

Professional Experience Liaison Information

2012

(Updated 2 February 2012)



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Important Addresses

Professional Experience Website: www.usq.edu.au/education/profexp

SONIA placement software: <http://sonia.usq.edu.au/education/>

Fraser Coast Professional Experience

Faculty of Education
University of Southern Queensland
PO Box 910
Hervey Bay QLD 4655
AUSTRALIA

Phone: 07 4194 3181

Fax: 07 4194 3188

Email: profexpeduc@usq.edu.au

Springfield Professional Experience

Faculty of Education
University of Southern Queensland
PO Box 4196
Springfield Central QLD 4300
AUSTRALIA

Phone: 07 3470 4216

Fax: 07 3470 4301

Email: springfieldprofexp@usq.edu.au

Toowoomba Professional Experience

Faculty of Education
University of Southern Queensland
Toowoomba QLD 4350
AUSTRALIA

Phone: 07 4631 2359

Fax: 07 4631 2598

Email: professional.experience@usq.edu.au

Working with Children Check

The Commission for Children and Young People and Child Guardian requires that all adults working/undertaking professional experience with children under the age of 18, in the State of Queensland are required to possess a current suitability card (Blue Card). A Preservice Educator **cannot** commence any professional experience activity until they have registered their current Blue Card with the USQ Professional Experience Office.

Blue Card (Working with Children Check) queries and renewal

Blue Card Contact Centre on 1800 113 611

<http://www.cypcq.qld.gov.au/employment/index.html>

Professionalism

As visitors to educational settings and as learning members of the profession, Faculty of Education Preservice Educators are expected to demonstrate professionalism in all aspects of their approach to Professional Experience. All Preservice Educators are expected to dress and conduct themselves in a manner that will enhance the reputation of USQ and reflect the professional standards for teachers.

Queensland College of Teachers

<http://www.qct.edu.au/>

Professional Experience Office Contact information

Course issues, meeting requirements of prac: **the course examiner**, as listed in the relevant 'Liaison allocation and information' email sent prior to each Professional Experience starting. (Please keep in mind the course examiner may be managing up to 800 students in a course and a large and complex course team, so use your discretion.)

Administrative requirements – more booklets, mentor/co-ordinator pay claims, change of mentors/site details: the **campus Professional Experience office** at which the student is enrolled (be guided by the SONIA block code for their group)

Non-attendance – no shows, illness: **the placement officers** at the campus at which the student is enrolled

Pay claim queries from schools, your own travel logs and pay claims; policy regarding professional experience: **Denis Hartigan**, the Administrative Professional Experience Co-ordinator: denis.hartigan@usq.edu.au, 4631 2106

Concerns about liaison workload and allocations, holidays/when you'll be unavailable, change of your details: **Sally Lowe**, Placement Officer and Liaison Co-ordinator: sally.lowe@usq.edu.au, 4631 2334

At Risk situation and A team activation: **Karen Spence**, the Academic Professional Experience Co-ordinator: karen.spence@usq.edu.au, 4631 1804

Liaison for Professional Experience

- Professional Experience is an integrated and embedded component of academic courses and is a requirement for Queensland College of Teachers registration. Selected courses within Early Childhood, Primary, Special Education, Secondary, Technical and Vocational Education and the Graduate Diploma of Learning and Teaching have specific numbers of days professional experience
- USQ Liaison will be allocated to sites to support USQ students and site stakeholders for the duration of each professional experience
- USQ Liaison will be allocated students and notified by email of relevant course information to initiate support of their USQ students before they begin Professional Experience
- The Professional Experience Office provides hard copies of Prac Booklets to Liaison and Site Co-ordinators/Mentors to outline the specific requirements for each professional experience. Electronic versions of all documents to support prac are available from the USQ website at www.usq.edu.au/education/profexp
- Email the USQ students **before** they begin their prac to introduce yourself. Make arrangements for further contact to support the prac either by visits, email or telephone contact
- To be paid for Liaison contact time, phone and travel expenses, please follow the instructions towards the end of this booklet. All forms are included in this booklet, on your USB and on the USQ Professional Experience website at www.usq.edu.au/education/profexp/forms

Guidelines for Liaison Contact

Preliminary Stage

You will receive a notification email from the Professional Experience Office with details of course examiner, SONIA block codes, course information, etc

