

Vocational Training Agreement Contract

**MAKE
GREAT
HAPPEN**



AGREEMENT NO.	[Insert]	DATE	[Date]
PARTIES	<p>TAFE QUEENSLAND REGION trading as TAFE Queensland Region {region} ABN 72 898 805 093, of {region address}</p> <p>Fax No.: (TAFE Queensland Region)</p>		
	<p>[Insert full company name] ABN [Insert ABN]</p> <p>[Insert address]</p> <p>Fax No.: [Insert fax number] (Placement Provider)</p>		
BACKGROUND	<p>A. TAFE Queensland Region is a registered training organisation and experienced provider of training services.</p> <p>B. The Placement Provider operates a business relevant to vocational training provided by TAFE Queensland Region.</p> <p>C. TAFE Queensland Region wishes to place students with the Placement Provider for the purpose.</p> <p>D. TAFE Queensland Region has agreed to provide training services to the Client on the terms of this agreement.</p>		

By signing below, the parties are entering into an agreement that consists of this cover page, the attached terms and the attached Schedule(s).

TAFE Queensland Region	The Placement Provider
<p>SIGNED for and on behalf of TAFE Queensland Region {region name}</p> <p>Name: _____ Authorised Officer</p> <p>Signature: _____ Authorised Officer</p> <p>Name: _____ Witness</p> <p>Signature: _____ Witness</p>	<p>SIGNED for and on behalf of the Placement Provider</p> <p>Name: _____ Authorised Officer</p> <p>Signature: _____ Authorised Officer</p> <p>Name: _____ Witness</p> <p>Signature: _____ Witness</p>

1. Definitions and Interpretation

1.1 Definition

In this agreement:

Agreement means this document including all schedules attached to it, as varied from time to time in accordance with its provisions.

Commencement Date means the date specified as such in Clause 2 for the commencement of this Agreement and if no date is specified, then the last date a party signs this Agreement.

Executive, in relation to a party, means the person identified and executing this Agreement as the authorised officer, or any other person notified by the party to the other party as that party's Executive.

Intellectual Property Rights includes all present and future rights in relation to copyright, trademarks, designs, patents, trade, business or company names or other proprietary rights, or any rights to registration of such rights whether created before or after the date of this agreement, and whether existing in Australia or otherwise.

Placement Program means the Placement Program in Schedule 1, and any further Schedules which the parties execute under Clause 13.9.

Representative for each party means person named as such in the Schedule 1 (or any other person notified by the party to the other party as that party's representative) and who shall have responsibility for administering this Agreement at each Placement Site in order to ensure the efficient operation and performance of this Agreement and to review and evaluate the effectiveness of the Vocational Placement.

Placement Site means the place specified in Schedule 1 where Vocational Placement shall occur.

Student means an student enrolled with TAFE Queensland Region and undertaking supervised Vocational Placement as part of their enrolment.

Term means the period specified as such in Clause 2, but be no more than a period of five (5) consecutive years from the Commencement Date.

Vocational Placement is structured workplace learning whereby a student is placed in a workplace to receive practical training and experience from the Placement Provider. The object of the placement is to provide practical training and experience as an assessable part of the student's program.

Vocational Placement Material means learning resources, information booklets, student logbooks and any other material created and provided to the Student or Placement Provider by TAFE Queensland Region in order to facilitate the Student's Vocational Placement.

1.2 Interpretation

In this agreement, the "Background" section and Clause headings are inserted for convenience only and do not affect interpretation. Unless the context otherwise requires:

- (a) a reference to a **person** includes an individual, the estate of an individual, a corporation, an authority, an association or a joint venture (whether incorporated or unincorporated), a partnership and a trust;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include other genders;
- (d) **includes** in any form is not a word of limitation;

VOCATIONAL PLACEMENT AGREEMENT



- (e) a reference to **\$** or **dollar** is to Australian currency and an obligation to pay money is an obligation to pay in Australian dollars; and
- (f) to the extent of any inconsistency between the following, the one listed first prevails:
 - (i) additional conditions in the Schedule;
 - (ii) the Clauses of this Agreement; and
 - (iii) the Schedule (except for any additional conditions in the Schedule).

2. Term

This agreement commences on the {date} and continues until {date} unless terminated earlier in accordance with Clause xx.

