

STUDENT AGREEMENT FORM

This agreement has been developed to ensure that students are aware of their role, rights and responsibilities whilst working within the company in providing the best possible services to our clients.

THIS AGREEMENT IS:

Made between
(name of Company)

And
(name of Student)

Who will be placed in the position ofwith
the.....program at(Location)

Commencing on and agreeing to workhours.

Length of Agreement

You will provide the organisations with a copy of your Vocational Placement Agreement from your Registered Training Organisation signed by all involved parties. This placement will be accepted for the allotted hours required in your Placement Agreement and, should you require an extension the it must be agreed upon by all parties. At the end of your placement, an authorised representative will contact you to conduct an evaluation of your placement.

Termination of Agreement

A termination of this agreement will occur if it is determined that you have not abided by the company's policies and procedures, such as having committed a criminal offence or in the event of gross misconduct. Where possible, the termination of this agreement will be agreed on by all parties.

Duties

you are required to carry out your required duties in a responsible ethical manner and to work respectfully with staff, families and clients as reflected in the organisation's policies and procedures. As part of your placement you are to acquaint yourself with the requirements and structures of the organisation and abide by all policies set by the organisation.

Hours of Work

Your normal hours of work will be set out as per the roster prepared by the Program Coordinator. If you are unable to work any of the rostered hours, then it may be necessary to discontinue your placement allowing you to find a more suitable placement which suits your requirements. You are not expected to work public holidays.

Supervision and Training

Your Program Coordinator (representative) will supervise you to the best of their abilities, including available resources, to ensure your learning criteria is completed. You may approach the Program Coordinator (or representative) at any time to discuss any issues of concern. An induction and orientation will be conducted with you prior to the commencement of your placement. There will be on-going support and training available to help you successfully complete your work placement.

The Student has read and agrees to:

- Abide by the “Code of Behaviour” as outlined in the Induction Manual;
- Abide by the “Staff/Volunteer Dispute and Grievance Policy Procedure” as outlined in the Induction Manual;
- Abide by the clauses as set out in the “Confidentiality Agreement” as a condition of their duties; and
- Acknowledges receiving a copy of the Induction Manual.

In signing this agreement, the Student agrees to abide by the terms and conditions stated in this Agreement.

STUDENT

Name:			
Signature:		Date:	

PROGRAM MANAGER/COORDINATOR

Name:			
Signature:		Date:	