- Check SONIA for the list of USQ students at the site/s
- Send the students a welcome email (a suggested email introduction is available for you to use and modify for your purposes); it's often useful to introduce yourself to the site co-ordinator at this point – a reminder that the students will be contacting them, particularly local sites
- Know the requirements of the prac, the specified number of days as outlined in the 2012 Professional Experience Booklets
- On the first scheduled day of prac contact the Site Coordinator to check that the USQ students have arrived. Inform the Professional Experience Office if they have not started prac. We will pass the information on to everyone who needs to know
- Arrange your next communication or your first visit and ensure the USQ students and the site are available at this time
- Ensure that the USQ students are familiar with the dates, expectations of the course and have printed their copy of the relevant Professional Experience Booklet
- Keep a log of phone calls, emails, and visits on the log forms provided in order to be paid

Intermediate Stage

- Maintain contact with the USQ students to check progress
- Encourage the Mentor to complete the Weekly Feedback form by day 5
- If the progress is less than satisfactory, the USQ student needs to be placed "At Risk" immediately
- Ask the site to fax the completed and signed "At Risk" form to the Professional Experience Office in order to activate an A TEAM contract and subsequent supportive action
- Your role as liaison is to support the successful conclusion of the professional experience. Through your relationship with the site, you represent USQ and support both the student and the mentor. Do not be drawn into discussions about internal site politics, course assignments, course content, employment application processes or teacher registration.

Final Stage

- Ensure the prac closes on a positive note e.g. that the USQ student has returned all keys, books, resources and has thanked their Mentor and the site
- Encourage the Site Coordinator to enter the SONIA Completion Record within 5 days of finishing prac. Ideally this should be done on the final day of prac and the USQ student should know if they have passed or failed the prac when they leave the site. A fail should never be a surprise for the USQ student. They should have been placed "At Risk" on day 5, or when a problem became apparent, with specific instructions on how to improve and to meet the requirements of satisfactory completion of the prac
- Submit the completed USQ Liaison Contact Log with your Pay Claim which will be reconciled for payment by The Professional Experience Office. You can do this at the end of each prac or each semester.

Liaison access to SONIA

SONIA provides access to information for the USQ Liaison and details about the placements. You can:

- maintain your own contact details. This ensures that the Faculty of Education has up to date information
- view your allocation of USQ students to contact e.g. placement details and contact information

1. **Log on** to the site at <http://sonia.usq.edu.au/education/>
2. Click on **Liaison** in the box on the left of the screen
3. Enter your **USER ID** and the **PASSWORD**

SONIA Version 3 information for liaison and sites will be provided by email and during the information session.

USQ results and grades for each course cannot be finalised until the SONIA result is submitted for pass or fail after the specified number of days via the website <http://sonia.usq.edu.au/education/>. The online SONIA result should be completed by the Site Coordinator or Mentor Teacher within five (5) days after the USQ student has attended the professional experience. However, it is more reassuring when the SONIA result is finalised on the last day and the Preservice Teacher is informed of the successful conclusion of the Professional Experience as they leave the site.

Some employment applications might require evidence of performance on professional experience through written feedback from their Mentor. A student might request their Mentor to complete the USQ Professional Experience Report on their performance during the placement as a professional reference. Please note that a Mentor teacher has agreed to supervise a student for the placement, but USQ cannot compel the Mentor to provide written reports on their performance.

Students are encouraged to collect evidence of their professional experience throughout their program to support their applications for employment. Mentor feedback, referee reports and professional references are the students' property. It is the students' responsibility to collect and manage documents, which they can add to their resume for presentation at employment interviews. Students and schools do not send any written feedback to the Professional Experience Office at USQ. However, documentation may be used in future courses for assessment, your resume and your employment interview. It is recommended that you keep a digital copy in your portfolio.

Students who intend to seek employment in a Queensland state school are encouraged to request their Mentor to complete the USQ Professional Experience Report at the conclusion of each placement and two DET Referee Statements and two DET Professional Experience/Internship Overviews for their professional folio. All employment applications are the student's responsibility and Mentor feedback reports are not required by USQ. The USQ Weekly Feedback form, the USQ Professional Experience Report, examples of the DET Referee Statement and the DET Professional Experience/Internship Overview, are included in the Professional Experience Booklets as a courtesy. However, students should consult the prospective employer's website for specific information about the employment application process for current information and electronic versions of their forms.

