

**Parties**

*Murdoch:* Murdoch University of South Street, Murdoch, Western Australia.  
*Agency:* < > of < >, < >, Western Australia.  
*Student:* < > of < >, < >, Western Australia.  
Telephone: < > eMail: < >

*Agreement:* A counselling placement agreement dated < > between *Murdoch* and the *Agency*.

*Counselling Placement duration:*

*Start Date:* DD/MM/YYYY < >

*End Date:* DD/MM/YYYY < >

*Counselling Placement Location:* < >

*Course:* Counselling Practical Placement unit PSY621; PSY622

*Expected Outcomes & Specific Objectives:* Within 2-3 weeks of commencing this *Counselling Placement*, the parties will confer and agree the role and proposed tasks that the *Student* will perform during the *Counselling Placement*, and the skills, knowledge, experiences and learning that the *Student* will obtain from successfully completing it. Full details in this regard will be recorded in writing and a copy provided to each of *Murdoch*, the *Agency* and the *Student*.

*Field Supervisor:* <name >

Telephone: < > eMail: < >

*Placement Coordinator:* < >

Telephone: < > eMail: < >

With effect from the *Start Date*, the *Student* will undertake a *Counselling Placement* at the *Location*, under the supervision and direction of the *Agency*. The *Counselling Placement* will finish on the *End Date*.

*Murdoch* and the *Agency* will implement this *Counselling Placement Student Agreement* in accordance with the terms and conditions of the *Agreement*. Other than as expressly stipulated in this *Counselling Placement Student Agreement*, the *Agreement* will continue in full force and effect.

Words appearing in italics in this *Counselling Placement Student Agreement* are defined terms and have (i) the same meanings as in the *Agreement*; and (ii) the meanings detailed in this *Counselling Placement Student Agreement*, as the case may be. The terms of this *Counselling Placement Student Agreement* prevail to the extent of any inconsistency between it and the *Agreement*.

## CONFIRMATION OF COUNSELLING PLACEMENT STUDENT AGREEMENT:

**SIGNED** for and on behalf of **MURDOCH** by:

**SIGNED** for and on behalf of the **AGENCY** by:

.....

.....

Position (please print):

Date: DD/MM/YYYY

Position (please print):

Date: DD/MM/YYYY

## STUDENT'S ACKNOWLEDGEMENT & UNDERTAKING:

By signing this *Counselling Placement Student Agreement*, I acknowledge and agree that:

1. I will at all times during the *Counselling Placement*:
  - 1.1 comply with all of *Murdoch's* policies, statutes, by-laws, regulations and rules; and
  - 1.2 conduct myself as an ambassador of *Murdoch* and not do, or omit to do, anything that would adversely affect the reputation and standing of *Murdoch* or the *Course*.
2. I will familiarise myself with the contents of this *Counselling Placement Student Agreement* and all other expectations that apply to me.
3. I will ensure that, for the purposes of the *Counselling Placement*, my dealings and liaison with:
  - 3.1 *Murdoch* are through the *Placement Coordinator*; and
  - 3.2 the *Agency* are through the *Field Supervisor*.
4. I will meet as agreed with the *Placement Coordinator* and the *Field Supervisor* to discuss my activities and progress during the *Counselling Placement*.
5. I will advise *Murdoch* (initially through the *Placement Coordinator*) and the *Agency* immediately after any event occurs or circumstances change that materially affects the *Counselling Placement* and/or the achievement of the *Expected Outcomes* or any *Specific Objectives*.
6. I will diligently follow and obey all lawful instructions that the *Agency* gives to me during the course of the *Counselling Placement*.
7. I will act in a professional manner appropriate to the nature of the *Agency's* business and the services which it provides.
8. If for any reason, for example sickness, I am unable to attend the *Agency*, I will:
  - 8.1 immediately contact the *Field Supervisor* to advise of my inability to attend; and
  - 8.2 as soon as reasonably possible after returning from such an absence, advise the *Placement Coordinator* of my inability to attend the *Agency* and the total number of days that I was absent.
9. I will comply with the *Agency's* workplace and other policies and procedures, including in relation to occupational health and safety, security, emergency and safety policies and procedures and equal opportunity.
10. I will read and familiarise myself (and comply) with all policies, regulations, rules, procedure manuals and directions for the use of the *Agency's* equipment, which I receive.
11. During the course of the *Counselling Placement* I am not an employee of the *Agency* unless expressly agreed otherwise.
12. As the purpose of the *Counselling Placement* is to provide me with an opportunity to observe the operations of the *Agency* and to achieve the *Expected Outcomes*, I will not be entitled to any payment whatsoever from the *Agency*, unless expressly agreed otherwise.
13. *Murdoch* and the *Agency* have advised me to have no expectation whatsoever of being offered employment with the *Agency* upon completion of the *Counselling Placement*, unless I am already an employee of the *Agency*.

I further acknowledge and agree that where the *Agency* is a Government instrumentality or agency, or part of a corporate group, I will comply with not only the policies and procedures of the *Agency* itself, but also with all policies, procedures and legislation which apply to Government instrumentalities or agencies, or members of the corporate group, as the case may be, including confidentiality policies, codes of ethics, and financial regulations.

**SIGNED** by the **STUDENT**:

Name (Please print)

Date:DD/MM/YYYY