

Appendix 13. Sample Student Agreement¹

Student Agreement

The *Student Agreement* allows [insert organisation name] and the student to mutually agree to expectations and obligations for the duration of the placement.

Student Details

Student Name	Phone
Address	Email
HEP	Course Name

Original documentation seen and copies taken:

Student ID (state type) Police Check [other – e.g. immunisation]

Placement Details

Placement length: Start date: Finish date:

Location, days, and times of placement

Placement Educator

Name	Phone	Email
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Placement Educator Role oversee educate assess

Schedule for supervision

Focus of feedback

Student will prepare by bringing:

Placement Educator will prepare by:

Placement Facilitator

Name	Phone	Email
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Placement Facilitator Role oversee educate assess

Schedule for contact:

Reasons for additional contact:

1. Student Commitment (terms of the agreement)

¹ Mental Health Coordinating Council 2013, Practice Placement Guide: Mental Health Workforce Professional Entry Practice Placements in the NSW Community Managed Mental Health Sector, MHCC, Sydney.

I, **[name of Student]**, the Student, agree to:

- Complete all parts of the **[insert organisation name]** orientation
- Attend **[insert organisation name]** at the agreed days and times
- Notify the *Placement Educator* when unable to attend these agreed days/ times, via **[insert the preferred method of contact]**.
- Advise the Placement Educator of any known medical factors including medication or treatment that may affect my ability to carry out my activities **[attach relevant details]**.
- Treat everyone at **[insert organisation name]** respectfully
- Work towards meeting my learning outcomes *(see Attachment 1)*
- Keep relevant information private and confidential at all times
 - Sign a confidentiality agreement
 - Only do the following if authorised in writing to do so:
 - read a consumer file
 - discuss consumer information
 - ask a consumer about their mental health
 - take a photograph of a consumer
 - record a conversation with a consumer.
- Bring to the Placement Educator any information relating to risk (either to a consumer, client, another person or the organisation) that comes to my attention
- Use any “down” time to consider more ways to meet learning outcomes while at **[insert organisation name]**, engage staff and ask about their professional experiences
- Comply with an appropriate dress code **[insert]** at all times
- Sign and abide by the **[insert organisation name]** *Code of Conduct*
- Refrain from offering treatment/advice to consumers/clients unless authorised in writing to do so
- Be aware of and adhere to all relevant organisational policies and procedures
- Inform the Placement Educator, Placement Coordinator, Academic Supervisor and/or Placement Facilitator if I am experiencing any problems during the practice placement
- Follow the reasonable direction of **[insert organisation name]** staff.
- Be punctual in attendance at all activities at all times.
- Expect honest constructive feedback from the placement educator/ other staff
- Show mutual respect of opinions, ideas, beliefs and time
- In regard to supervision with the placement educator, I agree to:
 - uphold ethical guidelines and professional standards
 - build a working relationship with the placement educator
 - organise and attend supervision meetings
 - work with the Placement Educator to review my development goals
 - be open to reflection, change, and to consideration of alternative methods of practice
 - prepare for the sessions as contracted
 - complete the work tasks that we agree to each session
 - use supervision to build my confidence and professional skills
 - express my experience, thoughts and feelings about supervision.
- **[Additional obligations]**

2. Procedural Considerations

Supervision sessions

The student's written notes, informal reflections, relationships and progress on learning outcomes will be reviewed in supervision sessions.

It is understood that important and seminal issues experienced in the practice placement will be raised and addressed in supervision. Failure to raise such issues in a reasonable time frame will be considered a breach of this agreement.

Review of agreement

This agreement is subject to revision at any time upon request by either Placement Educator or the Student, and with changes approved in writing by **[insert position]**.

Breach of agreement

This agreement will be terminated immediately upon breach by the student of any of the terms of the agreement.

[insert organisation name] will inform the student's educational institution of any such breach and of the cessation of the agreement.

The student may appeal a decision for the cessation of the agreement. The educational institution and **[insert organisation name]** will consider such an appeal; consideration will occur between the educational institution and **[insert organisation name]**. After further consideration, the final decision rests with **[insert organisation name]**.

[insert organisation name] Representative (name) _____

Signature _____ **Date:** _____

Student _____ **Date:** _____

This agreement is in effect from to

Attachment 1. Learning Details

This attachment is used if the HEP has not provided written learning outcomes and/or to clarify learning outcomes with the HEP and student. It may be replaced by the HEP's learning outcomes documentation.

Student learning partners

Learning outcomes, activities and assessment

Discipline specific

Learning outcomes

-

Learning activities

-

Assessment method

-

Inter-professional

Learning outcomes

-

Learning activities

-

Assessment method

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