

VOLUNTARY PLACEMENT GUIDE

This guide outlines the insurance available for undergraduate and postgraduate students participating in voluntary placements under the direction and supervision of a Host Organisation.

Voluntary placements are organised by students themselves and are not a required component of the student's program or course.

Pre-conditions to this cover:

- The voluntary placement is relevant to the student's course of study or future career prospects.

*Please note: if the placement is a requirement of the student's course of study, refer to the *Work Experience and Community Placement Guide*.*

- The student is not an employee of the Host Organisation and is not paid for the work performed.
- The student is supervised by experienced personnel throughout the placement.
- The University is not liable for any negligent act, error or omission on the part of the Host Organisation that results in injury to a student, or loss or damage to the student's personal property.
- The student and Host Organisation complete & sign the *Application for University Insurance Cover for Voluntary Placement* and return it to the Legal & Risk Branch **prior to commencing the placement.**

If you require assistance, please contact the Legal and Risk Branch

- Email: helpdesklegal@adelaide.edu.au
- Phone: (08) 8313 4539

The University's Insurance Cover

The University obtains insurance to provide protection (indemnity) to the University in the event of a claim made by a third party. Students undertaking voluntary placements are provided with:

- **Public Liability Insurance** to a limit of \$20M per any one event for an act, error or omission on the part of the student that results in injury loss or damage to the Host Organisation.
- **Travel Insurance** while undertaking approved University travel.
- **Personal Accident Insurance.**

Please note that the University's insurance cover does not extend to students working in paid employment.

Steps to obtain cover

1. The student must complete the Part A Student Details – *Application for University Insurance Cover for Voluntary Placement* - and submit it to the Host Organisation.
2. The Host Organisation is asked to complete Parts B and D, and note the conditions in Part C, and to return the completed *Application for University Insurance Cover for Voluntary Placement* to the University's Legal & Risk Branch – via email: helpdesklegal@adelaide.edu.au
3. The Legal & Risk Branch will complete Part E – Approval or Denial - and provide the student with the completed agreement and copies of the certificates of insurance.
4. Approval will be granted if:
 - The placement is relevant to the student's course of study or future career prospects.
 - The student agrees to avoid all high-risk activities during the placement. This includes extreme sporting activities and may also include water activities. High risk activities must be approved by the Legal & Risk Branch Insurance Office prior to commencing the placement.
5. On approval, the Legal & Risk Branch will hold a record of the *Application for University Insurance Cover for Voluntary Placement* on file. Please allow 5 working days for the application to be considered.
6. To ensure cover remains valid, the student or the Host Organisation must report any adverse or notifiable events as soon as they occur – the steps to do this are outlined on the following pages.

Important information for Students

The University is not responsible for any aspect of a voluntary placement, including but not limited to, the safety or security of the student undertaking the voluntary placement.

Any issues or concerns arising on a voluntary placement are between the Student and the Host Organisation.

Students are advised to familiarise themselves with information provided by the Fair Work Ombudsman on unpaid work: <http://www.fairwork.gov.au/pay/unpaid-work/work-experience-and-internships>

Important information for Host Organisations

Voluntary placements are organised by the students themselves and are not facilitated by the University.

The University is not responsible for the behaviour of students whilst undertaking voluntary placements.

Voluntary placements do not meet the “vocational placement” exemption under the Fair Work Act 2009 (Cth). It is the **Host Organisation’s own responsibility** to ensure that the placement is lawfully structured and does not constitute unlawful unpaid work.

The Host Organisation is advised to familiarise itself with information provided by the Fair Work Ombudsman on unpaid work: <http://www.fairwork.gov.au/pay/unpaid-work/work-experience-and-internships>

If the placement is considered legally to be an employment relationship, the University’s insurance cover will not apply.

Reporting adverse or notifiable events

A **Notifiable Event** is any incident that could result in a claim made against the University. It may be a consequence, fact, situation, error, omission, occurrence, activity or failure to do something.

