

EXCURSION FORM

Global Leadership Institute (GLI) students going on a field trip as part of their course must read and understand this form and tick the Acknowledgement, prior to going on the excursion. GLI staff coordinating the excursion has an obligation to provide a safe and healthy environment for students. As a student of GLI, 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 Required

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 an excursion 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 of following information before the date of the excursion:

- dates and times;
- transport arrangements;
- Work Health and Safety;
- student responsibilities;
- First Aid information;
- essential equipment;
- catering details;
- accommodation;
- smoking rules;
- alcohol rules;
- cost involved.

DISCLAIMER: GLI expressly disclaims all and any liability resulting in any actions, claims, demands, losses, damages, costs and expenses, incurred by anyone or for which GLI, its employees, contractors, licensees and invitees can become liable in respect of any damage to or destruction or loss of any property (real or personal) belonging to whomsoever, or injury or illness (including death) to any person which may be suffered or sustained by reason of or arising out of the activities undertaken in the field which are not part of the organised program, whether or not such damage, destruction, loss injury or death is caused or contributed to by the carelessness or negligence GLI, its employees, contractors, licensees, invitees, or some or any one of them.

Use block letters when completing this form and keep a personal 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 G LI records information only

EMERGENCY CONTACT DETAILS

Family name

Given Name

Medical Information

Relationship with student

Telephone (home/mobile)

Email

MEDICAL PRACTITIONER

Name

Telephone

Full address

Address

Medical Information

Do you have any ongoing medical or take regular medication?

☐ No ☐ Yes, please specify:

Food Requirements:

☐ No ☐ Yes, please specify:

ACKNOWLEDGEMENT

This form is an acknowledgement of the excursion undertaken in your GLI course:

- I acknowledge that the information supplied is correct and complete.
- I acknowledge that I have read the Excursion 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 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: GLI 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 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.