

Host Organisation: Questionnaire

This form provides criteria for new Host Organisations of experiential learning opportunities, including Work Integrated Learning (WIL) and Work Experience. Developed by the Student Employability Centre, this form provides an initial host appraisal based on a points system. It can be used to streamline the assessment process that is required before experiences are promoted to students.

Company Name:

Name of Company owner:

Website:

Details of the person completing this form

- Name:
- Title and Position:
- Phone:
- Email:

Please answer the following questions about your company and the experience offered

Questions	Host's Response
1. General Information	
1.1. ABN / Registered Company Name and registration number <i>(Please provide copy of the registration documents.)</i> <i>*Only legally registered organisations will be considered.</i>	
1.2. Are you able to accept UQ's standard terms and conditions regarding the WIL/Work Experience as provided by The University of Queensland?	
2. Positive History/Reputation:	
2.1. Reference from two educational providers.	Name of the educational providers (1): Contact person: Contact email: Contact phone:
	Name of the educational providers (2): Contact person: Contact email: Contact phone:

Questions	Host's Response
2.2. Reference from participant/s. <i>*Testimonial from UQ student would be highly regarded if available.</i>	
2.3. Years in Business.	
2.4. How many students have you hosted over the last three years?	
2.5. How many universities do you currently offer WIL and Work Experience opportunities to?	
2.6. Where is the location of the experience? Please list the city, state and country.	
2.7. Has the work place experienced any reportable health, wellness and safety incidents to a regulator in the last 5 years? Please provide details.	
3. Emergency & Safety:	
3.1. What best describes the environment where the student experience activities will take place e.g. office, medical practice, manufacturing/ workshop, farm, outdoors Will the student work outside normal business hours? If yes, is safe transport available for the student?	
3.2. Do you have a considered approach to managing safety risks and emergencies? E.g. risk management procedure (standard operating procedure or safe work procedures), emergency response plan, risk assessments. How are these communicated to the student? <i>Please provide a copy of this document.</i> <i>* Mandatory requirement</i>	

Questions	Host's Response
<p>3.3. What induction and training is provided for students at commencement and in what format related to WHS procedures and other workplace policies such as confidentiality, anti-discrimination, bullying/harassment/occupational violence and the applicable reporting processes? What supervision will be provided? <i>* Mandatory requirement</i></p>	
<p>3.4. In the event of an emergency, accident or illness that involves the placement student, UQ needs to be contacted as soon as possible; what communication/reporting processes do you have in place?</p>	
4. Housing/Accommodation:	
<p>4.1. What accommodation is available?</p>	
<p>4.2. What is the cost of accommodation? Is it included in the program?</p>	
<p>4.3. Where is the accommodation located in relation to the experience?</p>	
<p>4.4. Do students share the accommodation? If so, with whom?</p>	
<p>4.5. What type of security is in place?</p>	
5. Application and Selection:	
<p>5.1. When is your application deadline for the experience(s)?</p> <ul style="list-style-type: none"> • UQ Winter vacation: Jun-July (Up to 6 wks) • UQ Summer vacation: Nov-Feb (Up to 12 wks) 	
<p>5.2. What is your application process for the experience(s)?</p>	
<p>5.3. Will UQ be able to adapt the process to incorporate our needs?</p>	

Questions	Host's Response
5.4. How do you select students? First come, first serve etc.?	
5.5. Under what circumstances would you deny a student?	
6. Student Support & Preparation:	
6.1. Are specific staff assigned to manage queries?	
6.2. What is the average turnaround time for a general inquiry?	
6.3. What support and information do you provide to students before the program?	
7. Role Description:	
7.1. Are there any high-risk activities that the student would be involved?	
7.2. What supervision is available to students during the experience? By whom?	
8. Reporting:	
8.1. Can you provide fortnightly reporting of student statistics (and any issues) for all students?	
8.2. Can you ensure that UQ requirements and expectations are communicated to both students and their supervisors?	
9. Insurance:	
9.1. Do you hold public liability insurance to cover your business activities for the duration of the experience? <i>* Preferred requirement</i> <i>Please provide copy of a "Certificate of Currency"</i>	

Questions	Host's Response
9.2. Do you maintain professional indemnity insurance on a continuing basis? <i>* Preferred requirement</i> <i>Please provide copy of a "Certificate of Currency"</i>	
9.3. Will our students be covered by your insurance while on WIL or Work Experience? What will it cover and is there an additional cost?	
10. Access Services:	
10.1. Are you able to accommodate students with disabilities?	
11. Resources:	
11.1. How many full-time staff do you employ?	
11.2. How many of your staff will our students/ UQ work with?	
11.3. How many students are generally on WIL/ W.E. placements at the location at the same time?	
12. Specialities:	
12.1. Do you have other branches internationally?	
12.2. Please list all cities/ countries where you might be able to support a student experience and what the experience would involve?	
13. Placements	
13.1. How are the experiences assessed / reviewed before, during and after the placement?	
14. For International host	
14.1. What language is spoken at the organisation?	
14.2. Do you run pre-departure programs? <i>Please provide details</i>	

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14.3. What in-country support is available? Please provide details of what advice/ assistance is provided	
14.4. Will students be met upon their arrival in the country?	
14.5. What on-the-ground contacts do you have to help manage emergency responses?	
14.6. Visas:	
14.6.1. What visa is required for students to participate in the experience?	
14.6.2. Do you provide advice to students regarding the visa application process?	
14.6.3. Do you have positive relationships in-country and Australia to help manage visa and immigration procedures?	