinations, health and travel insurance (where applicable).

Signed		Date	
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