Professional experience is a learning environment and it is the students' responsibility to reflect on how it has contributed to their development as a teacher. The result for professional experience is a hurdle to pass the course but it is not used as a grading tool. Any written professional experience documents are the students' property and it is up to the student to decide which material could be presented at an interview for employment.

Mentor reports or written feedback are not required by USQ, do not send any feedback to the USQ Professional Experience Office.

Suggested Email Introduction

USQ Liaisons should email this introduction to the students in the week before a prac is due to commence, and modify as appropriate.

Dear **(USQ Student)**

Best of luck for your prac placement at **School/Site!**

I am the USQ liaison officer for **School/Site** and if there are any difficulties with your placement, please let me know as soon as possible. Most small issues can usually be resolved very easily in the beginning, before they become bigger problems....so let's work together to give yourself the best possible professional experience.

Your placement is due to commence on **Date** until **Date**. I strongly recommend that you ring **School/Site Coordinator** and introduce yourself over the phone.....think of how you can present the best "first impression" before you make the call. Prepare a list of questions to ask, check the **School/Site** website and print a few useful documents (e.g. behaviour management documents, etc) and be willing to visit the **School/Site** and allow yourself time for some "orientation" with your Mentor, if possible before you start prac.

I usually **ring/email School/Site Coordinator** at the end of the first day, just to make sure that you have settled in. However, you will also need to let me know if things are not progressing smoothly and a quick email contact is convenient if you need me to assist you.

I would like to visit with you, at the school from **appropriate time** each week, and the day or time is usually confirmed through **School/Site Coordinator**. We will meet at **location to be decided** and our meeting is confidential, unless you request your Mentor to be present. Please bring an example lesson plan, with your Mentor's written feedback, to the discussion. Let me know if you have other commitments in the afternoon because it helps to talk about the Professional Experience together as a group.

(Modify for non-local placements)

Kind regards
USQ Liaison Officer

The At Risk Process

The At Risk process involves the following:

- through regular written feedback, the Mentor will notify the Preservice Educator of any concerns about performance by Day 5 or after the 5 days of teaching
- the Mentor, Site Coordinator and Preservice Educator will be supported by the USQ Liaison to formally document the areas of weaknesses on the At Risk form
- the Mentor/Site Coordinator will complete the At Risk form and ensure that the Professional Experience Office, the Preservice Educator and the Site each retain a copy of the form
- Mentors should keep copies of all written feedback provided to the Preservice Educator as evidence of attempts to resolve the concerns. A signed and dated copy of the At Risk must be sent to the USQ Professional Experience office for activation of an A TEAM contract
- early notification is essential and the At Risk process should be initiated when providing weekly feedback so that the student has an opportunity to make improvements and the A TEAM liaison can be activated
- the Academic Professional Experience Coordinator and the Course Examiner will provide additional liaison support for a maximum of 5 hours through an **A TEAM** contract to provide on-going assistance to the Preservice Educator who is At Risk
- specific assistance and guidance will be made available to the Preservice Educator At Risk by a person from the **A TEAM** who will also work with the Mentor, Site Coordinator and the Academic Professional Experience Coordinator/Course Examiner
- the main purpose of the At Risk form is to keep everyone on the same page and to keep reinforcing the same message: a pass or fail is up to the student; e.g. did they meet the requirements of the placement in the specified number of days? The student will fail or pass the professional experience based on their level of competency which is strictly pass or fail in the required number of days, with no additional time. Disruptions to the school routine, camps, changes to mentors, public holidays, NAPLAN are an inevitable part of the experience. Students need to be able to meet these challenges as they are normal events in the course of the placement
- Preservice Educators At Risk may be provided with opportunities to observe others' teaching and learning environments and to have their own teaching and learning processes observed and to engage in discussion and reflection on these observations with assistance by the **A TEAM** Liaison, in consultation with the Course Examiner
- the outcome of the At Risk process will be pass or fail for the requirements of Professional Experience in the specified number of days
 - a student will be awarded a pass for the SONIA result when they have made improvements in the identified areas and met the requirements of the professional experience in the required number of days
 - a student will be awarded a fail for the SONIA result when they have not met the requirements for the placement because the student has not demonstrated adequate improvement. Other reasons for a fail occur when the student does not attend the required number of days and withdraws, or when the site concludes the experience by withdrawing the offer of a place. In the event of a fail, the student is encouraged to end the placement as professionally as possible e.g. return all keys, resources, teaching materials and thank the mentor/school staff. The site should enter the SONIA completion record for a fail and the actual number of days that were attended. The site should return the payment claim forms and they can claim for the full number of days. The A TEAM liaison may assist the conclusion of the placement and allow the student to exit as gracefully as possible and thank the site for their support

