



## Student with a Disability - External Support Worker Form

**Each new support worker is required to complete this form and meet the student’s Education Advisor – Disability prior to attending a CIT classroom with a student.**

This document and a copy of your Working with Vulnerable People Card are to be returned in person at a CIT Student Support office or via email to [CIT.Student.Support@cit.edu.au](mailto:CIT.Student.Support@cit.edu.au), (Subject line - Documentation for Advisors)

*Note: emailing sensitive documents may not be secure.*

Name	
Date of birth	
Address	
Telephone number	
Email	
WWVP Registration Number/Expiry Date	
Student’s name that you are supporting	
Name of the organisation you work for	
Organisation address	
Organisation phone number	
Your supervisor’s name	

Please tick the following boxes to indicate that you agree to abiding by CIT policies in relation to working with students:

- I have read the [Student with a Disability – External Support Worker Guidelines](http://cit.edu.au/disabilitysupport) (cit.edu.au/disabilitysupport)
- I have attached a copy of my current Working with Vulnerable People Card to this form
- I will abide by the responsibilities in the learning environment as per the CIT Student Information Guide  
The guide can be found at [cit.edu.au/current/my\\_study/student\\_information\\_guide](http://cit.edu.au/current/my_study/student_information_guide)
- I will have my Working with Vulnerable People card with me at all times
- I have read and will comply with CIT’s Bullying and Harassment Prevention Policy  
[cit.edu.au/policies/bullying\\_and\\_harassment\\_prevention\\_policy](http://cit.edu.au/policies/bullying_and_harassment_prevention_policy)
- I will follow all WH&S guidelines while at CIT [cit.edu.au/current/my\\_study/whshandbook](http://cit.edu.au/current/my_study/whshandbook)
- I understand that I am not providing academic support and that all work is to be completed by the student with the reasonable adjustments stated in their Disability Access Plan.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY		
Save in Case Mgt Folder	Add to Support Worker register	Note in Database