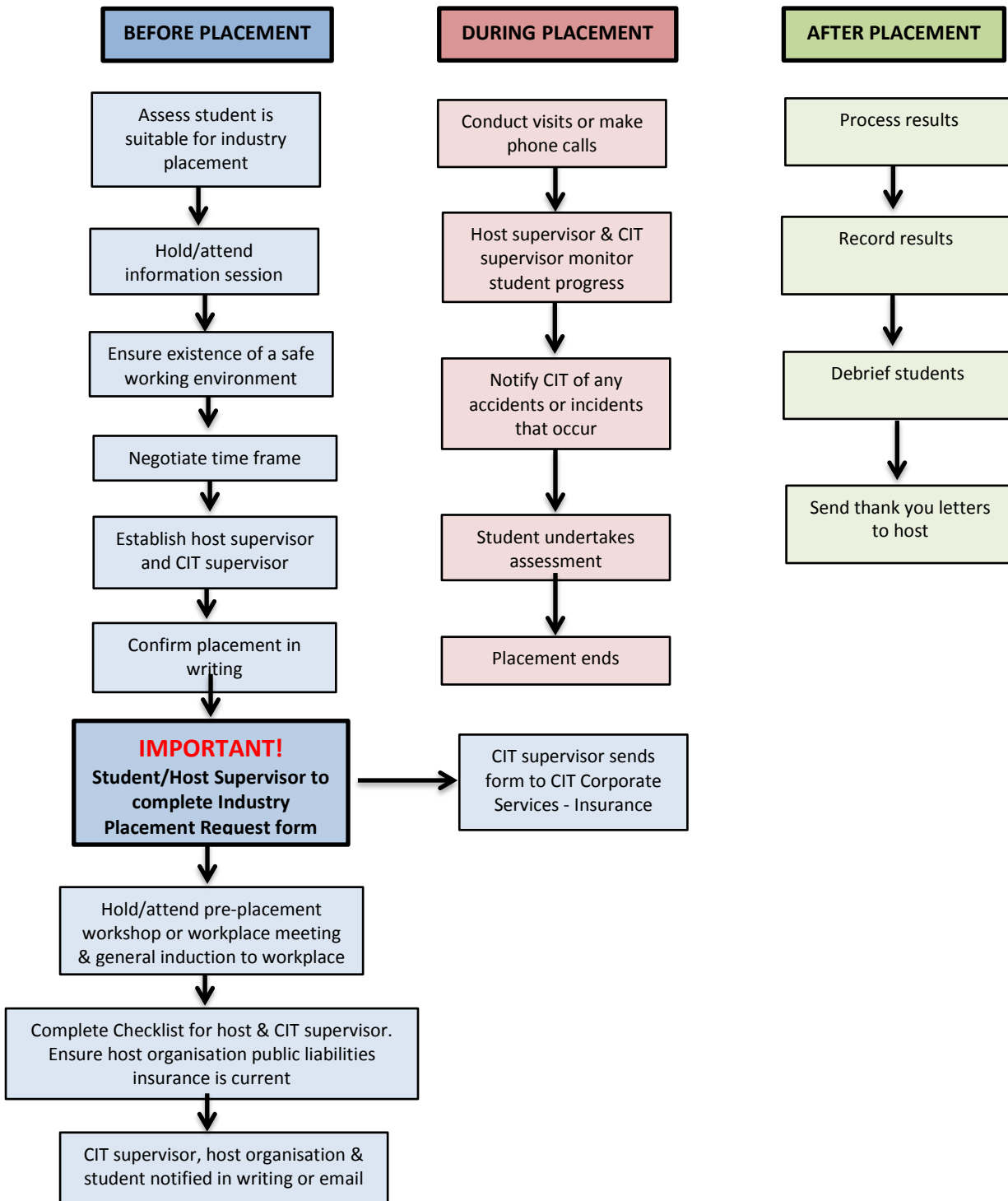


Industry Placement Procedures

Associated Policy

These Industry Placement Procedures have been developed in conjunction with the Industry Placement Policy.

Procedures



Form to be completed by
each student.

INDUSTRY PLACEMENT REQUEST

<i>Student Name:</i>			
<i>Student Number:</i>		<i>Phone Number:</i>	
<i>Name of CIT Program:</i>			

While undertaking industry placements with other organisations CIT students are covered by the Territory for the following:

- **Public Liability** and **Property** covers injury to persons or damage to property for which CIT may be found legally liable for the student's actions to the extent that this is not covered by the organisation's own insurance arrangements.
- **Personal Accident** covers injury or disablement of the student arising out of the work placement and provides for reasonable medical expenses and/or compensation.

These arrangements are valid provided the student receives no remuneration.

TO BE COMPLETED BY THE ORGANISATION PROVIDING WORK PLACEMENT

I agree to Canberra Institute of Technology industry work placement request.

<i>Name:</i>			
<i>Signature</i>		<i>Position held in Organisation</i>	

<i>Organisation providing industry work placement</i>			
<i>Location of industry work placement</i>			
<i>Work Placement Supervisor</i>			
<i>Phone Number</i>			
<i>Start Date</i>		<i>Finish Date</i>	

PLEASE RETURN THIS FORM TO:

<i>Name of Staff Member</i>	
<i>College</i>	