The 'at risk' form is part of the process used to identify that a student is not meeting the expectations for the professional experience and that they need extra support (they will not automatically fail). The student has the capacity to make improvements in the specified areas and pass overall, but ultimately the student's result is up to the student. It appears that sometimes the liaison may need to support the site to make the At Risk decision by Day 5. USQ depends on the school's professional judgements to be defensible, and the at risk process is used to ensure that the student is fully cognisant of their weaknesses and areas that require improvement. Usually, the most appropriate outcome for the placement occurs when additional support becomes available before the half way point during a placement. The student needs an honest appraisal before they commit themselves to a career in teaching, and sufficient time to either make improvements or to accept that they have not met the requirements to pass the professional experience.

When formally signing the At Risk form, the student is given direction on the expectations of the professional experience. The USQ Liaison will encourage the at risk paperwork by Day 5 or before the half way point; because there is little benefit by simply flagging an issue and waiting. A delayed reaction could be misinterpreted later or used as the basis of an appeal. Basically, an A TEAM contract for 5 hours can be activated, either for the USQ Liaison or for another staff member, when the at risk form arrives. In general, students tend to respond better when they know where they stand and additional support can then be offered through the **A TEAM** so that the most appropriate outcome is recorded for the student.

A consistent approach is required to manage progression after a student has failed either the practical or the academic requirements in courses with an embedded professional experience.

After having gone through the due process to reach a fail decision for either the practical or the academic components of a course, the fail represents a hurdle which will result in a failing grade for the course. Whatever the reason for the failing grade for a course, the default position will be that the student must re-enrol and repeat the course.

When a student has failed the professional experience, the student will:

- Confirm the failing grade with the Course Examiner
- Seek enrolment advice from the Program Coordinator
- Reenrol in the next offer of the failed course
- Repeat the professional experience and attend the required number of days in full

When the assessment items are the same in the subsequent offer of the course, the student may apply to the Course Examiner for exemptions for the assessment items that have been completed successfully. However, an exemption is not always in the students' best interest. The student is entitled to repeat the tasks and to submit the assessment items in order to achieve a higher grade.

PROFESSIONAL EXPERIENCE AT RISK FORM

The At Risk process should ideally be initiated by Day 5 or immediately when concerns are raised. This USQ student has been placed At Risk of not meeting the requirements for this Professional Experience as identified in the Professional Experience Booklet for this course.

Student Name:	
Course Number:	
Course Name:	

School/Site:	
Site Coordinator/Mentor:	
Contact Details:	

The following statement outlines the professional standards in which significant progress is required for success in this Professional Experience (attach a separate page if necessary).

Professional Knowledge	
Professional Practice	
Professional Engagement	

Site Coordinator/Mentor signature	.../.../...
Student signature	.../.../...

After signing, keep a copy for the site, give a copy to the student and send this form to the Toowoomba Professional Experience Office in order for USQ to provide additional support through an A TEAM contract for an additional 5 hours of liaison

Professional Experience Faculty of Education University of Southern Queensland Toowoomba Qld 4350 Phone: 07 4631 2359 Fax: 07 4631 2598 Email: professional.experience@usq.edu.au	USQ Liaison Name: Are you available to accept the A TEAM contract (for a maximum of 5 hours)? Yes / No (circle one choice) If no, Recommendation for A TEAM Liaison: USQ Professional Experience Office action .../.../...
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Professional Experience website:

<http://www.usq.edu.au/education/profexp>

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The Professional Experience website is the source for all Blue card information and forms, placement processes and forms, access to SONIA, and documents to support prac in all specialisations.

The Professional Experience Guidelines describe the processes used for placement and the administration of professional experience.

The Professional Experience Booklet for each specialisation contains information that is specific for each course.

The result is Pass or Fail, no subjective ratings or comments are required from the school or site.