3. Student Placement

- 3.1** With the agreement of the Representative of the Placement Provider, students selected by TAFE Queensland Region shall attend the Placement Site on such days and at such times as are set out in the Schedule.
- 3.2** The parties' representatives will prepare a timetable indicating the name of each student, the area of practice and experience in which the student is to be placed and the dates and times at which the student is to attend.
- 3.3** Access to clients of the Placement Provider by the students shall be subject to the Placement Provider's duty of care to its clients and conditional on client consent.
- 3.4** Students may participate in the delivery of services at a level commensurate with their stages of preparation and progress in their course, subject always to supervision.
- 3.5** The number of vocational placements for students shall be determined by the Placement Provider and set out in the Schedule.
- 3.6** The students shall not be employed by or receive remuneration from the Placement Provider in their capacity as students. Employment by the Placement Provider of any student shall be outside the terms of this Agreement and subject to a separate contract of employment.
- 3.7** TAFE Queensland Region will obtain, from supervising TAFE Queensland Region staff and students attending a Placement Site, appropriate undertakings to preserve the confidentiality of information concerning the personal affairs of clients of the Placement Provider and will indemnify the Placement Provider in respect of any claim against the Placement Provider for loss, damage or liability arising from any breach of confidentiality by any such student or staff.
- 3.8** All property provided to students and TAFE Queensland Region staff by the Placement Provider including but not limited to manuals, by-laws, administrative guidelines, shall remain the property of the Placement Provider. Upon the students or staff terminating their vocational placement, or upon termination of this Agreement, whichever is the earlier, the students or staff shall immediately return all such property to the Placement Provider.
- 3.9** In the event that TAFE Queensland Region requires teaching material and equipment not usually provided by the Placement Provider, TAFE Queensland Region will be responsible for the purchase and maintenance of such materials and equipment. The Placement Provider agrees to store the materials and equipment in a secure place on the premises of the Placement Provider if requested to do so by TAFE Queensland Region and shall have the right to use any of the materials and equipment as approved by TAFE Queensland Region. The Placement Provider agrees to indemnify TAFE Queensland Region for the full cost of repairing, or if necessary, replacing materials or equipment damaged by any of its employees while such materials or equipment are stored or are being used by or on behalf of the Placement Provider.
- 3.10** Where unforeseen circumstances or causes beyond the control of the Placement Provider cause or threaten major disruption to client services or provision of practice and experience (including but not limited to, industrial disputes, infection control or quarantine measures or implementation of disaster plan), it may be necessary to defer, suspend or amend agreed vocational placement programs.
- 3.11** Students and TAFE Queensland Region staff at the Placement Site shall be supernumerary to the ordinary staffing requirements of the Placement Provider at the site.

3.12 TAFE Queensland Region shall be responsible:

- (a) when required, for providing staff to undertake teaching and supervision of students; and
- (b) for the payment of all salaries, expenses, taxes, levies and/or duties whatsoever payable with respect to TAFE Queensland Region staff.

3.13 The terms and conditions of the employment of TAFE Queensland Region staff shall be governed by TAFE Queensland Region's staffing policies.

4. General Control and Discipline

- 4.1** Whilst attending the Placement Site, Students and TAFE Queensland Region staff, shall be bound by the rules, regulations, protocols, procedures and by-laws of the Placement Provider.
- 4.2** Discipline and control of students and TAFE Queensland Region staff shall be the responsibility of TAFE Queensland Region, provided always that the person in charge of department at the Placement Site of the Placement Provider shall be entitled to issue instructions to students and TAFE Queensland Region staff on matters affecting the provision of services to clients and such instructions shall be complied with fully and promptly.
- 4.3** Representatives and staff of the Placement Provider shall be entitled to ensure that students and TAFE Queensland Region staff who have access to clients, are competent to perform their allotted tasks and that they conduct themselves in a safe and professional manner.
- 4.4** Placement Provider request for student or TAFE Queensland Region staff to leave the Placement Site
- (a) Should any student or member of TAFE Queensland Region staff fail or omit:
 - (i) to be bound by, or conform to any rule, regulation, protocol, procedure or by-law of the Placement Provider; or
 - (ii) to behave in a safe or professional manner; or
 - (iii) to perform any allotted task incompetently,

then the Placement Provider has the right to request that student or member of TAFE Queensland Region staff, to immediately leave the Placement Site. The Placement Provider may enforce its request for the purpose of vocational placement, for any period of time it determines appropriate.

