USQ Industry Experience Program

Careers & Employment
Student Services
Students & Communities Division
University of Southern Queensland (USQ)
USQ Industry Experience Program Outline

The USQ Industry Experience Program has been designed to assist students to develop and enhance their skills and knowledge and broaden their understanding of the working world and potential career opportunities. The USQ Industry Experience Program is a co-operative partnership between a student, a host organisation, and the Careers and Employment unit of Student Services, Students & Communities Division, USQ. Because this program is neither an assessable nor mandatory component of the student’s study or degree program, it is therefore subject to Queensland’s Education (Work Experience) Act 1996. This manual1 contains the following sections:

- Definitions;
- Objectives;
- Guidelines and standards for the placement and approval process, which clarify the roles and responsibilities of USQ staff, the Student, and the Host organisation;
- Student-Related Insurance Policies;
- Conditions of Industry Experience and General Procedures;
- Industry Experience Placement Contract, and
- Industry Experience Activity Log and Evaluation Forms.

Definitions

Industry Experience

Industry experience is unpaid participation in an organisation undertaken by students for the purposes of gaining industry exposure relevant to their field of study and vocational preferences. The purpose of the industry experience is to prepare students for the demands and expectations of the working world, to assist them to make informed career decisions, to improve their maturity and self-confidence, and to provide an opportunity to extend their theoretical learning into practical applications in a real work environment. At all times the educational value of the program for any student is the prime consideration. The purpose of an industry experience placement is not to undertake either the duties or the responsibilities of a paid employee.

Student Participant (“the Student”)

The USQ Industry Experience Program is offered to students who are enrolled in undergraduate or postgraduate programs at USQ and who are living in Australia. In the first instance, the Student should attempt to secure their own Industry Experience Placement (i.e. to locate a Host organisation and to negotiate with that Host concerning the objectives and activities to be undertaken).

Host Organisation (“the Host”)

The Host may be any business, association, local authority or other organisation suitable, in the opinion of the University, to provide Industry Experience and to perform the role of placement supervisor for the Student under the USQ Industry Experience Program.

---

1 Manual is current October 2012
USQ Industry Experience Program ("the Program")

The Program is an industry placement program for USQ students managed by Careers and Employment, Student Services, Students & Communities Division of USQ for the purpose of:

- Assisting Students to gain industry exposure relevant to their area of study or vocational preferences;
- Preparing Students for the demands and expectations of the working world as well as encouraging them to explore the diversity of potential careers and other occupations;
- Assisting in developing suitable vocational skills such as teamwork, communication and business awareness;
- Increasing Students’ knowledge and experience of job application procedures, and
- Cultivating relations with employers for the purpose of furthering employment opportunities for USQ graduates as well as forging stronger links with the business community.

The Program is limited to 30 days in a year, however the Placement can be continuous or staggered over the 12 month period.

The Program is not intended to create an employment relationship between the Student and the Host, and is not intended to create an “unpaid trial work” arrangement.

Industry Experience Arrangement ("the Arrangement")

The Arrangement is made between USQ and the Host under which the Host agrees to provide Industry Experience to the Student. The Arrangement must be in writing and must be signed before the Student starts the Industry Experience Placement. The Arrangement is formalised in the Industry Experience Placement Contract (Pages 9-12).

Industry Experience Placement ("the Placement")

The Placement is the general term referring to the deployment of a Student to a Host under an Arrangement which is subject to all the Guidelines and Conditions of this Program.

Project

A particular objective or activity identified by the Host and/or Student with mutually agreed criteria, that are time limited, and which provides educational and/or vocational benefits to the Student.

Program Manager

The “Principal” under the Education (Work Experience) Act 1996 is the Deputy Vice-Chancellor (Students & Communities). The “Principal” has delegated authority for the operation of the USQ Industry Experience Program ("the Program") to the Program Manager. The Program Manager is responsible for the day to day management of the Program, including making an assessment of the Student's and the Host's suitability to participate in the Program, applying for USQ Insurance cover for an approved Arrangement, as well as ensuring that all parties are fulfilling their obligations in a reasonable manner.