The five Professional Experience Booklets are:

- The Professional Experience Booklet for BEDU Early Childhood and Bachelor of Early Childhood
- The Professional Experience Booklet for BEDU Primary
- The Professional Experience Booklet for BEDU Special Education
- The Professional Experience Booklet for BEDU Sport Health and PE
- The Professional Experience Booklet for BEDU Secondary and BEDU Technical and Vocational Education and Bachelor of TVE
- The Professional Experience Booklet for GDTL and GDTO

Student Reporting

The USQ Weekly Feedback Form is usually completed on a weekly basis or midway through the Professional Experience. This form is available in The Professional Experience Booklets but it is not required by USQ unless the student is at risk. This is usually a working document between the Mentor and the USQ Student.

The Professional Experience At Risk form is completed at the earliest opportunity in the prac and usually by day 5. The At Risk form must be signed and immediately returned to The Professional Experience Office in order to activate an A TEAM contract. The purpose of the A TEAM Liaison is to resolve or defuse potentially awkward situations. Please do not offer extra days of prac. Students must satisfy their requirements in the set amount of time.

The USQ Professional Experience Report is provided as a courtesy for students to collect additional feedback on their performance. This is not required by USQ and it remains the property of the student. Qualitative feedback can also be given directly to students using the Referee Report and/or DET Professional Experience/Internship Overview forms from the back of the booklets. It is the student's responsibility to research the types of referee reports or written feedback they require for their resume and applications for employment. These documents are not to be sent to USQ.

The SONIA Result, submitted via SONIA web access, is strictly Pass or Fail for the required number of days. It is the only result required by USQ on students' professional experience.

WEEKLY PROFESSIONAL EXPERIENCE FEEDBACK FORM

This form is provided for **STUDENT FEEDBACK ONLY - DO NOT SEND TO USQ**
 This is **NOT** a tool used for the grading of results for the course at University

USQ Student Name:	
USQ Course Number/Name:	
School/Site:	
Site Coordinator/Mentor:	

USQ student and Mentor to discuss and complete on **Day 5** of the placement and at the end of each week

Professional Knowledge	
USQ Student Self Evaluation:	Mentor Feedback and Evaluation:
Professional Practice	
USQ Student Self Evaluation:	Mentor Feedback and Evaluation:
Professional Engagement	
USQ Student Self Evaluation:	Mentor Feedback and Evaluation:

Agreed focus areas for the following week:

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Does the Preservice Educator's performance require additional guidance from the Site Coordinator and/or USQ Liaison? If so, the Preservice Educator must be placed At Risk.

No, extra guidance is not required

Yes, extra guidance is required and the site must complete and return the signed At Risk form to USQ. When the At Risk form is received, USQ will activate an A TEAM contract for an additional 5 hours of liaison intervention to support the most appropriate outcome for this placement

Recurring Expense Payment Benefit Declaration Form

(To be completed at the beginning of each year)



PeopleSoft Financials
University of Southern Queensland



Recurring Expense Payment Benefit Declaration

To be used by employees who receive regular reimbursement for the use of a portion of their home phone, mobile phone or internet usage expense for work purposes.

I, _____ declare that
(name of employee)

_____ *(show nature of expense eg telephone rental and/or calls)*

were provided to me by or on behalf of my employer during the period from

_____ to _____
(date) (date)

and the expenses were incurred by me for the following purpose(s):

(Please give sufficient information to demonstrate the extent to which the expenses were incurred by you for the purpose of earning your assessable income).

I also declare that the percentage of those expenses incurred in earning my assessable income was _____ %.

I understand that this declaration is to apply to the above stated benefit and to any identical benefit for the 12-month period ending on 31st December of the year of this declaration or until the stated percentage incurred in earning my assessable income decreases by more than 10 percentage points. This declaration will also be revoked if another recurring expense payment fringe benefit declaration is provided in respect of a subsequent identical benefit.

Signature: _____

Date: _____

Note: Identical benefits are ones which are the same in all respects except for any differences that are minimal or insignificant, or that relate to the value of the benefits, or that relate to a change in the deductible proportion of 10 percentage points or less.

Additional Information regarding your employment

Thank you for your interest in joining the liaison team.

Casual Liaison staff will be assigned on a needs basis and a major component of the allocation may be placements supported by email/phone liaison.

