

Paid Placement Notification Form

INSTRUCTIONS FOR USE

- This form **must not be used for unpaid placements**.
- Students must complete sections 1, 2 and 3 before sending to the placement provider to sign section 4. Information must be typed.
- Once signed by the student and placement provider, the form must be attached the InPlace self-placement submission. This must be done prior to placement commencing.
- When you are first offered your placement, you might not know who your supervisor is. This information may not be available until closer to your start date. We recommend waiting until you know who your supervisor is before submitting this form.
- Contact EAIT Employability for any questions about this form – employability@eait.uq.edu.au

SECTION 1- STUDENT DETAILS

Student name: <i>(required)</i>	Student number: <i>(required)</i>
Phone: <i>(required)</i>	Student E-mail: <i>(required)</i>
Current degree program: <i>(required)</i>	Current primary discipline: <i>(required)</i>

SECTION 2- PLACEMENT DETAILS

Company name: <i>(required)</i>	ABN: <i>(if applicable)</i>
Company website: <i>(required)</i>	Supervisor name: <i>(required)</i>
Supervisor position: <i>(required)</i>	Supervisor phone: <i>(required)</i>
Supervisor email: <i>(required)</i>	
<p>Supervisor is a degree qualified engineer or Supervisor has relevant alternate qualifications and experience (please specify below) Qualifications Experience</p> <p><i>Alternate supervisor qualifications and experience require approval before placement can be counted as EPP. Alternate supervisor credentials will be reviewed once this form is submitted to InPlace.</i></p>	
Start date: <i>(required)</i>	End date: <i>(required)</i>
Total hours: <i>(required)</i>	

Activities and tasks to be undertaken: (required)

If you are employed by a business that provides professional engineering services, it is important you are aware of the requirement to be directly supervised by a practicing professional engineer who is responsible for the services as required under the Professional Engineers Act 2002, or any other similar Act or legislation where the work is undertaken outside of Queensland.

SECTION 3 – STUDENT CONFIRMATION

I confirm that the details above are to the best of my knowledge correct and will promptly inform the parties of any change.

UQ student name:	
Signature:	Date:

SECTION 4 – PLACEMENT PROVIDER ACKNOWLEDGEMENT

Signed for, or on behalf of the Placement Provider by an authorised person:	
Name:	Signature:
Position:	Date: