

Safe to Practise Agreement

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

1. Personal Information Statement

To participate in professional experience (PE) the School of Education requires each student to satisfy the requirements of the Student Placement and Safe to Practise Agreement at least 4 weeks prior to the commencement of the PE. A Safe to Practise Agreement form is to be completed **annually**. Please complete this form and sign the declaration at the end, then upload to InPlace. Note the period of this agreement covers from January 2, 2024, to December 31, 2024.

I agree that (please mark all boxes with a tick to identify adherence to the items):

My contact details are up to date in the eStudent portal

Some of my personal information (e.g. name and contact details and any special requirements) will be disclosed to the placement provider where I will undertake my professional experience placement.

I consent to UTAS communicating to the placement provider any details on the progress of the placement and the quality of my academic performance.

I understand that:

Where personal information is provided to the placement provider, the placement provider has agreed the personal information will be managed in accordance with the [Personal Information Protection Act 2004](#).

My personal information will only be used or disclosed for the primary purpose for which it is collected. Personal information will be managed in accordance with the: [Personal Information Protection Act 2004](#), [Privacy Act 1988 \(Cth\)](#), [University's Privacy Statements](#).

2. Medical and Functional Declaration

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 Safety and Wellbeing 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. 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

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

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

Capacity to communicate enabling 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

Capacity to professionally engage by:

- Interacting with the placement/school community in a caring and respectful manner
- Remaining emotionally calm in all situations
- Modelling behaviour appropriate to the professional and the educational context

Capacity to safely and productively use:

- Technical equipment, which includes having the dexterity to handle and operate equipment
- Essential equipment and materials
- And maintain adequate mobility and/or agility to effectively carry out teaching responsibilities

After reading the **Professional Experience Mandatory Functional Requirements** (on page 2 above), I disclose that I have concerns about my capacity to safely undertake PE Placement/s and may require additional support.

Yes No

I disclose that:

I have a medical, physical or psychological condition that may affect my capacity to safely undertake professional experience placement. This may include permanent, episodic or temporary health condition/s or impairment/s that have occurred in the past 5 years such as 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, diabetes or a mental illness.

Yes No

I take medication (prescribed or non-prescribed) or other substances that may affect my 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

By answering yes to any of the above three disclosures you will be required to complete a Health Assessment. The Health Assessment will need to be uploaded to InPlace, this form is verified by the Coordinator, Professional Experience.

I disclose that I have a Carers Plan.

Yes No

If you answer yes to this question you need to contact the Coordinator, Professional Experience and provide your Carers Plan and discuss adjustments.

I disclose that I have a Learning Access Plan (LAP).

Yes No

If you answer yes to this question you need to contact the Coordinator, Professional Experience and provide your LAP and discuss adjustments. You are required to complete a Health Assessment, unless the LAP is for a learning disability only. The Health Assessment will need to be uploaded to InPlace, this form is verified by the Coordinator, Professional Experience.

3. Confidentiality

In relation to my 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.

4. Professional Conduct

I agree that, on placement, I will:

Conduct myself in a professional manner in accordance with the Code of Professional Ethics/ Conduct (e.g. [Tasmanian Code of Professional Ethics](#)) and adhere to the [University's Behaviour Policy](#).

Advise my Supervising Teacher of any incident, accident or adverse event arising while on-site and complete a University MySafety Incident Report and any relevant placement provider report form

Engage with the Supervising Teacher regarding placement learning objectives

Keep in good order any equipment, accommodation, uniforms, learning and other resources made available to and used by me

Comply with any reasonable workplace policies that are provided to me by my Supervising Teacher or site Placement Coordinator.

Deliver feedback in writing to the University following completion of the placement in accordance with the University's instructions.

Use all reasonable efforts to ensure that the placement is conducted in accordance with the agreement between the University and the placement provider, the relevant terms of which have been notified to me.

5. Placement Information and Requirements

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

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](#).

I have read and understood the [UTAS Health and Safety Policy](#). 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.

I acknowledge that my engagement with the placement provider will only be for the purposes of workplace learning experience and will no way imply the existence of an employment relationship between the placement provider and me. Any work produced by me during the placement will not be considered "professional work" and used as such, as it is undertaken by me as a training activity. Any arrangement by me and the placement provider for paid work within the placement period must be referred to the Coordinator, Professional Experience for consideration. Paid work must not be undertaken unless approved by the Coordinator, Professional Experience, in which case a separate employment contract between me and the Provider will be required.

5. Placement Information and Requirements cont...

I understand the intellectual property (eg original material) created by me in the course of performing the placement will vest in me (I will own it) (Placement Material). I grant a perpetual, royalty-free licence to the placement provider to use and reproduce my Placement Material for the provider's business purposes and the University to use and reproduce my Placement Material for teaching and research purposes.

I have applied for and will upload the following required information into InPlace:

Registration to Work with Vulnerable People (for Tasmanian students) or relevant equivalent/s (for interstate/overseas students)

TRB Student Good Character Determination (for Tasmanian students)

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 (including any pre-placement requirements) of the PE placement.

I consent to information from this form, any previous PEs and academic progress being used in discussions with potential placement providers.

I will refer to the MyLO unit to ensure I am aware of information to prepare me for placement.

I will regularly check InPlace up to the release of my placement details to ensure that all compliances are met, and update compliance requirements as they fall due such as the Working with Vulnerable People check.

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. If necessary, University staff may 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: