This is a short guide for placement providers on supervising a communication student on professional placement from the University of Newcastle.

Students will approach potential organisations to host a professional placement as part of their communication studies at the University of Newcastle. Each student will provide a letter of application and curriculum vitae to the host organisation. If the organisation agrees to host a professional placement, the student will ask the host organisation representative (i.e. the supervisor) to complete the online Placement Agreement Form. http://survey.newcastle.edu.au/TakeSurvey.aspx?SurveyID=96K0l7

Please read this form carefully, preferably with the student present. It requires the host organisation to commit to a placement of 80 hours. It may be completed in a single block (e.g. 10 days at eight hours a day), or a combination of block and intermittent times. The specific dates and times must be arranged and agreed in consultation with the supervisor before the placement begins. The host organisation will also be involved in the assessment of the professional placement.

After reading the guide, if you have any questions about a professional placement, please contact the Course Coordinator.

Dr Judith Sandner (until 21st July 2014) 
Lecturer in Communication
School of Design, Communication and Information Technology
Faculty of Science and Information Technology
The University of Newcastle
Callaghan NSW 2308 Australia
T +61 2 4921 7474
F +61 2 4921 5896
E judith.sandner@newcastle.edu.au

Mr Paul Scott (after 21st July 2014)
Lecturer in Communication
School of Design, Communication and Information Technology
Faculty of Science and Information Technology
The University of Newcastle
Callaghan NSW 2308 Australia
T +61 2 4921 8644
F +61 2 4921 5896
E paul.scott@newcastle.edu.au

Revised 16 May 2014
SOME POINTS TO CONSIDER:

**Are you ready for a student placement?**

When your student starts a professional placement in your workplace help your student by articulating clearly what you expect. You should have some idea of what you want from the student based on the information provided on the online Placement Agreement Form. Go over it with the student. Students want to perform well in their placements and it helps if performance expectations are made clear.

**Is the student a good match with your organisation?**

Double-check that your student’s field of communication practice (e.g., journalism, media production, event management or public relations) matches with your organisation and you have opportunities for the student to experience that particular communication practice.

**Remember, the student will have the education but may not have had the opportunity to put what they’ve learnt into practice before.**

Supervisors should provide an orientation for the student. Welcome your student to the workplace both formally and informally (perhaps you could welcome your student at an informal morning tea or similar). Introduce the student to other members of your workplace team and let the student know that you and your organisation are happy that he or she is here. Emphasise that questions are OK.

**Assist the student to “fit in” and learn the basics of your organisation; how it functions and the nature of how the student will interact with colleagues.**

- Provide an overview of your organisation and/or department.
- Provide a clear direction on the number of hours to be worked (as per the Placement Agreement Form), appropriate attire, phone etiquette, work ethic, office decorum, resources, and other similar issues.
- Review the student’s responsibilities and discuss expectations of the placement – both student and organisation.
- Outline any organisational processes for obtaining approvals, expenses, and notifying absences.
- Provide the student with not just a supervisor but also a mentor if possible. A mentor can be a source of additional information about the organisation and an objective counsel on any potentially sensitive issue that may arise between supervisor and student.

Revised 16 May 2014
**Providers should provide practical experience.**

The nature of the work placement should be the equivalent of an entry-level professional or more advanced work depending on the skills and experience of the student. Providers should minimise administrative and clerical duties. Duties such as photocopying and filing should be no greater than other colleagues. Students should not “shadow” or observe a mentor but be actively engaged and making contributions to the host provider.

**Don’t just assume your student will know how to do something in the way you want it done. Provide instruction as you set the task.**

Expect the student to make mistakes, and help fix them. A mistake could be the result of inexperience or failing to think ahead or a difference of communication styles. The student will appreciate your assistance and the development of a working relationship.

**Help the student to show you what he or she is good at.**

Help the student to feel secure in your workplace and a part of your team, so the student can demonstrate his or her skills.

