

Safety in Practice Agreement

*School of Education students undertaking professional experience (PE) placement/s must submit a completed Safety in Practice Agreement **annually**.*

Personal Information Statement

Your personal information is collected by the School of Education on behalf of the University of Tasmania (UTAS) for the primary purpose of establishing your capacity to participate safely in PE placements. Your personal information will only be used for the primary purpose for which it is collected and disclosed only to the following persons or organisations:

1. Employees of the University who require this information to carry out their duties; and
2. PE placement providers for implementation of reasonable adjustments

UTAS will ensure that your personal information is not used for another purpose or disclosed to third parties without your consent, unless such a disclosure is required or permitted by law. Personal information will be managed in accordance with the [Personal Information Protection Act](#), and the [UTAS Privacy Policy](#). You also have the right to access your personal information held by the University in accordance with the [Right to Information Act \(Tas\)](#).

Safety in Practice Disclosure

UTAS is committed to continuously improving the management and standards of work, health and safety and in so doing we strive to protect the health and safety of our students and other people in the community with whom students interact as part of their study.

In accordance with UTAS [Health and Safety Policy](#) and [Professional Experience Placement Policy](#), all students required to undertake PE placements as part of their degree are required to establish and maintain their medical, physical and psychological capacity to practice safely.

You are therefore, required to declare your capacity to meet the Professional Experience Mandatory Functional Requirements.

Declaring a medical, physical and /or psychological condition will not automatically exclude you from undertaking PE placement. UTAS is committed to anti-discrimination practices and will provide reasonable adjustments to enable students to participate in PE placements as long as safety requirements or teacher registration requirements are not compromised.

Where University of Tasmania staff have reason to believe that a student does not have the capacity to meet one or more of the Mandatory Function requirements, staff from the School of Education will discuss this with the student and, if necessary, the student may be required to undertake relevant assessment prior to confirming the student's eligibility for a Professional Experience Placement and any relevant conditions or support associated with the placement.

Professional Experience Placement Mandatory Functional Requirements

1. **Capacity to read and write** to enable the student to:
 - Prepare written documentation relevant to the educational context
 - Accurately record observations and reflections
 - Assist learners with their reading and writing

2. **Capacity to undertake critical thinking and reflective analysis** to:
 - Critically self-evaluate and reflect upon own practice, feelings and beliefs and the consequences of these for individuals and groups within the placement setting and within the wider community
 - Critically evaluate and reflect upon 'learners' development and learning

3. **Capacity to communicate** to enable the student to:
 - Accept instruction and professional feedback
 - Clarify obligations regarding teaching practice
 - Resolve conflict and negotiate with the placement community
 - Communicate with learners in a professional manner in order to sustain a positive and safe learning environment

4. **Psychological capacity** to:
 - Interact with the placement community in a caring and respectful manner
 - Remain emotionally calm in all situations
 - Model behaviour appropriate to the professional and the educational context

5. **Physical capacity** to:
 - Use technical equipment, which includes having the dexterity to handle and operate equipment
 - Physically manage essential equipment and materials
 - Maintain adequate mobility and/or agility in order to effectively carry out teaching responsibilities

Safety in Practice Declaration

Name:	
Date of Birth: / /	Student ID:
Residential Address:	
	Postcode:
Phone – Home:	Mobile:
University Email:	
Course/Unit code:	

Period of Agreement: November 1st , 2021 – December 31st, 2022

1. Clearance to Work with Vulnerable People

- I have applied for a [Registration to Work with Vulnerable People](#) (for Tasmanian students) or relevant equivalent/s (for interstate/overseas students) and [TRB Student Good Character Determination](#) (excludes those enrolled in ESH102) and will upload these to [InPlace](#) as requested.

2. Learning Requirements

- I will read and familiarise myself with the learning requirements for my PE placement/s in regard to the PE Expectations and the PE Assessment documentation.

3. Professional Experience Guidelines

- I have read and agree to comply with the [Professional Experience Guidelines](#).

4. Health and Safety Policy

- I have read and understood the UTAS [Health and Safety Policy](#) and I will disclose any existing health issue (disability, impairment or condition), which may detrimentally affect my capacity to safely undertake my PE placement, immediately to the Coordinator, Professional Experience and undertake a [Health Assessment](#) if required

5. Safety in Practice Disclosure

Do you have any permanent, episodic or temporary health condition/s or impairment/s, including visual or auditory processing (learning disability)?

N.B. Minor treated and stable conditions (e.g. Asthma, hyper/hypothyroidism, stomach reflux) do not need to be disclosed.

Yes No

Do you take any medication (prescribed or non-prescribed) or other substances that may affect your judgment, mental alertness and/or coordination (e.g. medication labelled with a warning sticker alerting the user not to drive a motor vehicle or operate machinery)?

Yes No

Have you experienced seizures, fits, convulsions, epilepsy, recurrent fainting, significant visual or hearing impairment (which is unable to be corrected with devices, such as glasses or hearing aids), sleep disorders, sleep apnoea, narcolepsy or diabetes within the last 5 years?

Yes No

Do you have any other known medical conditions, physical conditions, psychological issues or medication requirements which may impair your capacity to safely undertake PE Placements?

Yes No

After reading the **Professional Experience Mandatory Functional Requirements** (page 2), do you have any concerns about your capacity to safely undertake your PE Placement/s?

Yes No

Do you have a Learning Access Plan (LAP)?

Yes No

If you have answered YES to any of the questions above please take the [Health Assessment form](#) to your Medical Practitioner for completion, then scan and submit the Form via InPlace.

Declaring a medical, physical and/or psychological condition will not automatically exclude you from undertaking PE placement. UTAS is committed to anti-discrimination practices and will provide reasonable adjustments to enable students to participate in PE placements as long as safety requirements or teacher registration requirements are not compromised.

6. Confidentiality Agreement

In relation to my PE placement, I agree to:

- Maintain confidentiality of information, including students, staff and workplace procedures.
- Ensure the anonymity of students when documenting reflections or any other documentation produced as part of my PE placement.
- Sign a workplace specific Confidentiality Agreement if required by the education provider

Student Declaration:

I have read and understood the policies and guidelines outlined in this agreement, and any additional information provided by the Coordinator, Professional Experience, and I am aware of the requirements of the PE placement. The special conditions relating to this/these have been explained to me and I have agreed to meet them. I consent to information from this form, any previous PEs and academic progress being used in discussions with potential placement providers.

I agree to advise the Coordinator, Professional Experience immediately of **any change to my circumstances** which are likely to impact upon my ability to practice safely throughout the period of my study.

I understand that where I have not disclosed any medical, physical or psychological condition but am considered by University staff not to have demonstrated the capacity to meet the Professional Experience Mandatory Functional Requirements or the Inherent Requirements of the School of Education, staff from the School of Education will discuss this with me and if necessary, refer me for a relevant assessment - prior to being considered for a Professional Experience Placement.

I have truthfully completed all details relating to my PE requirements.

Signature of Student:

Date: / /