Program Coordinator

The Industry Experience and Development Officer is responsible for the promotion and coordination of the Program under the direction of the Program Manager. The Career Development Practitioners within the Careers & Employment Service are also required to support the Industry Experience and Development Officer’s work.
Promotion and coordination activities of the Program include:

- Providing information and guidelines to students about securing an industry placement opportunity;
- Assessing a student applicant’s suitability for inclusion in the Program and making a recommendation for either inclusion or exclusion as appropriate;
- Assessing an organisation’s suitability for inclusion in the Program and making recommendation for either their inclusion or exclusion as appropriate;
- Providing a preparatory workshop, resources, or information for Students on job application procedures and generic employability skills;
- Maintaining a register of Students and Hosts;
- Providing information to the Student about the Program and the relevant insurance coverage;
- Obtaining the Letter of Insurance from Financial & Business Services and providing to relevant parties;
- Reviewing the Student’s performance with educational objectives; and
- Monitoring Host’s satisfaction with Program objectives.

**Objectives**

**For Student Participant:**

- Test personal vocational preferences through exposure to realistic work situations and environments;
- Build and maintain professional relationships with relevant industry employers/ representatives;
- Receive training in job application procedures (e.g., information interviewing, resume writing, addressing selection criteria, and interview skills) via workshops, information sheets, and/or individual information session(s);
- Practice job application procedures with feedback from Program Coordinator and Program Manager;
- Raise awareness of associated services offered within Student Services.

**For Host Organisation:**

- An opportunity to build and maintain professional relationships with the tertiary education sector;
- Gain exposure to the potential benefits of enthusiastic new graduates with fresh ideas and current discipline knowledge;
- An opportunity to make potentially valuable contributions to the career development of tertiary students.

**For Careers & Employment Service (USQ):**

- Create another effective interface with the student body in order to assist employment building skills and consequent increased likelihood of graduate employment;
- Cultivate relations with employers with the purpose of furthering future employment opportunities for USQ graduates;
- Further build relations with key Faculty staff in having them recommend potential Students, Hosts and project activities.
Guidelines for Industry Experience Arrangements
The Industry Experience Program is managed in accordance with the *Education (Work Experience) Act 1996* and the *Fair Work Act 2009*.

Securing a Placement
Where possible, Students are required to make their own arrangements for Industry Experience. They are responsible for locating a Host and negotiating with them on mutually agreed objectives and activities. However, there may be occasions when Student Services advertises and promotes opportunities on behalf of the Host. The Program Coordinator may offer assistance to the Student and the Host by way of discussing the content and scope of the Arrangement to determine its suitability. Projects or tasks that require skills and knowledge at an advanced professional level, and activities which are specifically designed to be productive or add value to the Host’s business, are inappropriate for an Industry Experience Placement.

Depending on the activities undertaken, a Blue Card may be required by the Student prior to commencement of the Placement (allow 28 days to obtain), with checks to be undertaken by the Host.

The Student must register for the Program at least 2 working days prior to the planned commencement of the Placement.

Degree Requirements
For undergraduate students, it is recommended that they have successfully completed at least three full semesters of their degree studies. For postgraduate students, it is recommended that they have sufficient discipline knowledge to allow them to successfully engage in their selected Industry Experience.

Skills and Knowledge
A primary outcome of the Program is to develop the Student's awareness and knowledge of vocational preferences. For all participating Students it is recommended that they have sufficient knowledge to allow them to successfully engage with industry Host and not hinder organisational productivity.

Formulation of Placement Objectives and Activities
It is recommended that the Student and Host jointly formulate a set of objectives or criteria specific for the Placement, under the guidance of the Program Coordinator. The objectives and activities shall be synthesised on the basis of the Student's professional development needs. These objectives and activities are to remain in line with the *Fair Work Act 2009* which stipulates that a student's duties would not be otherwise undertaken by a paid employee. The Placement is not intended to create an employment relationship between the Student and the Host, or to create an “unpaid trial work” arrangement.

