

EXPLANATORY NOTES

Introduction

All UTAS students undertaking a Workplace Learning Placement as a requirement of a unit or course of study must sign the attached Student Placement Agreement. The agreement is to ensure that all students provide necessary information and are also aware of their rights and responsibilities while on Placement. Students should read these Explanatory Notes before completing and signing the Agreement.

Some units have special conditions that must be met before a student can take up his or her Placement. Examples of special conditions include the requirement that students must provide documentary proof of having undertaken a Tasmania Police Check or undergone a required course of vaccination. Details of any special requirements will be provided by the School.

The completed agreement should be returned to the School's designated contact for this course or unit. They will be able to discuss any additional arrangements and support that students may need. The School's contact will also sign this agreement on behalf of the School and provide the student with a copy.

By signing this agreement students are agreeing that their personal contact details, those of their emergency contact and information of any special requirements they may have are provided to the agency where they are to undertake their placement.

Students not completing and signing a Student Placement Agreement will not be permitted to undertake their placement.

Course/Unit Details

Details the course/unit and the length of the placement(s).

Section 1

PERSONAL DETAILS

The personal information disclosed on this agreement will be transferred to UTAS and placement agency staff in accordance with the University of Tasmania Privacy Policy (<http://www.utas.edu.au/universitycouncil/legislation/policies.html>) and only where necessary to facilitate a student's participation in their Placement.

Section 2

EMERGENCY CONTACT

The person who will be contacted in case of an unforeseen emergency during a student's placement.

Section 3

LEARNING REQUIREMENTS

Students are required to fully familiarise themselves with the requirements of the placement. The School's designated contact can provide students with further details on request.

Section 4

MEETING STUDENT REQUIREMENTS

UTAS aims, wherever possible, to arrange for placements to be flexible enough to meet the needs of all participating students. Students are asked to indicate if there are any factors that may impact on their ability to successfully undertake the placement. These might relate to a change in family circumstances or responsibilities or a student's state of health or a disability. The School's contact will discuss with the student possible options and if necessary negotiate any additional arrangements and support that may be required.

Section 5

CONFIDENTIALITY STATEMENT

During the placement students could be provided with access to confidential information about the agency or its clients. By signing the agreement students agree not to discuss or disclose this information with anybody other than for the genuine purposes of the placement.

Section 6

STUDENT DECLARATION

Students must read and sign this Section. By signing they agree that they have read and understood their rights and responsibilities regarding the placement.

Section 7

STAFF AGREEMENT

The agreement will be signed on behalf of the University by the person designated by the Head of School or their nominee.

STUDENT PLACEMENT AGREEMENT

Course/Unit Details

Course/Unit: _____

Period of Agreement: From:...../...../200.... To:...../...../200.....:

Section 1

PERSONAL DETAILS

Name: _____ Student Number: _____ Age: _____

Residential Address: _____

Postal Address (if different): _____

_____ Postcode: _____

Phone - Home: _____ Work: _____ Mobile: _____

Email: _____

Section 2

EMERGENCY CONTACT

Please provide the details of the person to be contacted in case of emergency during your placement.

Name: _____

Residential Address: _____

Postal Address (if different): _____

_____ Postcode: _____

Phone - Home: _____ Work: _____ Mobile: _____

Email: _____

Section 3

LEARNING REQUIREMENTS

I have read and am familiar with the learning requirements of this unit and of the placement.

Yes No

