

**Prof Liyong Tong**

Head of School, School of Aerospace, Mechanical and Mechatronic Engineering

10 June 2022

Kevin Anand  
St Dominic's College

**Private and Confidential**

Dear Kevin,

I have pleasure in confirming an offer of a Work Experience Placement with the School of Aerospace, Mechanical and Mechatronic Engineering.

Your work experience placement will take place between 20 June 2022 to 24 June 2022 and is a voluntary arrangement between you and the University. For the avoidance of doubt, there is no employment relationship created by your work experience placement.

It is important for you to be aware that whilst participating in work experience at the University, you are expected to comply with the University's Code of Conduct. A copy of the Code of Conduct can be found at: [Code of Conduct](#)

You will be required to abide by the Code of Conduct's provisions, and in addition, you agree to comply with:

- ☐ all lawful directions of the University;
- ☐ all laws and professional standards applicable to your Affiliation, including laws in relation to health and safety;
- ☐ University policies to the extent that such policies apply to Affiliates including policies relating to Discrimination and Harassment. Copies of these policies can be found at <http://sydney.edu.au/policies/>

You may, as part of your work experience placement gain access to information which is regarded by the University as confidential. In participating in work experience placement at the University, you agree to:

- ☐ keep confidential all Confidential Information other than Confidential Information that you are required to disclose in the course of your affiliation with the University or by law;



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- ☐ only use Confidential Information for the purpose of performing your duties with the University.

“Confidential Information” means:

- (a) any information, however communicated or recorded, relating to the activities of the University to which you gain access in the course of, or in connection with your work experience placement with the University including all trade secrets and institutional know-how, information relating to the finances, business affairs, strategies, plans or initiatives of the University and any other sensitive or commercially valuable information including information relating to the University’s students, staff or contractors (including confidential information belonging to a third party); and
- (b) all copies, notes and records based on or incorporating the information referred to in paragraph (a), but does not include any information that is lawfully public knowledge.

I would be grateful if you could confirm that you understand what is expected of you during your work experience placement under the terms which are contained in this letter by signing a copy and returning it to:

Kat Dittmer  
School of Aerospace, Mechanical and Mechatronic Engineering  
University of Sydney  
amme.ea@sydney.edu.au

We hope that you find your work experience placement at the University valuable.

With best wishes,

Professor Liyong Tong,  
Head of School of Aerospace, Mechanical and Mechatronic Engineering

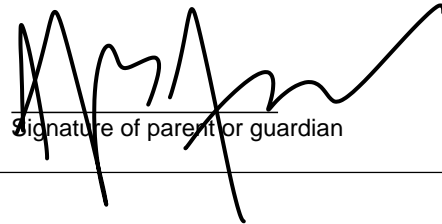


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I, Kevin Anand, accept this offer of work  
experience placement at the University under the terms outlined above.

  
Signature

10 / 06 / 2022  
Date

  
Signature of parent or guardian

10 / 06 / 2022  
Date