- (b) Where the Placement Provider requests a student or TAFE Queensland Region staff member to immediately leave the Placement Site under Clause 4.4.(a), or intends to make such a request at a later date, the Placement Provider shall immediately inform the TAFE Queensland Region in writing of its reason.
- (c) Where the TAFE Queensland Region student or staff member disagrees with such request or intention, TAFE Queensland Region will consider the circumstances of the request or intention and submit a report and recommendation to the Placement Provider. The Placement Provider's decision in response to the TAFE Queensland Region report and recommendation shall be final.

5. Responsibilities of TAFE Queensland Region

TAFE Queensland Region shall:

- 5.1** direct, via its relevant teacher, and in consultation with the relevant Placement Provider staff at the Placement Site, the client assignment for each student. Assignment selection criteria shall include the objectives of the placement, the student's level of achievement and learning needs and the needs of the client. The approval of the relevant staff at the Placement Site shall be a prerequisite for the client assignment for each student;
- 5.2** keep the Placement Provider staff at the Placement Site informed of the skill level of each student and the objectives of each placement;
- 5.3** provide appropriate supervision of the students and liaise with staff of the Placement Provider at the Placement Site as identified in the Schedule for each vocational placement. When the curriculum of any program is altered or if the level of competence of students involved varies, the amount of supervision and liaison provided shall be reviewed and any changes will be communicated to the relevant staff at the Placement Site;
- 5.4** assign clients to students in consultation with the relevant Placement Provider staff at the Placement Site, such assignments will be based in each case upon the needs of the client, objectives of the placement and the level of competency of the student;
- 5.5** inform its students and its teachers of the terms and conditions under which the vocational placement programs are conducted and endeavour to ensure compliance with such terms and conditions and in particular those relating to confidentiality, hygiene, uniforms and identification badges; and
- 5.6** such other responsibilities as are set out in the Schedule.
- 5.7** ensure that all students selected by TAFE Queensland Region for placement with the Placement Provider and any TAFE Queensland Region staff attending Placement Provider placements sites, have the required licensing/regulatory pre-conditions as set out in the Schedule e.g. Criminal History Check; Blue Card; Immunisations and that the pre-conditions will remain current for the term of the placement.
- 5.8** ensure that no student commences a placement with the Placement Provider and no TAFE Queensland Region staff member commences teaching or supervisory duties at a Placement Site without the Placement Provider first having been satisfied that the student and the TAFE Queensland Region staff member:
 - (a) comply with the requirements of Clauses 5.7 and 5.10 of this agreement; and
 - (b) that the student and TAFE Queensland Region staff member are suitable to work in accordance with the industry's legislative and regulatory framework requirements.
- 5.9** ensure that all TAFE Queensland Region students and staff attending Placement Sites are advised of their obligation to notify TAFE Queensland Region if there has been a change in their police record status prior to the renewal date for their next police certificate.
- 5.10** warrant that all students and TAFE Queensland Region staff attending Placement Sites meet the criteria contained in Clause 5 of this agreement.

6. Responsibilities of the Placement Provider

The Placement Provider shall:

- 6.1 notify TAFE Queensland Region within 14 days of receiving notification if the Placement site fails an external licensing/accreditation review;
- 6.2 remain in charge of client care and co-operate with the staff and students of TAFE Queensland Region to provide appropriate vocational experience for the student;
- 6.3 arrange for and obtain client consent to students of TAFE Queensland Region assessing, observing, caring for, and treating such consenting clients;
- 6.4 provide and maintain records of an induction/orientation to the Placement Site for students and TAFE Queensland Region staff including identifying general workplace and health and safety risks within the industry, and any specific workplace health and safety risks within the Placement Provider's scope of work;
- 6.5 allow instruction or demonstration to be given by qualified staff using clients, selected on a mutually agreed basis and provide facilities to enable TAFE Queensland Region staff to conduct education discussions with their students;
- 6.6 provide, at no cost, protective garments for hygiene and infection control. Students and TAFE Queensland Region staff whilst engaged in a vocational placement program shall be attired or uniformed in a manner approved by the TAFE Queensland Region and the Placement Provider, as set out in the special conditions in the Schedule;
- 6.7 allow access to relevant information about its clients in accordance with the objectives of students who shall be advised of and abide by the laws relating to confidentiality and relevant rules, regulations, protocols, procedures, by-laws and policies of the Placement Provider;
- 6.8 make available to students and TAFE Queensland Region staff, at no cost to TAFE Queensland Region, all supplies reasonably required for the purpose of providing students with vocational placement;
- 6.9 have and make available to students and TAFE Queensland Region staff, all relevant policies, procedures, rules and instructions;
- 6.10 ensure that TAFE Queensland Region educators know or are able to easily ascertain the student's location during placement hours and discuss with him/her any activities that require special planning with regard to safety

