

# Service Learning Placement Application (Form S)



This form is to be submitted by students who are required to source their site for a 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

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 12 of the semester.

Course code

Length: 100hrs/20days

Starting date

Finishing date

Service Learning Focus (literacy)

Service Learning Details

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 does not expire during the placement and which is registered with USQ.

Blue Card  
number

Blue Card  
expiry date

**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 site's expectations for code of conduct, ethos, cultural awareness, teaching philosophy, and workplace health and safety. I shall discuss these matters with the site and, where applicable, complete required documentation to the satisfaction of the site.

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

## Form submission

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

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

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*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.*

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