

Schedule 1 – Student Acknowledgement and Undertaking

Student Details			
Full Name			Phone
Address			
Educational Institution		Course of Study	
Vocational Placement Details			
Arcare Residence			Phone
Address			
Start Date		End Date	
Hours of Attendance			

I acknowledge that:

- 1 I will be undertaking a vocational placement at an Arcare aged care residence, as part of my current course of study;
- 2 I must be able to evidence that I am able to enter the residence and that I have required immunisations;
- 3 if I stop my course of study or I'm prevented from entering a residence, my placement will stop;
- 4 I will not be paid for my placement and Arcare is not required to offer me employment at any time;
- 5 Arcare is not obliged to provide me with a uniform;
- 6 if I am injured I will not be covered by Arcare's workers' compensation insurance, which may mean that I am responsible for my own medical costs;
- 7 I will be interacting with vulnerable, elderly residents of the Arcare residence, who's identity and culture must be respected, and who have rights under the aged care Statement of Rights;
- 8 my conduct has the ability to effect the reputation of Arcare and the wellbeing of Arcare residents;
- 9 I will have access to and must familiarise myself and comply with the Code of Conduct for aged care and relevant Arcare policies and procedures. These policies relate, amongst other things, to staying safe, interacting with Arcare residents and my personal presentation during the placement;
- 10 with my consent, my educational institution may share information about me with Arcare, including vaccination and training information;
- 11 Arcare collects, holds and uses personal information subject to its privacy policy which is available via Arcare's website. Without limiting Arcare's privacy policy, my personal information may be used and shared with third parties to enable internal administration, training, assessments and reviews and investigations into and notification of complaints, serious incidents and reportable events; and
- 12 I may be asked to leave the Arcare residence and/or not return if I do not follow the instructions of Arcare staff, if I do not comply with Arcare policies and procedures or if Arcare staff deem my behaviour to be rude or unsafe.

I undertake to:

- 1 in my first day of attendance at Arcare to provide photographic identification to the Residence Manager;
- 2 inform the Arcare Residence Manager immediately if I stop my course of study;
- 3 obey the instructions and directions of Arcare staff while at the Arcare Residence;
- 4 ensure that I am not under the influence of alcohol or illegal or non-prescribed drugs during the placement;
- 5 keep all information concerning Arcare and Arcare's staff, residents and visitors strictly confidential;
- 6 ensure that I inform residents that if I receive feedback or other relevant information from them, I may be obliged to share that information with Arcare and obtain their consent;
- 7 not take any images or make a recording of any employees, volunteers, visitors or residents during the course of my placement;
- 8 not make any comments relating directly to Arcare on social media relating to my placement;
- 9 attend at the required times, in a well presented manner, with limited jewellery, short nails and pulled back hair;
- 10 transfer to Arcare any intellectual property rights created by me in the course of my placement;
- 11 comply with the Arcare policies that are given to me, including policies concerning my behaviour and presentation;
- 12 notify the Arcare Residence Manager and not attend on any day that I am unwell; and
- 13 treat all Arcare staff, residents and visitors with respect and courtesy, and maintain their privacy.

Signed by the Student as a deed poll in favour of Arcare, who certifies that they are 18 years of age:

Signature: Date:

Name:

Signed by the Student's parent / guardian as a deed poll in favour of Arcare (if under 18 years at the commencement of the placement):

Signature: Date:

Name:

	Arcare Pty Ltd ACN: 005 259 361 as Trustee for the ARC Unit Trust 346 South Road, Hampton East, Vic 3188
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