



Glen Eira City Council BusEd Program

Business Registration Form - Student Placement 2020

The information on this form will be forwarded to the educational institution so that your proposed project can be assessed. The decision on whether your project will be accepted will be made by the educational institution and you will be informed of the outcome of your application by that institution.

Please email your completed form to BusEd@gleneira.vic.gov.au

Terms of participation

Please read the paragraph below and tick the following indicating acceptance of these terms:

- Glen Eira Council’s BusEd Program facilitates the match between local businesses and tertiary institutions with the goal of mutually suitable outcomes for both students and clients. Student project outcomes can vary in their success, and outcomes for clients cannot be guaranteed, therefore participants need to understand and accept this risk.
- Preference will be given to residents of Glen Eira and businesses located in the Glen Eira local government area. Applications may be declined if these criteria are not met.
- To maximise the likelihood of a good outcome, clients need to commit time to the project, meet with the students regularly and provide timely feedback. This also helps ensure that the learning requirements of the students are met.
- Clients must ensure that they are satisfied with the confidentiality arrangements and/or formal agreements made with the institution.
- I understand that outcomes of student projects cannot be guaranteed and accept this risk.
- I understand that it is important to engage and meet regularly with the students, and to commit time to the project and provide timely feedback.
- I understand that it is my responsibility to ensure I am satisfied with the confidentiality arrangements and/or formal agreements made with the institution.

I agree Signed _____ Date _____

Business Name: _____ Date Established: _____

Contact Person: _____ Mobile: _____

Email: _____

Business Address: _____

Industry Sector: _____ ABN: _____

Number of employees including yourself: _____ Is this your sole source of income? _____

Are your business premises based in your home? _____

Please provide a profile of your business activities:

What IT equipment and systems do you currently have, and do you have specific software or specific requirements regarding software?

What type of project are you interested in? What problem/s are you trying to solve?

Are there any specific requirements that we need to be aware of?(including dates you are unavailable)?

Thank you for completing this form.

DECLARATION

I have completed this application accurately to the best of my knowledge. I understand that the information I have supplied is for determining my eligibility to the Mentor Partners Program administered by the Glen Eira City Council and Kingston City Council and will remain confidential. I also understand that once a Mentor has been selected, this application form will be provided to the Mentor and both parties shall be expected to sign a Confidentiality and Indemnity Agreement.

Signed by the applicant/s:

Date:

Would you like Council to forward information to you via email?

Yes No

If yes, which Council? (you may tick both) Glen Eira Kingston