Examples:

- Threat of legal action
- Fraud or fraudulent activity
- Accidental release of toxic vapour in a laboratory
- Injury to a patient during treatment
- Damage or vandalism of property or equipment

THE UNIVERSITY MUST NOTIFY
OUR INSURERS OF EVERY
NOTIFIABLE EVENT TO ENSURE
WE REMAIN INSURED

It is essential that notifiable events are reported to the Legal & Risk Branch as soon as they occur or become evident. Any change in the circumstances of a previously reported notifiable event must also be reported.

A failure to report may mean the denial of a claim.

How to make a report

To report a notifiable event, please complete the report form in Part F at the end of this guide and email it to helpdesklegal@adelaide.edu.au.

Alternatively, please phone the Legal & Risk Branch on (08) 8313 4539 to discuss the matter

Application for University Insurance Cover for Voluntary Placement

Part A: Student Details

Family Name _____ Given Names _____

Student ID No. _____ Student
Phone No. _____

Degree / Program enrolled in

Relevance to area of interest or career prospects

Faculty _____ Campus _____

Emergency contact

Name _____ Relationship _____

Phone No. (home) _____ (work) _____

Mobile _____

Part B: Host Organisation Details

Organisation Name _____ Phone No. _____

Street Address _____

Contact Person _____ Phone No. _____

Email Address _____

Location of placement _____

Placement Supervisor Name _____ Phone No _____

Date of placement (from) _____ (to) _____

Placement activities/tasks to be undertaken by Student _____

Part C: Student Declaration

I acknowledge that this placement is not a required component of the University Program or Course in which I am enrolled in, and that I am voluntarily electing to undertake this placement.

This placement is relevant to my course of study and/or my future employment prospects

Yes No

I release the University of Adelaide from all liability in respect of any damage to, destruction or loss of any property, or injury or illness (including death) that I may suffer or sustain in connection with this voluntary placement.

Student's Signature: _____ **Date:** _____

Part D: Host Organisation Declaration

The Host Organisation acknowledges that this placement is not a required component of the Student's course of study at the University of Adelaide and it is the Host Organisation's responsibility to ensure that the placement does not give rise to an employment relationship.

The Host Organisation understands and agrees that the insurance coverage provided by the University for the Student for the placement will not apply in the event the placement is determined at law to give rise to an employment relationship.

The Host Organisation indemnifies the University of Adelaide, its employees, officers and agents from and against any actions, claims, demands, damages, costs or expenses that any of them incur as a result of any damage to or destruction or loss of any property of the Student, or injury or illness (including death) to the Student arising in the course of the placement that is caused by the Host Organisation's negligence, or wrongful act or omission.

The Host Organisation is required to provide the University of Adelaide with proof of Public Liability insurance.

A copy of a valid Certificate of Currency is attached

(please tick)

Signed by the Host Organisation's Authorising Officer

Name: _____

Signature: _____

Date: _____

Part E: Approval by Legal & Risk Branch

For office use only:

Approved: Yes No

Rational for denial: _____

Name: _____

Signature: _____

Position: _____

Date: _____

Reporting Adverse Events

To report a notifiable event, the student or School should complete this report form and email it to helpdesklegal@adelaide.edu.au

Alternatively, ring the Legal & Risk Branch on (08) 8313 4539 to discuss the matter.

NAME OF STUDENT		
STUDENT NUMBER		
DATE OF EVENT		
LOCATION OF EVENT		
NAME OF HOST ORGANISATION		
ADDRESS OF HOST ORGANISATION		
HOST ORGANISATION CONTACT	Name:	
	Title:	Contact Details Email: Phone:
BACKGROUND / DESCRIPTION OF EVENT		
ENQUIRIES / INVESTIGATIONS UNDERTAKEN		
CURRENT STATUS		
ASSESSMENT OF RISK		