7. Insurance

7.1 TAFE Queensland Region:

- (a) indemnifies and saves harmless the Placement Provider from and against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against or made upon the Placement provider on which the Placement provider may pay, sustain or be put to be reason of, in consequence of or in connection with this Agreement; and
- (b) releases and discharges the Placement Provider from any action, proceeding, claim, demand, cost, loss, damage or expense arising out of the provisions of this Agreement which might be brought against or made upon the Placement Provider by TAFE Queensland Region ;

- (c) Clauses 7.1.(a) and 7.1.(b) will not indemnify the Placement Provider should any action be brought due to a negligent act or omission of the Placement Provider.

- 7.2** TAFE Queensland Region shall obtain and maintain insurance cover in respect of its staff and students against legal liability for negligent acts of students and TAFE Queensland Region staff as follows:
- (a) Public Liability Insurance; and
 - (b) Workcover Insurance.
- 7.3** TAFE Queensland Region will ensure that no Students are placed in a Placement Program that is subject to certain exclusions within the relevant insurance cover.
- 7.4** TAFE Queensland Region shall provide Certificates of Currency for the insurance listed in Clause 7.2 upon request to the Placement Provider.

8. Indemnity

- 8.1** TAFE Queensland Region indemnifies and must keep indemnified the Placement Provider, and its respective officers, employees and agents from and against any responsibility, loss, liability or claims that arise in relation to any negligent act, error or omission of:
- (a) any full-time, part-time or seconded TAFE Queensland Region staff or any of the employees or agents of TAFE Queensland Region acting in the course of their employment; and
 - (b) students of TAFE Queensland Region while undertaking vocational placements at Placement Sites.
- 8.2** TAFE Queensland Region maintains that students undertaking vocational placement are not workers. However, TAFE Queensland Region indemnifies the Placement Provider for any increased work cover premium that may become due as a result of a compensable injury to a student on a vocational placement.

9. Privacy

- 9.1** For the purposes of Clause 9, "personal information" means information or an opinion (including without limitation information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion and other terms used shall (unless the context otherwise requires) have the meaning assigned to them in the Information Privacy Act 2009 (Qld) ("IP Act").
- 9.2** Where the Placement Provider collects or has access to the personal information of an individual in order to fulfil its obligations under this Agreement, it must:
- (a) if, and to the extent, the Placement Provider is to provide personal information to TAFE Queensland Region or TAFE Queensland Region is to provide personal information to the Placement Provider, comply with Chapter 2, Parts 1, 2 and 3 of the IP Act in relation to the discharge of its obligations under this Agreement as if it were TAFE Queensland Region;
 - (b) if requested by TAFE Queensland Region, provide a notice to the individual in the form and manner advised by TAFE Queensland Region when collecting personal information;
 - (c) without limiting the generality of the foregoing, and unless required or authorised by law:

- (i) not use personal information other than for the purposes of this Agreement;
 - (ii) not disclose personal information without the prior written consent of TAFE Queensland Region, or any other persons authorised in writing by TAFE Queensland Region;
 - (iii) not transfer personal information outside Australia without the prior written consent of TAFE Queensland Region;
- (d) ensure that
 - (i) only authorised personnel have access to personal information and that access to personal information is restricted to those of its employees and officers who require access in order to perform their duties;
 - (ii) its officers and employees do not access, use or disclose personal information other than in the performance of their duties
 - (iii) its permitted sub-contractors who collect or have access to personal information comply with obligations the same as those imposed on the Placement Provider under this Clause 9.2;
- (e) indemnify TAFE Queensland Region from and against any liability or costs incurred or suffered by TAFE Queensland Region arising from a breach of this Clause by the Placement Provider, without limit to the operation of any other provision of this Agreement or arising from any unlawful or negligent act or omission of the Placement Provider or its officers, employees or sub-contractors, in connection with the performance or purported performance of the Placement Provider's obligations under this Clause 9.2;
- (f) subject to the other provisions of this Agreement, comply with such other privacy and security policies, guidelines and measures as TAFE Queensland Region reasonably advises the Placement Provider from time to time and with a direction in writing by TAFE Queensland Region to the Placement Provider to disclose or amend a document held by or under the control of the Placement Provider in connection with this Agreement; and
 - (i) immediately notify TAFE Queensland Region in writing if:
 - A. it becomes aware of any breach, or a likely breach, of this Clause 9.2; or
 - B. a disclosure of personal information is, or may be, required or authorised by law;
- (g) keep TAFE Queensland Region fully informed in relation to any enforcement of the Placement Provider's obligations under the IP Act, including any compliance notices issued to the Placement Provider and in relation to any privacy complaints in connection with the Placement Provider's performance, or purported performance, of this Agreement;
- (h) provide copies of all correspondence, requests for access, notices, complaints, orders and other documents in relation to any breach or enforcement of the Placement Provider's obligations under the IP Act in connection with this Agreement immediately upon receipt or creation of the same; and
- (i) fully co-operate with TAFE Queensland Region to enable TAFE Queensland Region to respond to applications for access to, or amendment of, a document containing an individual's personal information or in relation to privacy complaints.