**Does the student need a special clearance to work in your organisation?**

Please help us to ensure any additional documentation particular to your organisation (e.g. a health check, Prohibited Employment Declaration, or a Criminal Record Check) is completed prior to the student commencing the placement.

**How long is a placement?**

80 hours. The placement may be organised generally in any way that is mutually acceptable to the placement provider and the student (e.g. it may be completed in a single block (e.g. 10 days at eight hours a day), or a combination of block and intermittent times. The specific dates and times must be arranged and agreed in consultation with the workplace supervisor before the placement begins. They may be re-negotiated by mutual agreement if necessary or desirable during the placement, as long as the total placement time is 80 hours.

**Students will complete a report on their placement. The report will be in two parts:**

1. **A journal/log of their workplace experience.**
2. **An academic report analysing the modes of communication and discourses within the host organisation.**

It will be helpful to the student if the placement is concluded with a formal final evaluation of some kind so the student and organisation may share results and provide feedback to each other on the experience.

*Revised 16 May 2014*
We will contact you

The Course Coordinator will contact the host organisation, by email initially, to ask the placement supervisor a series of questions about the student’s attitude, compatibility with the professional work environment, and suitability for the profession. These questions are contained in the online Placement Supervisor Feedback Survey Form. Your response will be part of the student’s assessment.

What to do if you have a problem with the placement

If you have an issue with the student’s workplace performance, counsel the student as you would any other employee and contact the Course Coordinator immediately. Let us know so a small issue can be resolved quickly and easily early in the placement rather than at the end of a placement when it may be too late.

What happens if a student is injured while on a placement?

The University of Newcastle currently has in force a Personal Accident and Injury Insurance Policy (Appendix 1) for all enrolled students (undergraduate and postgraduate) on a 24 hour day basis 365 days a year. The policy provides cover whilst the student is engaged in course related activities and/or practical placement or community placement activities. It is an accident cover only and does not cover illness.

THANK YOU FOR PROVIDING OUR STUDENTS WITH AN IMPORTANT LEARNING EXPERIENCE.
APPENDICES

Appendix 1 – Insurance Information. Liability and Personal Accident Insurance for Students on Placement and Confirmation of Insurance documents for

- Corporate Travel
- Professional Indemnity
- General and Product Liability
- Group Personal Accident

The University of Newcastle Student Placement Policy:

Revised 16 May 2014
Certificate of Placement – Corporate Travel

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

**Named Insured:** University of Newcastle and its Affiliates

**Insurer(s):** Richard Oliver Underwriting Managers on behalf of Chubb Insurance Company of Australia Limited

**Policy Number:** 93123224

**Period of Insurance:**
- From: 4.00pm 1 November 2013
- To: 4.00pm 1 November 2014
  - Both Local Standard Time at the Insured’s head office

**Insured Persons:**
- **Category A**
  - Vice Chancellor of the Policyholder including their Accompanying Spouse / Partner and/or Dependent Child(ren)
- **Category B**
  - All Employees, Conjoints, Representatives and Members of the Council (excluding students) of the Policyholder including their Accompanying Spouse/Partner and/or Dependent Child(ren)
- **Category C**
  - All full-time, part-time students, post-graduate students, active life members, active associated members, appointed officials, voluntary workers, work experience personnel, and any other authorised persons of the Policyholder
- **Category D**
  - All authorised visitors, scholarship holders, persons on research activities, persons receiving funding from authorised outside bodies and any other authorised persons associated with the scholastic activities of the Policyholder

**Scope of Cover:**
- Cover under the Policy applies whilst an Insured Person is on a Journey (as defined)
Certificate of Placement – Professional Indemnity

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

**Named Insured:**
- The University of Newcastle
- Newcastle Innovation (formally TUNRA)
- Gradschool.com Pty Ltd
- UoN Services Pty Ltd
- UoN Foundation Pty Ltd
- Hunter Uni Clinics Pty Ltd as Trustee for Cessnock Uni-Clinics Trust
- UoN Singapore Pte Ltd
- Newcastle University Sport (NUSport) Not for profit organisation limited by guarantee
- Central Coast Campus union Ltd trading as Campus Central.
- NUSA (Newcastle University Student Association)
- NUPSA (Newcastle University Postgraduate Student Association)
- Family Action Centre

