

Higher Education Nursing Student Placement Absence Form



IMPORTANT INFORMATION

If for any reason a Bachelor of Nursing student is absent from their Professional Experience Placement (PEP), this form must be completed. Once submitted, it will be forwarded to the Course Coordinator who will provide further advice as required. Please ensure you read the **Placement Absence Fact Sheet** for further information.

I have a question: Please contact the Student Centre or your Faculty Administration Officer at the campus where your course of study is delivered.

Lodging instructions: Submissions must be lodged electronically via the Connect Unit of Study which your placement is attached to: e.g. NUR1008; or to: HED.Nursing@tafeqld.edu.au.

Notification of outcome: Applicants will be notified by electronic means of the progress of their request.

CONTACT INFORMATION

STUDENT DETAILS (PLEASE USE BLOCK LETTERS AND PRINT YOUR NAME IN FULL)

First Name		Last Name	
TAFE Student Number (if known)		Email Address	
Supervising RN		Unit of Study Number	

Please supply the reason for your absence below, including any medical certificate or supporting documentation to support your request.

- Medical reason - Submit Medical Certificate
- Public Holiday
- Graduate Interview
- Compassionate/Compelling Circumstance
- Other - add comments below

- I have notified my facilitator or preceptor of my absence*

SUPPORTING EVIDENCE/PERSONAL STATEMENT

(Attachment if required. Please state why you believe there are compassionate and/or compelling circumstances or other information to support your submission)

PRIVACY NOTICE

TAFE Queensland is collecting your personal information on this form for the purpose of managing the enrolment requirements in your course. In accordance with the *Information Privacy Act 2009 (Qld)*, your personal information will only be accessed by staff employed by or on behalf of TAFE Queensland for this purpose). Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or as otherwise outlined in the [TAFE Queensland Privacy Policy](#) or where disclosure is permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at privacy@tafeqld.edu.au.

STUDENT DECLARATION (Please read carefully)

If under the age of 18 years, this application must be signed by a parent/guardian. I understand that formal communications at TAFE Queensland are provided electronically and will be sent to my nominated email account. I understand that:

1. Once I have submitted this form, TAFE Queensland will consider the reasons for my placement absence.
2. I am responsible for keeping my contact details updated for the purposes of communications with TAFE Queensland pertaining to my enrolment at TAFE Queensland.
3. There may be a financial penalty applicable to my absence from placement and I am aware of that.
4. I must retain a copy of this dated and signed declaration form as evidence of my submission.
5. I certify that the information I have provided in this form is true and correct.

Student Signature		Date	/	/
Parent/Guardian's Name (If student is under 18)		Parent/Guardian's Signature (If student is under 18)		Date / /

APPROVALS

COURSE COORDINATOR RECOMMENDATION

Consider the following:

- Whether the student meets the requirements for compassionate/compelling circumstances.
- Class numbers and quotas.
- Student progression (Academic and ConnTools).
- Any missed learning opportunities and the student's commitment to catching up / making up ground.
- Regulatory and/or professional accreditation requirements
- Placement provider requirements

Approved Not Approved

Basis for the decision:

Name:	Date: / /
Signature:	

ADMINISTRATION

Date: / /	Processed By:
Financial Penalty	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
SMS updated	<input type="checkbox"/> Yes
Student advised of penalty	<input type="checkbox"/> Yes <input type="checkbox"/> N/A Date student advised: / /