

Schedule 1 – Student Acknowledgement and Undertaking

Student details

Full name

Student email

Educational institution

Course of study

Vocational Placement details

Arcare Residence

Address

Phone

Start date

End date

Agreed hours of attendance

I acknowledge that:

- 1 I will be undertaking a vocational placement at an Arcare aged care facility, as part of my current course of study;
- 2 if I stop my course of study, my placement will also stop;
- 3 I will not be paid for my placement and Arcare is not required to offer me employment at any time;
- 4 Arcare is not obliged to provide me with a uniform;
- 5 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;
- 6 I will be interacting with vulnerable, elderly residents of the Arcare Residence;
- 7 my conduct has the ability to effect the reputation of Arcare and the wellbeing of Arcare residents;
- 8 I will have access to and must familiarise myself and comply with 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; and
- 9 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 drugs during the placement;
- 5 keep all information concerning Arcare and Arcare's staff, residents and visitors strictly confidential;
- 6 not take any images or make a recording of any employees, volunteers, visitors or residents during the course of my placement;
- 7 not make any comments relating directly to Arcare on social media relating to my placement;
- 8 attend at the required times, in a well presented manner, with limited jewellery, short nails and pulled back hair;
- 9 comply with the Arcare policies that are given to me, including policies concerning my behaviour and presentation;
- 10 notify the Arcare Residence Manager and not attend on any day that I am unwell; and
- 11 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 can: 005 259 361 as Trustee for the ARC Unit Trust
346 South Road, Hampton East, Vic 3188