Completing the Agreement

You must enter into the Placement Agreement BEFORE the Placement commences

Conditions of Use
- The placement does not involve any payment of money by either party to each other or to a Student;
- No amendments have been made to the Placement Agreement;
- The Placement Agreement has been completed, including the details on the cover page;
- You have obtained any relevant University approvals to enter into this Placement Agreement;
- You have complied with UQ’s policies and procedures, including any relating to student placements;
- Depending on the potential risks involved, you may be required to have performed a risk assessment in relation to the Placement.

Steps to completing the document
1. Select the appropriate Placement Agreement i.e. Domestic or International Agreement
2. Complete the details in the table on the cover page of the Placement Agreement N.B. It is important to correctly identify the other party involved. You need to obtain a full company name (if there is one) and an ABN (Australian Business Number).
3. The Placement Agreement needs to be printed and signed by the appropriate signatory. Please have two copies signed, so that both parties can keep an original copy
4. Please note that specific details for each placement, including the Students name, program in which the Student is enrolled, times, days and site for the placement need to be agreed in writing between the parties and signed by the Site Supervisor as per the Practicum Plan

These agreements need to be completed by all sites taking students in Practicum course run by UQ’s School of Human Movement Studies. If a site has taken a student in the past 3 years and the site has not changed business name during any period the existing signed agreement will be current.

When completing the form, Remember, the agreement is between UQ and the site. Not specifically to you, therefore the School details are already available on the Agreements. No personal student details should be provided on this form.

The student collects both agreements, returns them to the Practicum & Clinical Education Manager who will send them to the Mika Hayward, Executive Officer for the Faculty of Health. Mika will sign both copies and one copy will be returned to the student or sent directly to the site.

If you have any additional questions regarding Site Agreements (also known as Clinical Placement Deeds) please email exscipracticum@hms.uq.edu.au