

FORM FOR EXCURSION AND FIELD TRIP

INTRODUCTION

All Kaplan Business School students undertaking an excursion or a field trip as part of their course work must read and understand this form and tick the Acknowledgement Form, prior to going on their first field trip. Kaplan Business School (represented by its staff co-ordinating the excursion or field trip) has an obligation to provide a safe and healthy environment for its students.

As a Kaplan Business School student, you have a responsibility to yourself and to other students to take reasonable care, to comply with all instructions, to behave sensibly and to provide for all necessary materials and equipment while on field trips and excursions.

EQUIPMENT NEEDED FOR YOUR SAFETY

The following guidelines are for your personal safety.

- Footwear and clothing, appropriate to conditions
- Hat and sunscreen lotion
- Personal ID
- Required medications
- Water container

For a field trip requiring one or more overnight stays, you will be advised about the requirement for camping and other equipment.

SAFE BEHAVIOUR

The following guidelines are for your personal safety. You will be expected to observe all of them.

- Wear adequate footwear and suitable clothing for the weather conditions
- Follow directions from field supervisors
- Behave in an orderly manner
- Do not leave the group without obtaining permission from the supervisor
- Stay clear of unprotected cliff edges, mine shafts, quarry faces and open slopes
- Be mindful of passing traffic when making a roadside stop
- Do not enter wave-washed platforms along the coastline

You will be advised verbally or in writing of some or all of the following information before the date of the field excursion or trip:

- Dates and times
- Transport arrangements
- OH&S policies and procedures
- Student responsibilities
- First Aid information
- Essential safety equipment
- Catering details
- Accommodation details
- Smoking rules
- Alcohol rules
- Cost involved

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USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

STUDENT DETAILS

Title Mr Ms Other (please specify):		
Family name	Given name(s)	
Date of birth (dd/mm/yyyy)	Student ID	

This is for Kaplan Business School's information only.

EMERGENCY CONTACT DETAILS

Family name	Given name(s)
Relationship to student	
Telephone (home/mobile)	Email

MEDICAL PRACTITIONER

Name	Telephone (home/mobile)
Full address	City

MEDICAL INFORMATION

Do you have any ongoing medical conditions and take regular medication?

No Yes, please specify:

FOOD REQUIREMENTS

Do you have any special food requirements?

No Yes, please specify:

ACKNOWLEDGEMENT

This form is an acknowledgement of the excursion or field trip undertaken in your Kaplan Business School course.

- I acknowledge that the information supplied is correct and complete.
- I acknowledge that I have read the Student Safety on Excursion and Field Trip form and shall not intentionally cause any concern regarding my health and safety, or that of fellow participants. I give my permission to receive medical treatment from the nearest doctor at my expense should I be injured or become sick.
- I understand that an excursion or field trip may involve some risks and I voluntarily accept all risks associated with any such activities.

Student signature

Date (dd/mm/yyyy)

OFFICE USE ONLY

Received by	Form received date (dd/mm/yyyy)
Processed by	Processed date (dd/mm/yyyy)

Privacy: Kaplan Business School collects personal information about you for the purposes of administering your enrolment in your chosen education course(s) or program(s) of study. We may not be able to process your request if you do not provide all of the information requested on this form. We may disclose personal information about you in accordance with our **Privacy Policy** including to your education agent, and to the Australian government as required or authorised by law. Our Privacy Policy contains detailed information about how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer at privacy@kaplan.edu.au for more information.

Return this form to your Kaplan Business School Student Experience Team:

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