**Insurer(s):**
- Vero Insurance Limited
- ABN: 48 005 297 807

**Policy Number:**
- LPP010737377

**Limit of Indemnity:**
- $20,000,000 Any One Claim / $40,000,000 in the Aggregate

**Retroactive Date:**
- Unlimited, excluding known claims and/or circumstances

**Expiry Date:**
- 4:00pm, 1st November 2014

Disclaimer:
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Certificate of Placement – General and Product Liability Protection

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

Member: The University of Newcastle and Affiliates

Insurer: Unimutual

Policy Number: NEW 14 GPL

Period of Insurance: 00:00 Hours Eastern Standard Time; 01 November 2013
24:00 Hours Eastern Standard Time, 31 October 2014

Protection: For liabilities arising from personal injury (including death) and property damage in connection with the Member’s business or from products manufactured, sold or supplied by the Member.

Geographical Limit: Anywhere in the world other than operations domiciled and/or entities incorporated in USA/Canada.

Limit of Protection: $20,000,000 any one occurrence in respect of Public Liability
$20,000,000 any one occurrence and in the aggregate in respect of Products Liability

In all instances, cover afforded is subject to the Policy terms, conditions and exclusions. Any queries concerning these insurance arrangements should be addressed to this office.

Signed for and on behalf of
Willis Australia Limited

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Confirmation of Placement: Group Personal Accident

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

Named Insured: The University of Newcastle

Insurer: Chubb Insurance Company

Policy Number: 93123225

Period of Insurance: From: 4.00pm 1 November 2013 To: 4.00pm 1 November 2014 Both Local Standard Time at the Insured's head office

Covered Persons: Category A
Vice Chancellor of the Policyholder

Category B
All Employees, Conjoint members, Members of the Council and visiting academics of the Policyholder

Category C
All full-time, part-time students, post-graduate students, active life members, active associated members, appointed officials, voluntary workers, work experience personnel, and any other authorised persons of the Policyholder

Category D
All authorised visitors, scholarship holders, persons on research activities, persons receiving funding from authorised outside bodies and any other authorised persons associated with the scholastic activities of the Policyholder

Scope of Cover: Category B only
Cover under the Policy applies to all those hazards to which a Covered Person is exposed whilst actually engaged in approved university related activities including but not limited to university sports, practical placement, community placement activities, work experience, exchange and voluntary work including necessary direct travel to and from such activities on behalf of the Policyholder. Provided always that the Policy shall only apply in respect of such activities officially organised, supported and/or endorsed by the Policyholder.
All other Categories
Cover under the Policy applies to all those hazards to which a Insured Person is exposed whilst actually engaged in approved university related activities including but not limited to university sports, practical placement, community placement activities, work experience, exchange and voluntary work including necessary direct travel to and from such activities on behalf of the Policyholder. Provided always that the Policy shall only apply in respect of such activities officially organised by and under the control of the Policyholder.

Situation and/or Premises:
Worldwide

Currency:
All amounts shown are expressed in Australian Dollars, unless specified otherwise

Age Limits:
85 years

Aggregate Limit of Liability:
<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any one Period of Insurance</td>
<td>$ 4,500,000</td>
</tr>
<tr>
<td>Non-Scheduled Air Travel</td>
<td>$ 450,000</td>
</tr>
</tbody>
</table>

Benefits (Per person):

Category A
1. Capital Benefits
   - Event 1 – Accidental Death $ 450,000
   - Event 2 – Permanent Total Disablement $ 450,000
   - Events 3 – 15 Other Permanent Disablement $ 450,000

