

Student Checklist – How to complete the Student Assignment Deed Poll for your Vocational Placements

1. General Guidelines:

- **ONLY** use black or blue pen to complete and sign the Deed Poll. Pencil, red pens, textas etc **CANNOT** be used.
- If an error is made, **DO NOT** use liquid paper/white out. Cross out the mistake, initial it and then rewrite it correctly next to where you have crossed out the mistake.
- Two copies of the Deed Poll need to be completed and signed.
- The University recommends that you obtain independent legal advice about the nature and effect of this Deed Poll prior to completing and signing.

2. How to complete the Student Assignment Deed Poll

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- insert the date (ensure that the date on both copies of the Deed Poll is the same).
- Insert your full name. (Ensure that your name on both copies of the Deed Poll is the same)
- Insert your address. (Ensure that the address on both copies of the Deed Poll is the same)

STUDENT ASSIGNMENT DEED POLL

THIS DEED POLL is made on the (insert day) day of (insert month) 20 (insert year) by

Name		You or Your
Address		
Phone		

BACKGROUND

- A. The University has made arrangements for You to attend a placement at the Host Organisation to gain practical training, experience and skills within a workplace relating to their area of study as described in the attached Letter Agreement.
- B. During the period of the placement You may create or contribute to the development of Intellectual Property, including Your Assessment Materials.

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Please check that:

- The witness has signed both Deed Polls.
- Your witness has written their full name under their signature.
- The same witness has witnessed your signature and signed both copies of the Deed.
- Write your full name where it says [insert name] under "SIGNED SEALED and DELIVERED."
- You have signed the document in the space provided

Executed as a deed poll

SIGNED SEALED AND DELIVERED BY)
(insert name of the student))

.....
Signature of (student)

.....
Signature of Witness

.....
Print Name of Witness