

# Service Learning Placement Application (Form S)



This form is to be submitted by students who are required to source a site for their Service Learning (volunteer) placement within the EDM8004 course. It is the student's responsibility to **return this form to the USQ Professional Experience Office prior to placement**. Before commencing any professional experience, it is the student's responsibility to check that their placement details have been confirmed on InPlace.

## Student details

Student name

USQ student number

Student phone

Postal Address

Suburb

State

Postcode

## Placement details

When a variation to the scheduled dates is listed below, it will be automatically approved providing that the proposed start date allows time for formal approval prior to commencement and that the placement is completed by the end of week 14 of the semester.

Course Code

Length

Start Date

End Date

Service Learning Setting - please select one of the below:

Service Learning Placement Details (Full time, part time, hours per day, days per week, etc.)

Please include: (i) the placement location - town or suburb; (ii) the placement type - e.g. TAFE, industry or community and institution or workplace; (iii) the proposed number of hours per day / week; (iv) the age group and numbers of learners, and (v) the delivery mode - e.g. face-to-face, blended web/face-to-face.

## Site information - to be completed by site contact

Site name

Contact name

Contact position

Contact email

Phone

Site postal address

Suburb

State

Postcode

Are you an employee of this organisation?

Yes

No

## Working with children

I have a current Blue Card that is registered with USQ and does not expire during this placement.

Blue Card  
number

Blue Card  
expiry  
date

DD/MM/YYYY

**OR**

I have attached evidence of compliance with the legal requirements for a setting outside Queensland

## Professional conduct and site expectations

I agree to demonstrate professionalism in all aspects of this placement and will accept the sites expectations for ethos, religious affiliation, cultural awareness or teaching philosophy. I shall discuss these matters with the site and, where applicable, complete a statement of faith or other documents to satisfy the site.

I declare that as the pre-service educator it is my responsibility to return this form to the Professional Experience Office keeping a copy for myself, and check that my placement is confirmed on InPlace before I commence my placement.

**By submission of this form you are confirming the details provided and agree to the Professional Conduct Requirements.**

Student's Signature

Date

## Form submission

**Students submit to:** BELA.placements@usq.edu.au

**Schools/Sites submit to:** professional.experience@usq.edu.au

Please note, you are required to submit a **COVID declaration** to InPlace prior to your placement being confirmed.

USQ collects personal information for the purpose of providing products and services selected by you through your learning journey. To comply with legal and administrative obligations information may be disclosed to Commonwealth and State agencies under the Information Privacy Act 2009 (Qld) or other legislative requirements.

Personal information will not be disclosed to third parties other than a USQ approved agent, partner or any organisation who provides sponsorship to you for your studies, without your consent unless required by law. The University must and does take all reasonable steps to bind contracted service providers to the privacy principles and reasonable steps are taken to ensure USQ servers are secure and to prevent unauthorized access to our equipment or data.

To view our website please go to: <http://www.usq.edu.au/privacy>. For any enquiries please email: [privacy@usq.edu.au](mailto:privacy@usq.edu.au)