In order to ensure compliance with the *Fair Work Act 2009*, the mutually agreed Placement objectives and activities must not include work or achievement outcomes that would otherwise be undertaken by a paid employee of the Host.

Approval Process
- Once a connection between the Student and Host is made and an agreement on a Placement is established, a completed *Industry Experience Placement Contract* (pages 9 – 12 of this document) must be submitted to the Industry Experience and Development Officer for approval. This should occur at least 2 working days prior to the intended commencement date of the Placement.
The contract must outline the Industry Experience Arrangements (i.e. Student details, details of the Host, the period of the Placement, days and times during which the Placement will take place, and the Placement Objectives).

- The Program Manager will assess the application and approval will be granted on the basis that the Industry Experience is reasonably related to the Student’s program of study, that the Student’s learning will develop their employability skills (or graduate attributes), and that the Host’s workplace has proper standards of employment in place (e.g. Workplace Health & Safety procedures and induction programs).

- Upon approval of the Student’s application, a copy of the Certificate of Approval signed by the Program Manager will be forwarded to USQ Financial & Business Services by the Program Coordinator who will then be issued with the relevant Insurance Letter.

- The original covering letter will remain with the Industry Experience and Development Officer and a copy of the letter and full Industry Experience Placement Contract will be distributed to all parties.

- The Program Manager may delegate the power to approve an Industry Experience Arrangement to the Director of Student Services in their absence.

**Student-Related Insurance Policies**

The University of Southern Queensland has insurance coverage as set out below to protect the interests of enrolled students and the University whilst students are undertaking their studies and approved study-related activities.

**Legal Liability**

Covering the legal liability of the University of Southern Queensland and its students while undertaking their studies (including practical or community placement), to pay damages or compensation arising out of all personal injury or property damage (including that of another party), caused by the activity including necessary direct travel to and from such approved activity.

**Professional Indemnity and Medical Malpractice**

Covering students while undertaking their studies, including practical and/or clinical placement activities. This cover is subject to there being an agreement in place which imposes appropriate student supervision by qualified personnel, and where students come in contact with patients/clients/customers that a suitable disclosure must be made stating that they are students.

**Student Personal Accident**

This is a limited policy covering students whilst on campus and/or engaged in University approved activities including necessary direct travel to and from such activities.

**Work Experience Policy**

Work Cover Qld IAD110258858 is a policy required under the Workers’ Compensation and Rehabilitation Act 2003. This policy covers University of Southern Queensland’s students only while on approved Industry Experience Placements including necessary direct travel to and from such approved activities. This cover is limited to death and permanent impairment.

For detailed policy information please forward queries to Insurance-USQ@usq.edu.au
Conditions of Industry Experience

In accordance with the Education (Work Experience) Act 1996 and the Fair Work Act 2009, the following conditions apply to industry experience:

- The Arrangement must be in writing and authorised before the Student starts a Placement;
- If the Student is under 18 years of age, a parent or guardian of the Student must give written consent to the Arrangement;
- The Placement must finish in the year it starts;
- The Student must not receive Industry Experience for more than 30 days or 240 hours in a year;
- The Host must not provide Industry Experience to more than the permitted number of students at the same time (the permitted number of students is the number equal to the number of full-time employees of the Host);
- The Host must not provide Industry Experience to the Student at a time other than during the ordinary working hours of the place where the Industry Experience is provided and the Student must have flexibility in the negotiating the times for attendance;
- The Student must not be paid for Industry Experience and must not undertake any duties or responsibilities that would otherwise be undertaken or have been previously undertaken by the Host’s employees. There should be no obligation on the Student to achieve any outcomes for the Host and no disciplinary consequences for non-performance or perceived poor performance;
- The Student must not undertake arrangements that could be considered to be unpaid trial work arrangements.

General Procedures

Industry Experience Program Contract

The roles and responsibilities of the Student and Host are included in the Industry Experience Placement Contract. This document is to be signed by the Student, the Host, and both the Program Coordinator and Program Manager on behalf of USQ.