Organisational Information

1. Contracts are prepared for a nominal number of hours from Semester 1 (February) to the end of Semester 3 (January) each year.
2. Contracts are emailed to individual casual liaison by the USQ HR Finance division and include relevant information about pays etc. The contract needs to be printed and signed then mailed back, or scanned and emailed directly to HR.
3. Casual Liaison will be assigned a USQ email address once a contract is processed and this **must** be utilised for all university business. It is essential that you have a **current USQ email address** as much of the organisation and administration for liaison work is completed electronically and the PES staff will only use USQ email accounts.
4. For casual liaison who are local to a campus, we will provide a phone and office space when required, but this is not always possible. Please email professional.experience@usq.edu.au at least 48 hours before you require office or phone space.
5. If you use your home phone there are various options for reimbursement:
 - The USQ Liaison may opt to claim an income tax deduction. This option will be supported by the verified log of contact. The USQ liaison is advised to consult a qualified tax accountant regarding this option.
 - Request for reimbursement for telephone costs through the Faculty should be sent to the Administrative Coordinator of Professional Experience. The paperwork required to support this request consists of the contact log and the original of the telephone bill. All calls listed for reimbursement need to be highlighted on the *original* bill. Verified logs and telephone bills are forwarded to Faculty of Education Finance Officer for payment. You must also complete and sign the **Recurring Expense Payment Benefit Declaration Form**
6. Where travel is required to visit Preservice Educators further than the regular expectation of “home to workplace” you may claim a kilometre allowance. You are required to maintain a Travel Diary and you may claim @ 50 cents a km through the university when submitting a pay claim or claim the ATO allowance through your usual tax return. For casual liaison local to Toowoomba campus, you may arrange to use a university car through the Faculty if completing a full day of liaison, although at times the availability may be difficult. Please email professional.experience@usq.edu.au at least 48 hours before you require a pool car.

7. Options for reimbursement:

- The USQ Liaison may opt to claim an income tax deduction. This option will be supported by the verified log of contact and travel. The USQ liaison is advised to consult a qualified tax accountant regarding this option.
- Request for reimbursement for travel costs through the Faculty should be sent to the Administrative Coordinator of Professional Experience. Paperwork required to support this request consists of:
 - a. USQ Travel Diary
 - b. USQ Motor Vehicle Allowance Claim

8. Pay claims will be made via UConnect and this process is managed by HR. (Information about the process is also available on your USB.)

Any queries should be directed to the Professional Experience Administration Co-ordinator.



UNIVERSITY OF
SOUTHERN QUEENSLAND

Faculty of Education

PROFESSIONAL EXPERIENCE CASUAL LIAISON

Name	
Address (if different from previously supplied)	
Home Phone No	
Mobile Phone No	
Personal Email Address NB Your USQ UConnect Webmail address will be used for all correspondence once accepted for liaison work	

Information to assist allocation to sites

Generally, time allocation per student is: 0.5 hour: 5 day experience; 1 hour: 6 – 20 day experience; 2 hours: 20+ day experience. Approved liaison will be given a 12 month contract with a 'bank' of 200 hours against which they will claim by submitting pay claims (electronically through UConnect in 2011) and logs (to be provided).

My base (town/suburb) for this work will be:	
The 80 km radius could take me as far as the following areas:	
I am happy to visit schools within the above radius	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am available for students who require telephone/email only liaison (and understand this may diminish my available workload if I say No)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preferred sector/s (EC/Primary/Sec/TVE) (I understand I may be required to work across sectors, eg if I have a P-10 school with students in a number of specialisations)	
I will be happy to work up to 200 hours/12 months. (If not, please indicate number of hours/semester)	<input type="checkbox"/> Yes <input type="checkbox"/> No hours/semester Dates unavailable (if any):

Required attachments

Please attach the following documentation *if never submitted previously*:

- Highest relevant qualification – certified copy
- CV
- Birth certificate/Right to work/Passport – certified copy
- QCT (or other state body) registration notice and/or Blue card Positive Notice – certified copy

I will require a name badge (you anticipate visiting local sites)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate "preferred name" for the badge	
I understand that I am required to provide regular email reports to the relevant Academic staff ; and that it is my responsibility to frequently review SONIA and my UConnect Webmail for details of updates to my liaison duties	<input type="checkbox"/> Yes

Signed

.../.../...