

APPENDIX A
Confirmation of Understanding of Professional Behaviour in a practicum

This form seeks to gather information to ensure all parties are aware of their rights and responsibilities regarding professional behaviour in the workplace. All parties in work placements must be aware of the general and specific professional behaviours and attitudes expected. This form must be completed and submitted to the Caladenia Counselling Office.

Please note the following:

Students must complete this proforma prior to the commencement of their first placement and then at the discretion of the school as required.

If you answer "NO" to any questions please contact your academic Placement Coordinator

If there are any difficulties or problems with this form or during your placement(s) please contact your academic Placement Coordinator. If you are not able to talk with them contact your Head of School or Program Chair.

Full Name

Student Number

Division in which you are enrolled

Placement Unit Code and Title

Have you read and understood the information relating to work placements in your Unit Handbook?

YES
NO

Have you read and understood the expected professional behaviours relevant to your work placement(s) and to your industry/ profession? For example dress standards, confidentiality, safety, actively listening to instructions, punctuality, behaving honestly.

YES
NO

Are you aware that at the commencement of your placement (s) you will need to find out about the specific workplace policies for the placement(s)?

YES
NO

Are you aware that during the placement(s) there must be an opportunity to provide regular feedback to your academic supervisor? Please refer to the Unit Guide.

YES
NO

Are you aware of the requirements for any special approvals such as police clearance

YES
NO

Have you obtained the necessary special requirements for this placement(s) such as police clearance & Working with Children Check?

YES
NO

I have read and understood the contents of this form.

Student signature: _____ Date: _____