

Section 2 Team Management
Document 2.05-1-1 Student Agreement

This Agreement is made between

Name of Student

And

Tertiary Institution and Name of Placement Officer

And

Coffs Harbour, Bellingen & Nambucca Community Transport Inc.

on the understanding that all insurances and legal obligations regarding student placement have been provided for by the tertiary institution.

While students are placed with the service they are expected to abide by the attached:

- Code of Behaviour and Confidentiality Agreement;
- Organisational Handbook;
- Keeping Safe at Work Handbook; and

make themselves familiar with Policies and Procedures impacting upon their placement.

Students are reminded that they are attending as a student and not in a professional capacity and therefore should not give advice to other Team Members or Service Users. Any suggestions or concerns may be discussed with the student's supervisor.

The tasks to be undertaken during placement, placement reviews, learning contract and supporting documentation will be supplied by the tertiary institution and be agreed to prior to this placement agreement coming into effect. Learning Contract will be attached to this agreement.

If there is any matter the student is uncertain of they should feel free to ring or discuss the matter with their supervisor.

Behaviour, performance and compliance with procedures will be monitored and discussed in supervision.

If a student should find issues that will hinder the completion of the contract, it is their responsibility to discuss the matter with their supervisor and tertiary representative immediately.

Date of Commencement	
Total Hours of Placement	
Estimated Date of Completion of Placement	
Days to be Worked	Time (Start & Finish)

Attendance at Meetings:

Over the placement other Team Members may attend various community meetings/training and you may be invited to attend.

Telephone:

Personal calls are to be only made with permission. Mobile phones are to be turned off during placement unless otherwise directed.

I have read and agree to abide by the above guidelines and the Policies and Procedures of the Organisation.

Signature Date

Student's Name

Supervisor's Signature

Tertiary Placement Officer Signature