9.3 This Clause 9 will survive termination or expiration of this Agreement.

10. Intellectual property

10.1 TAFE Queensland Region owns all Intellectual Property Rights in the Training Material.

10.2 Unless agreed in writing otherwise between TAFE Queensland Region, the Placement Provider and the Student, all Intellectual Property created by the Student during the Placement Program with the Placement Provider (including but not limited to copyright works and inventions) related to the educational objectives of a placement will be owned by the relevant Student.

10.3 All intellectual property created by the Student, TAFE Queensland Region staff member and Placement Provider staff member during the Placement Program with the Placement Provider (including but not limited to copyright works and inventions) in any works or materials:

- (a) Forming part of any client record;
- (b) Owned or developed by or on behalf of the Placement Provider, including any policies, procedures, manuals of the Placement Provider; or
- (c) Developed in relation to any research, trial or project undertaken by or on behalf of the Placement Provider

will be owned by the Placement Provider.

10.4 Where intellectual property is created by collaboration between the parties:

- (a) Ownership of that intellectual property vests as tenants in common in proportion to each party's contribution; and
- (b) Each party agrees to licence the other party to use the Intellectual Property for that party's own non-commercial, education, teaching or research purposes.

11. Dispute resolution

11.1 Dispute resolution process

- (a) Disputes between TAFE Queensland Region and the Placement Provider will adhere to the following procedure prior to the commencement of litigation or other external dispute resolution procedure.
- (b) A party's Representative may notify the other in writing of the occurrence of a dispute and the respective Representatives will meet within 7 days after receipt of the notice at a mutually convenient time and place or by telephone conference.
- (c) If after 7 days the Representatives cannot resolve the dispute to their satisfaction as agreed in writing, then either Representatives may give notice of the inability to resolve such dispute to their respective nominated Executives. Within 14 days after receipt of the notice, the Executives will meet (at a mutually convenient place or by telephone conference) and attempt to resolve the dispute.
- (d) If after 14 days the Executives have not resolved the dispute to their satisfaction as agreed in writing then either party may proceed in accordance with its remedies at law.
- (e) The parties may agree to escalate the dispute to any level at any time, or to attempt to resolve the dispute through mediation.

11.2 Continuity during dispute

Notwithstanding the existence of a dispute, each party will continue to perform its obligations under this agreement.

11.3 Urgent interlocutory relief

Nothing in this Clause prevents either party from commencing court proceedings relating to any dispute arising from this agreement at any time where that party seeks urgent interlocutory relief.

12. Termination

12.1 Either party may terminate this Agreement at any time by giving to the other four (4) weeks' notice of termination in writing.

12.2 Either party may terminate this Agreement immediately by written notice to the other if the other party is in breach of any terms of this Agreement and fails to remedy the breach within fourteen (14) days of being requested in writing to do so; or the other party goes into liquidation or makes a composition or arrangement with its creditors generally or takes advantage of any statute for the relief of insolvent debtors.

12.3 Termination of this Agreement will not prejudice any rights or remedies already accrued to either party under, or in respect of any breach of, this Agreement.

13. General

13.1 Assignment and novation

This agreement must not be assigned or novated by the Placement Provider without prior written consent of TAFE Queensland Region.

13.2 Entire agreement

This agreement constitutes the entire agreement between TAFE Queensland Region and the Placement Provider in relation to its subject matter.

13.3 Further assurance

Each party will promptly do further acts and execute and deliver further documents (in form and content reasonably satisfactory to that party) required by law or reasonably requested by the other party to give effect to this agreement.

13.4 Force majeure

- (a) If a party is prevented from or delayed in performing an obligation by Force Majeure, and promptly acts to mitigate or remove the Force Majeure and its effect, then the obligation is suspended during, but for no longer than, the period the Force Majeure continues and any further period that is reasonable in the circumstances.
- (b) In this Clause **Force Majeure** means an event beyond the reasonable control of the affected party, which occurs without the fault or negligence of the affected party but, in the case of the Placement Provider, does not include acts or omissions of the Placement Provider's personnel or other clients.

13.5 Governing law and jurisdiction

This agreement is governed by and construed in accordance with the law of Queensland Region and the parties submit to the jurisdiction of the courts of Queensland Region.

13.6 Notices

Each communication (including each notice, consent, approval, request and demand) under or in connection with this agreement:

- (a) must be in writing;
- (b) must be addressed as set out on the cover page (or as otherwise notified by a party to the other party from time to time);
- (c) must be signed by the party making it or (on that party's behalf) by the solicitor for, or any attorney, director, secretary or authorised agent of, that party;
- (d) must be delivered by hand or posted by prepaid post to the address, or sent by fax to the number, of the addressee, in accordance with Clause 13.6(b);
- (e) subject to Clause 13.6(f), is taken to be received by the addressee:
 - (i) (in the case of prepaid post sent to an address in the same country) on the third day after the date of posting;
 - (ii) (in the case of prepaid post sent to an address in another country) on the fifth day after the date of posting by airmail;
 - (iii) (in the case of fax) at the time in the place to which it is sent equivalent to the time shown on the transmission confirmation report produced by the fax machine from which it was sent; and
 - (iv) (in the case of delivery by hand) on delivery; and
- (f) if taken to be received under Clause 13.6(e) on a day that is not a business day or after 5.00 pm, it is taken to be received at 9.00 am on the next business day ("business day" meaning a day that is not a Saturday, Sunday or public holiday and on which banks are open for business generally, in the place to which the communication is posted, sent or delivered).

13.7 Parties' relationship

The relationship between TAFE Queensland Region and the Placement Provider is that of principal and service provider. Nothing in this Agreement will be taken as establishing the Placement Provider or any Placement Provider personnel as an employee or agent of TAFE Queensland Region without the express written authority of TAFE Queensland Region.

13.8 Severability

If any provision of this agreement is held unenforceable or illegal for any reason, the agreement will remain otherwise in full force apart from the provision which will be deemed deleted.

13.9 Variations

Except as permitted by this agreement, this agreement may only be varied by a document signed by or on behalf of each party.

13.10 Waiver

- (a) No right under this agreement will be deemed to be waived except by notice in writing signed by the relevant party.

VOCATIONAL PLACEMENT AGREEMENT



- (b) A waiver by TAFE Queensland Region pursuant by Clause 13.10(a) will not prejudice its rights in respect of any subsequent breach of the agreement by the Client.
- (c) Subject to Clause 13.10(a), any failure by TAFE Queensland Region to enforce any Clause of this agreement, or any forbearance, delay or indulgence granted by TAFE Queensland Region to the Client, will not be construed as waiver of TAFE Queensland Region's rights under this agreement.

Schedule 1 – Placement Program

1.	Placement Site				
2.	Accreditation body-year (where applicable)				
3.	Course – year of study				
4.	TAFE Queensland Region – faculty (eg Community Services)				
5.	a) Representative of TAFE Queensland Region				
	b) Representative of Placement Provider				
6.	Learning Objectives	* as forwarded prior to placement			
7.	Placement duration:	Commencement date		Completion date	
8.	Working Hours:	Start		Finish	
9.	Number of places	*as negotiated between TAFE Queensland Region and the Placement Provider			
10.	Staff arrangements for placement	*Students to be supervised/facilitated by Placement Provider staff OR as negotiated between the Placement Provider and TAFE Queensland Region			
11.	Payment Arrangements (where applicable)	TAFE Queensland Region agrees to reimburse the Placement Provider for the secondment of a clinical facilitator who supervises students, where a staff member is released from their normal duties and the rate will be advised each semester in accordance with the mutually agreed amount. The ratio is 1:8 or pro-rata and a \$ value amount for clinical facilitators as negotiated.			
12.	Pre-Conditions				
13.	Special Conditions	* list any special conditions			