

## STUDENT AGREEMENT DECLARATION FORM

### Conflict of Interest

In order to avoid a personal conflict of interest arising from the personal circumstances of the student, teacher education students are advised that they may not be placed where they have been a recent pupil; are currently employed or have previously been employed, whether as a paid employee or as a volunteer. Teacher education students will not be placed where they have a close personal contact. Conflict of interest information is to be maintained by teacher education students in the placement management system InPlace.

### Change of Circumstances

Teacher education students must notify the Workplace Learning Team immediately of any change in circumstances that impacts their placement. Notification must be in writing, with evidence.

### Withdrawal from Placement

If for any reason teacher education students are unable to attend their professional experience placement or intend on withdrawing from the subject, the course or the university, students must advise the Workplace Learning Team immediately, even if Student Administration has been advised. This is to enable a timely response to any school or service in which the teacher education student has been placed.

### Please read and tick the following conditions to confirm your understanding and acceptance:

- I understand that non-disclosure of a Conflict of Interest may result in my withdrawal from placement or the placement deemed invalid.
- I understand that disparaging remarks made about supervising teachers, the school/service or CSU staff, in emails or on social media, will be dealt with as a breach of the student charter.
- I understand it is my responsibility to familiarise myself with the placement documentation for my course and EPT subject on the PEU website and provide the necessary documentation for my supervising teacher.
- I understand that I am required to contact my school/service prior to placement to introduce myself and obtain information on routines and expectations.
- I will notify my school/service immediately if I need to be absent from placement and I will fill in an absence form and accompany this with a medical certificate.
- I will be on time each day to my placement and fulfil the required number of hours/days.
- I will ensure I obtain copies of all my placement documentation at the conclusion of placement.
- I will keep my data in InPlace up to date at all times (conflicts of interest, legal requirements etc). This includes updating the information and uploading copies of documents.
- I have read and understood the roles and expectations for placement as outlined in the relevant subject guide and Interact2 subject site.

I \_\_\_\_\_ understand and accept these conditions of placement Allocation.

Signature

Date

Once complete, this agreement is to be saved and then uploaded in InPlace to the attribute "Student Agreement"

Incomplete or non-submission of agreements will result in any placement application not being approved.