Student Supervision

Students are required to maintain contact (either face-to-face or via telephone or email) with the Program Coordinator throughout the project. This will include at least:

- a screening interview to assess the Student’s application for registration with the Program;
- a mid-placement review, and
- a final evaluation at the placement termination.

Arrangements for contact can be made between the Student and the Program Coordinator during the screening interview. The Program Coordinator will also make regular contact with the Host to check progress and monitor compliance with Program objectives and activities.

The Student is required to meet with their Host supervisor. This consists of face-to-face reviews of the Student’s activities and progress, together with guidance and instruction. Any issues of concern raised by the Student or Host during Placement supervision should be brought to the attention of the Program Coordinator or Program Manager.
Any accidents occurring during the Placement must be immediately reported by the Host Supervisor to the Program Manager.

The Student is required to keep a record of all supervision using the Industry Experience Activity Log. It is preferable if the entry is signed by the Host as this would indicate agreement regarding content. A copy of this log is to be submitted to the Program Coordinator at the mid-placement review and the placement termination meeting.

**Mid-Placement Review of Student Participant**

This review will be conducted by the Program Coordinator and will occur toward the middle of the Placement:

- to review how well the experience is meeting the Program Objectives and Guidelines as well as mutually agreed objectives and activities as per the Industry Experience Placement Contract;
- to give mid-placement feedback to the Student; and
- to allow the Student to comment on the adequacy of the Placement.

A date for this review should be set at the start of the Placement.

**Final Evaluation of Student Participant**

At the end of the Placement the Host will complete an evaluation by means of completing The Skills and Attributes Evaluation Form and submit it to the Program Coordinator. Where the Host indicates significant inadequacies in the Student's performance and/or substantial sections of the Contract have not been met, the Student may be required to discuss this with the Program Coordinator. This discussion will focus on the Student’s placement, their skills, and how they could better achieve a learning outcome.

The Student will have contact (face-to-face or via the telephone) with the Program Coordinator in order to receive feedback on their evaluation form and to discuss the outcomes of the Placement. The Student will be presented with a USQ Industry Experience Program Certificate at the conclusion of their participation in the project in recognition of their knowledge and skill acquisition.

**Premature Termination or Cancellation of the Placement**

Upon his or her own initiative and in consultation with all parties involved, or at the request of the Student or Host, the Program Manager may terminate a Placement and render the Contract void.

**Evaluation of the Host and the Placement**

Upon completion of the Placement, the Student will be invited to complete the Student’s Evaluation of Placement and Host Organisation form. The Program Coordinator may communicate the Student’s evaluation to the Host.

The Student, the Host, the Program Coordinator, and Program Manager are responsible for addressing any issues and concerns that may arise from these evaluations.

**Placement Files**

The Program Coordinator is responsible for maintaining files regarding all Student Placements. These files fall under the purview of Student Services, Students & Communities Division and are treated as documents of the service and the attendant regulations.
Industry Experience Placement Contract

Student Participant Details

Name:
______________________________________________________________________

Student Number:
______________________________________________________________________

Address:
______________________________________________________________________
______________________________________________________________________

Phone:______________ Mobile: ______________

Email:
______________________________________________________________________

Program of Study (e.g., Bachelor of Business):
______________________________________________________________________

Host Organisation Details

Company Name:
______________________________________________________________________

Company Address:
______________________________________________________________________
______________________________________________________________________

Industry Experience Supervisor:
______________________________________________________________________

Phone:______________________________
Fax:
______________________________________________________________________

Email:
______________________________________________________________________

Website:
______________________________________________________________________
Company
Description:

______________________________________________________________________

______________________________________________________________________

Total Number of Industry Experience Placement Days (not to exceed 30 days):

**Period of Placement:** _____/_____/_____ to _____/_____/_____  
(Include the total period over which the placement will take place, for example, you may organise to attend 1 day a week from 3 July to 11 August, so you would state these dates as the Period of Placement.)

**Days and hours of attendance each week or dates and hours during which the placement will be carried out over the 30 day/240 hour period (whichever is applicable)**

______________________________________________________________________

______________________________________________________________________
Placement Objectives and Activities:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Terms of the Contract:

Student Participant

I have read the Industry Experience Program outline and agree to the following:

• to endeavour to complete to the best of my ability the mutually agreed placement objectives and activities;

• to undertake the hours agreed to in the Industry Experience Placement Contract as an unpaid volunteer;

• to maintain confidentiality;

• to behave in a professional manner;

• to behave in a safe manner and adhere to workplace health and safety regulations as per the induction program;

• to complete the Industry Experience Activity Log at the conclusion of each Industry Experience Placement session and submit it to my Host Supervisor for signing prior to the mid-placement review and at project termination; and

• to complete the Student’s Evaluation of Placement and Host Organisation form at the conclusion of the Placement.
Host Organisation

I have read the Industry Experience Program outline and agree to the following:

- to provide the Student with the opportunity to volunteer for Industry Experience with this organisation, accepting that the Student Participant is not under any obligation to achieve any outcomes for the organisation and will not be subject to any disciplinary action for non-performance or poor performance;
- to provide adequate induction to all relevant Occupational Health and Safety legislation and procedures as well as matters regarding confidentiality, privacy or other obligations;
- to provide thorough supervision of the Student Participant and ensure that the Student has adequate access to whatever resources and knowledge are required to effectively complete the mutually agreed objectives and activities;
- to complete the Skills and Attributes Evaluation Form at the conclusion of the project and submit it to the Program Coordinator;
- to accept responsibility for and to not breach the Fair Work Act 2009 by substituting a paid employee position with the USQ Student Participant or by assigning tasks and responsibilities that would otherwise be undertaken by a paid employee or have previously been undertaken by a paid employee; and
- Not to pay the Student Participant any remuneration or any other benefit for undertaking the volunteer activities.

Program Coordinator

I have read the Industry Experience Program outline and agree to the following:

- to provide a mid-placement review for the Student Participant;
- to sustain regular communication with the Host Organisation and the Student Participant throughout the duration of the Industry Experience Placement to ensure both parties are satisfied with arrangements;
- to provide, at the conclusion of the Industry Experience Placement, feedback to the Student Participant and discussion concerning the outcomes of the Placement; and
- together with the Program Manager, will ensure that all parties are fulfilling their obligations in a reasonable manner.

General

The parties acknowledge that there is no intention to create the relationship of agency or partnership between USQ and the Host Organisation and USQ will not be liable for acts or omissions of the Host Organisation and its employees and sub-contractors in relation to the Student Participant while volunteering with the Host Organisation. This Agreement supersedes all previous oral or written representations or agreements.
The terms of the contract have been read and agreed to by:

Host Organisation: ______________________ Date: _____/_____/____

Student Participant: ____________________ Date: _____/_____/____

Program Coordinator: ___________________ Date: _____/_____/____

Yira Cortes  
Career Development Officer, Student Services, Students & Communities Division, USQ

Program Manager: _____________________ Date: _____/_____/____

Mark Wellington  
Manager, Career Development, Student Services, Students & Communities Division, USQ

NOTE: A copy of this Contract shall be distributed to all signatories.
CERTIFICATE OF APPROVAL
for
Industry Experience Program

Student Participant Details
Name:

Student Number:

Address:

Phone: ___________ Mobile: ___________
Email: ____________________________________________

Host Organisation Details
Organisation Name:

Organisation Address:

Industry Experience Supervisor:

Phone: ___________ Mobile: ___________
Fax: ____________________________________________
Approval has been granted for the above-named student to undertake Industry Experience at the above-named Company/Organisation for the period _____/_____/_____ to _____/_____/_____ (inclusive).

Program Manager: _____________________ Date: _____/_____/____

Mark Wellington
Manager, Career Development, Student Services, Students & Communities Division, USQ

USQ is collecting the personal information on this Form for University purposes of providing its tertiary education and related ancillary services and associated functions. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law. Your rights to access and amend your personal information are set out in the Information Privacy Act 2009 (Qld) which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the USQ Legal Office.