2. Weekly Injury Benefit
   - Temporary Total Disablement - 85% of Income to a maximum of $ 4,500

3. Weekly Sickness Benefit
   - Temporary Total Disablement Not Insured

4. Broken Bones Benefit
   - 3,000

Category B
1. Capital Benefits
   - Event 1 – Accidental Death 5 x annual Income to a maximum of $ 300,000
   - Event 2 – Permanent Total Disablement 5 x annual Income to a maximum of $ 300,000
   - Events 3 – 15 Other Permanent Disablement 5 x annual Income to a maximum of $ 300,000

2. Weekly Injury Benefit
   - Temporary Total Disablement - 85% of Income to a maximum of $ 3,000

3. Weekly Sickness Benefit
   - Temporary Total Disablement Not Insured

4. Broken Bones Benefit
   - 3,000

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Category C
1. Capital Benefits
   Event 1 – Accidental Death $ 100,000
   Event 2 – Permanent Total Disablement $ 100,000
   Events 3 – 15 Other Permanent Disablement $ 100,000
2. Weekly Injury Benefit
   Temporary Total Disablement 85% of Income to a maximum of $ 500
3. Weekly Sickness Benefit
   Temporary Total Disablement Not Insured
4. Broken Bones Benefit 3,000

Category D
1. Capital Benefits
   Event 1 – Accidental Death $ 100,000
   Event 2 – Permanent Total Disablement $ 100,000
   Events 3 – 15 Other Permanent Disablement $ 100,000
2. Weekly Injury Benefit
   Temporary Total Disablement 85% of Income to a maximum of $ 1,500
3. Weekly Sickness Benefit
   Temporary Total Disablement Not Insured
4. Broken Bones Benefit 3,000

Deductible:
Nil, except as follows
   • Temporary Total Disablement Weekly Benefits – Injury 7 days
   • Emergency Home Help 7 days
   • Student Tutorial 7 days
   • Bed Care 48 hours
   • Non Medicare Medical Expenses $ 50

Signed for and on behalf of
Willis Australia Limited

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Issue Date: 31st October 2013

To Whom It May Concern

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Journey Definition:

Journey means any journey which:

1. Commences during the Period of Insurance;
2. Is undertaken on Your behalf for a business purpose;
3. Is authorised by You; and
4. Does not exceed one hundred and eighty days (180) days.

A Journey commences at the time the Insured Person leaves the Insured Person's normal place of residence or work, whichever is the place of departure for the Journey, or at the Policyholder's discretion, upon commencement of University authorised business or activities. A Journey ends at the time the Insured Person returns to the Insured Person's normal place of residence or work, or completes the University authorized business or activities, whichever occurs first.

A Journey does not include any normal commutation travel between the Insured Person's normal place of residence and normal place of work.

The maximum duration of any one trip shall be 365 days, although after 180 days only Medical & Additional Expenses will apply.

Age Limits:

The Policy does not cover any Insured Person unless he or she at the date of the claim is under eighty-five (85) years of age or:

- in respect of Coverage Section 1 – Personal Injury Event 20 Temporary Total Disablement and Event 21 Temporary Partial Disablement is under seventy-five (75) years of age
- in respect of Coverage Section 1 - Personal Injury Event 2 Permanent Total Disablement is under seventy-five (75) years of age.

Aggregate Limit of Liability:

