



PROFESSIONAL PRACTITIONER CERTIFICATE

The Professional Practitioner Certificate is to be completed by a registered medical / health practitioner / psychologist / dentist / counsellor etc for a student whose work/attendance during a teaching period or whose academic performance in an assessment item or items, including examination or professional placement, has been affected by illness, injury or misadventure. Approval of such applications may only be granted to students who are legitimately disadvantaged due to factors beyond their control.

1. INFORMATION for PRACTITIONERS and STUDENTS

This Practitioner Certificate is provided for use by students of Avondale College of Higher Education (Avondale) where health grounds are the basis for the following:

- where approval to sit deferred examination/s is being sought;
- where an extension on the due date for submission of an assessment is being sought;
- where documentary evidence is required for non-attendance at lectures/tutorials and/or practical/clinical sessions;
- in all other circumstances where relevant documentary evidence is required in accordance with Avondale's regulations.

It should be noted that stress or anxiety associated with exams will not normally be considered unless it has a psychologist/psychiatrists report lodged with the Avondale Equity Officer (see below).

ALL sections of the form must be completed.

Important Notes:

1. This Practitioner Certificate is a legal document and must not be backdated.
2. Students unsure about appropriate use of the Practitioner Certificate should consult Avondale Academic Office staff.
3. Students are advised to keep the original of the completed certificate for their records, and to submit a copy to the relevant Avondale officer with their other documentation, depending on the reason for submission of the certificate.
4. Provision of this certificate does not automatically result in approval of the request.
5. Avondale staff may need to verify information provided on this certificate with the relevant practitioner.

2. ADDITIONAL INFORMATION for STUDENTS

PLEASE COMPLETE SECTION 3 of this document **prior** to any appointment with the practitioner.

Equity

It is recommended that students with either short / long term disabilities that may impair sitting examinations or undertaking assessments visit the Equity Officer for assistance as early as possible. This is especially important for examinations where special arrangements may need to be made. To make an appointment, please email equity@avondale.edu.au .

Student's with illnesses or disabilities that may affect their study program with a duration of more than six months are advised to see the Equity Officer. This is imperative to ensure appropriate support is given and to ensure correct counsel / treatment has been sought by the student.

A student seeking a counsellor's assistance for more than six months should also see the College Equity Officer and ensure that a psychologist's or psychiatrist's report has been lodged.

If the correct paperwork has been lodged with the Equity Officer it may require fewer supporting documents, such as this Certificate, throughout a student's time at study.