Industry Experience Activity Log/ Timesheet

Student Name:

Company Name:

Supervisor Name:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Brief Description Of Activities</th>
<th>Supervisor Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Office Use Only
Certificate No. ____/____
USQ is collecting the personal information on this Form for university purposes of providing its tertiary education and related ancillary services and the associated functions. USQ may give some or all of this information to the Host Organisation. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law. Your rights to access and amend your personal information are set out in the Information Privacy Act 2009 (Qld) which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the USQ Legal Office.
Industry Experience Program

Skills and Attributes Evaluation Form
(Host Organisation to complete)

This information is valuable for improved graduate attributes and skills, and assists the Program Coordinator with an evaluation of the Student participant.

It should take no more than 10 minutes to complete the Evaluation Form.

Instructions: Rate how the Student performed in relation to the following graduate skills and attributes by ticking the relevant cell in the table. Please use the following scale as a guide:

1 = poor
2 = fair, needs development
3 = average, within acceptable limits
4 = good, consistently performed well
5 = excellent
NA = not applicable

Student Name:
______________________________________________________________________

Company Name:
______________________________________________________________________

Supervisor Name:
______________________________________________________________________

<table>
<thead>
<tr>
<th>Communication</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening and understanding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking clearly and directly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishing and using networks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharing information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
USQ is collecting the personal information on this Form for university purposes of providing its tertiary education and related ancillary services and the associated functions. USQ may give some or all of this information to the Student Participant. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law. Your rights to access and amend your personal information are set out in the *Information Privacy Act 2009 (Qld)* which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the USQ Legal Office.

<table>
<thead>
<tr>
<th>Teamwork</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interacting with people of different ages, genders, races, religions or political persuasions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Working as an individual as well as a member of a team</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applying team work skills to a range of situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Learning and Problem Solving</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing own learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributing to the learning community at the workplace</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using a range of mediums to learning (mentoring, peer support, networking etc)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being willing to learn in any setting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being open to new ideas and techniques</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Self - Management

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having personal vision and goals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluating and monitoring own performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Having knowledge and confidence in own ideas and vision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Planning and Organising

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managing time and priorities – achieving timelines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taking initiative and making decisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding basic business systems and their relationships</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Technology

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having a range of basic IT skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using IT to organise data</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being willing to learn new IT skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative and Enterprise</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>N/A</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>-----</td>
</tr>
<tr>
<td>Adapting to new situations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifying opportunities not obvious to others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translating ideas into actions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Being creative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS:** Please provide any additional information:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please mail or fax the completed form to Program Coordinator:

Yira Cortes  
Career Development Officer  
Student Services,  
Students & Communities Division  
University of Southern Queensland  
West Street  
Toowoomba QLD 4350

Email: yiranurey.cortesmora@usq.edu.au  
Phone: 07 4631 1180  
Fax: 07 4631 2880

Alternatively, inquiries can be made to the Program Manager:

Mark Wellington  
Manager  
Career Development  
Student Services,  
Students & Communities Division  
University of Southern Queensland  
West Street  
Toowoomba QLD 4350

Email: mark.wellington@usq.edu.au  
Phone: 07 4631 1328
Student’s Evaluation of Placement and Host Organisation

Student Name:  

Company Name:  

Supervisor Name:  

Please tick the relevant boxes in assessing your placement experience and the host organisation.

<table>
<thead>
<tr>
<th></th>
<th>Poor</th>
<th>Adequate</th>
<th>Good</th>
<th>Excellent</th>
<th>Can’t Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear outline of objectives &amp; supervisor’s expectations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality of feedback on performance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall assessment of the placement as a learning experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS: Please provide any additional information:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
USQ is collecting the personal information on this Form for university purposes of providing its tertiary education and related ancillary services and the associated functions. USQ may give some or all of this information to the Host Organisation. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law. Your rights to access and amend your personal information are set out in the *Information Privacy Act 2009 (Qld)* which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the USQ Legal Office.