- Personal Injury (any one Accident or Occurrence) $ 4,500,000
- Non-Scheduled Air Travel $ 450,000
- Extra Territorial Workers Compensation $ 1,000,000
- Kidnap- Ransom and Extortion $ 1,000,000
- Political Evacuation & Natural Disaster Expenses $ 200,000
**Schedule of Benefits:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Per person</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 1 - Personal Injury</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event 1 – Accidental Death</td>
<td>450,000</td>
<td></td>
</tr>
<tr>
<td>Event 2 - Permanent Total Disablement</td>
<td>450,000</td>
<td></td>
</tr>
<tr>
<td>Events 3-19 - Other Permanent Disablement</td>
<td>450,000</td>
<td></td>
</tr>
<tr>
<td>Event 20 - Temporary Total Disablement</td>
<td>(85% of income to a maximum of) 4,500</td>
<td></td>
</tr>
<tr>
<td>Spouse / Partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event 1 – Accidental Death</td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>Event 2 - Permanent Total Disablement</td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>Events 3-19 - Other Permanent Disablement</td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>Event 20 - Temporary Total Disablement</td>
<td>(85% of income to a maximum of) 4,500</td>
<td></td>
</tr>
<tr>
<td>Dependent Children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event 1 – Death</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event 2 - Permanent Total Disablement</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Events 3-19 - Other Permanent Disablement</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Event 20 - Temporary Total Disablement</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Category B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event 1 – Accidental Death</td>
<td>(5 x income to a maximum of) 300,000</td>
<td></td>
</tr>
<tr>
<td>Event 2 - Permanent Total Disablement</td>
<td>(5 x income to a maximum of) 300,000</td>
<td></td>
</tr>
<tr>
<td>Events 3-19 - Other Permanent Disablement</td>
<td>(5 x income to a maximum of) 300,000</td>
<td></td>
</tr>
<tr>
<td>Event 20 - Temporary Total Disablement</td>
<td>(85% of income to a maximum of) 3,000</td>
<td></td>
</tr>
<tr>
<td>Spouse / Partner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event 1 – Accidental Death</td>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>Event 2 - Permanent Total Disablement</td>
<td>150,000</td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Dependent Children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event 1 – Accidental Death</td>
<td>25,000</td>
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</tr>
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<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Events 3-19 - Other Permanent Disablement</td>
<td>25,000</td>
<td></td>
</tr>
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To Whom It May Concern

**Issue Date:** 1 November 2013

<table>
<thead>
<tr>
<th>Event 20 - Temporary Total Disablement</th>
<th>25,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Insured</td>
<td></td>
</tr>
</tbody>
</table>

**Category C**

| Event 1 – Accidental Death | 100,000 |
| Event 2 - Permanent Total Disablement | 100,000 |
| Events 3-19 - Other Permanent Disablement | 100,000 |
| Event 20 - Temporary Total Disablement | 100,000 |

(85% of income to a maximum of)

| Spouse / Partner | 500 |
| Dependent Children | Not Insured |

**Category D**

| Event 1 – Accidental Death | 100,000 |
| Event 2 - Permanent Total Disablement | 100,000 |
| Events 3-19 - Other Permanent Disablement | 100,000 |
| Event 20 - Temporary Total Disablement | 1,500 |

(85% of income to a maximum of)

| Spouse / Partner | Not Insured |
| Dependent Children | Not Insured |

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**Section 2 – Medical Expenses**

| Unlimited |

**Section 3 – Emergency Medical Evacuation**

| Unlimited |

**Section 4 – Repatriation of Mortal Remains**

| 25,000 |

**Section 5 – Cancellation and Curtailment Expenses**

| Unlimited |

**Section 6 – Personal Liability**

| 20,000,000 |

**Section 7 – Luggage, Personal Effects, Travel Documents**

| Money and Credit Cards. | 10,000 |
| Portable Business Equipment | 5,000 |
| 10,000 |

**Section 8 - Alternative Employee / Resumption of Assignment:**

| 20,000 |

**Section 9 - Rental Vehicle, Collision Damage & Theft Excess Cover**

| 10,000 |

**Section 10 - Missed Transport Connection:**

| 5,000 |

**Section 11 - Extra Territorial Workers Compensation**

| Common Law | 1,000,000 |
| Weekly Benefits | 1,000 |

**Section 12 – Kidnap, Ransom & Extortion**

| Maximum Per Event | 20,000 |

**Section 13 - Political and Natural Disaster Evacuation**

| Maximum Per Person | 20,000 |

**Section 14 – Corporate Travellers Family Assistance**

| Refer to policy |

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Deductible:  
Nil, except as follows
- Temporary Total Disablement Weekly Benefits – Injury 7 days
- Emergency Home Help 7 days
- Student Tutorial 7 days
- Bed Care 48 hours
- Non Medicare Medical Expenses $ 50
- Portable Business Equipment $ 500
- Overbooked flight 8 hours

Signed for and on behalf of
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