



**North
Metropolitan**

**Certificate II Applied Digital Technologies
ICT20120**

Student Forms Pack 2022

This form pack is available on the Dteq website at
<https://dteq.weebly.com/orientation.html>

You can complete this form electronically and sign digitally
using Adobe Acrobat

**Please complete these forms and return to your
Lecturer by Week 2**
(Students under 18 need the signature of a parent or guardian)

Name: _____

Student Number: _____

Room: B3025: B Block, East Perth Campus

Lecturer: Matt Jolliffe

Phone: 9202 4715

Email: matt.jolliffe@outlook.com

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FIELD ACTIVITY ACKNOWLEDGEMENT AND CONSENT FORM

This form (and the attached schedule) is to be completed by **all participants** of any proposed field activity/activities and returned to the Organiser/Supervisor prior to the field activities commencing

Qualification Name: Certificate II in Applied Digital Technologies

Unit / cluster name:

Year 2022 Semester 1 & 2

STUDENTS UNDERTAKING:

I acknowledge that I will be attending the College field activity/activities *as indicated on the attached schedule* and will not intentionally cause concern regarding my safety and health, or that of fellow participants. I also agree to follow all instructions regarding the field trip including the rules outlined below and on any information sheets I may receive. I understand that:

- No drugs or alcohol will be permitted
- No visitors allowed (unless previously arranged with the Supervisor)
- Students are to abide by the accommodation arrangements established by the staff
- Any fees must be paid prior to the field activity
- No student is permitted to leave the excursion/camp unless prior permission is given by the Supervisor
- All proper codes of conduct will be adhered to.

Failure to abide by these rules or any directions by the Supervisor/Organiser may result in the student's attendance at the field activity/activities being immediately terminated and Parent/Guardian advised of such action

MEDICAL INFORMATION:

- I give permission for medical attention to be given in the event of such attention being deemed necessary
- If I have any concerns about the field activity, I understand that I may consult my medical adviser
- Students are responsible in the first instance for medical costs relating to any accident arising from participation in a college field activity. Students are to seek coverage through Medicare and their private medical insurer before submitting claims to the College.

I have a pre-existing ailment/impediment/injury:

Yes No

If yes, please give brief information including any medication, special dietary needs etc.:

CONTACT PERSON IN CASE OF EMERGENCY:

Name: _____

Address _____

Tel. Home: _____ Business: _____

Email _____

Relationship to Student: _____

Full name of Student:

Signature of Student : Date:

PARENT/GUARDIAN AUTHORISATION IF STUDENT IS UNDER 18

I consent, as a Parent or Guardian, to the above named student attending the field activity/activities and confirm the above information is correct

Signature of Parent/Guardian

Date:

(if student is under 18 years of age) _____

The Field Activity Schedule on Page 5 of this form pack must also be completed

FIELD ACTIVITY ACKNOWLEDGMENT AND CONSENT FORM

FIELD ACTIVITY SCHEDULE

Qualification Name: Applied Digital Technologies

Unit / cluster name:

Year: 2022

Semester: 1 & 2

No.	Field Activity Name	Venue	Date Of Activity (If Known)	Organiser/ Supervisor/ Lecturer Name
	Local excursions or activities relevant to the course	Venues to be determined	As required through Semester 1 & 2	Matt Jolliffe
	Excursions to relevant venues to access IT related information and services.	Venues to be determined	As required through Semester 1 & 2	Matt Jolliffe
	The Nostalgia Box	The Nostalgia Box Northbridge	Term 2	Matt Jolliffe
	End of semester afternoon tea	East Perth Café strip	Friday 24 June 2022	Matt Jolliffe
	End of year celebration	Venue to be determined	Friday 2 December 2022	Matt Jolliffe

Name of Student:			
Signature of Student		Date:	
Signature of Parent/Guardian (if under 18)		Date:	

Note: The Acknowledgement and Consent section on Page 4 of this form pack must also be completed

Student Code of Conduct & Acceptable Use of IT Agreement

For full details of these policies see the Orientation Information Pack or the policies & procedures page at the Dteq website:

<https://dteq.weebly.com/orientation.html>

<https://dteq.weebly.com/policies--procedures.html>

If you have concerns about any aspect of our service, or suggestions about improving services, we want to know about them. You can bring your concerns or your suggestions to the attention of relevant staff by completing a complaint or suggestion form at Student Services at any campus.

If you have any doubts about the matters covered in the Code of Conduct, you should ask your lecturer or another staff member for assistance. Security staff are also available at some campuses to protect both property and people. They are available to you for assistance in any matter of access or security. Security staff will contact police and other emergency services if necessary.

I understand the rules for being a student at North Metropolitan TAFE and will abide by these rules at all times. I understand the consequences if I break these rules.

Signed: _____ Date: _____

Parent/Guardian
Signature (if under 18): _____