# C:\Users\30045006\OneDrive - Western Sydney University\My Documents\TEMPLATES\LOGOs\Three_Stack_Colour_CMYK.jpg

**Preferred Partner Organisation Application**

***Name of Company***

|  |  |
| --- | --- |
| **COMPANY DETAILS** | |
| Company Name (trading as):  *The name which staff and students know the organisation* |  |
| Legal Entity Name:  *The official business name* |  |
| ABN Registration Number (if relevant)  *Australian Business Number* |  |
| Full address: |  |
| Web address: |  |
| **History of Company** | |
| *Provide a general description about the company and the service that your organisation provides.*  *Time in Business (established).*  *How many staff members do you employ (full-time/part-time)?*  *List the countries where your organisation manages student activities.* | |

|  |  |
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| **Details of person managing the relationship** | |
| Name: |  |
| Position: |  |
| Email: |  |
| Phone: |  |

|  |  |
| --- | --- |
| **Reference 1** | |
| Name of University: |  |
| Name: |  |
| Position: |  |
| Email: |  |
| Phone: |  |
| **Reference 2** | |
| Name of University: |  |
| Name: |  |
| Position: |  |
| Email: |  |
| Phone: |  |
| **Reference 3** | |
| Name of University: |  |
| Name: |  |
| Position: |  |
| Email: |  |
| Phone: |  |

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| **Attach the following documents**  **When providing evidence, please utilise the coversheets pages 4-20.** | | **Comments** |
| Recommendation from a Western Academic Unit (School/Institute) that supports and justifies the capacity for a new partnership.  ***New applicants only*** |  |  |
| Evidence of performance with Western Sydney University and other universities in Australia and overseas. |  |  |
| Business registration documents |  |  |
| Code of practice |  |  |
| Public liability/professional indemnity insurance |  |  |
| Host location/site risk assessment |  |  |
| Host accommodation risk assessment |  |  |
| Transport risk assessment |  |  |
| Food risk assessment |  |  |
| Emergency and Crisis management plans |  |  |
| Example Learning Abroad program |  |  |
| Health & Safety Guide (students) |  |  |
| Offer/acceptance document copies (student) |  |  |
| Code of Conduct (students) |  |  |
| Pre-departure advice documents (students) |  |  |
| Strategy for [Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)\*](https://westernsydney.edu.au/globalmobility/goglobal/home/info_for_uws_staff/international_risk/seah) |  |  |
| Strategy for [Child Protection\*](https://westernsydney.edu.au/globalmobility/goglobal/home/info_for_uws_staff/international_risk/child_protection) |  |  |
| Strategy for [Modern Slavery Act 2018\*](https://www.legislation.gov.au/Details/C2018A00153) |  |  |
| Is your organisation an agency or authority of a foreign country, or national, state, provincial or municipal government established for a public purpose?\* | Yes  No |  |

\* Australian Government requirement

**Approval**

|  |  |
| --- | --- |
| Manager, Short Term Mobility | |
| *Name*  *Signature* | *Date signed* |
| Director International Strategy, Mobility & Operations | |
| *Name*  *Signature* | *Date signed* |

**On completion, return the application to the Manager, Short Term Mobility.**

**Recommendation from a Western Academic Unit (School/Institute) that supports and justifies the capacity for a new partnership**

***New applicants only***

**Business Registration Documents**

**Code of Practice**

**Public Liability/Professional Indemnity Insurance**

**Host Location/Site Risk Assessment**

**Host Accommodation Risk Assessment**

**Transport Risk Assessment**

**Food Risk Assessment**

**Emergency and Crisis Management Plans**

**Example Learning Abroad Program**

**Health & Safety Guide (students)**

**Example Offer/acceptance document copies (student)**

**Code of Conduct (students)**

**Pre-departure Advice Documents (students)**

**Strategy for Preventing Sexual Exploitation, Abuse and Harassment (PSEAH)**

**Strategy for Child Protection**

**Strategy for Modern Slavery Act 2018**