

Mount Saint Vincent University Career Services

Consent for Release of Information

Learning Passport: Taking the Strong Interest Inventory Assessment Workshop

Revised August 2022

CONFIDENTIAL

How to fill in and return this form

1. Complete the form by typing in the sections and send it to careerplanning@msvu.ca by email, OR
2. If you can't edit the PDF, please print, sign it, and send pictures of each page to careerplanning@msvu.ca, OR
3. If you don't have access to a printer, please send an email, with the form attached, to careerplanning@msvu.ca stating that you agree to all items contained in the Consent for Release of Information—Learning Passport: Taking the Strong Interest Inventory Assessment Workshop and that you were unable to complete the form due to technological issues.

If you have questions about any part of this form or how to fill it out, please send your questions to careerplanning@msvu.ca.

When students request access to the Strong Interest Inventory Assessment as part of the Learning Passport Program, they agree that:

- **The Department of Business and Tourism is their home department and/or they are enrolled in the Learning Passport.**
- They have viewed and understood the Strong Interest Inventory video and text [found here](#), on the Career Services website, before signing this form.
- They **will not pay** for the assessment for this particular workshop. The Department of Business and Tourism will pay the \$30 fee per student.
- To earn Learning Passport credit, they must:
 1. Return this form, AND
 2. Complete the assessment online, AND
 3. Attend the workshop, or meet with the career counsellor one-on-one to discuss their results, AND

4. Complete the workshop survey and reflection on the Business and Tourism Moodle site 48 hours from the workshop date.

Completing the assessment, but not following through on the other steps in the process, can have consequences for students enrolled in Learning Passport. Please contact the Department of Business and Tourism for more information.

[MARK YOUR INITIALS HERE]: _____ I confirm I understand the four steps to earn Learning Passport credit for the Taking the Strong Interest Inventory Assessment Workshop.

- The career counsellor will email the results to the student at the time of the workshop. The career counsellor does not reveal individual results to any other person at any time, including during the workshop.
- They decide how much or how little of their results – if any – they share with the group during the workshop. Sharing is not necessary to earn Learning Passport credit.

STATEMENTS OF ACKNOWLEDGEMENT

I understand the appropriate Mount Saint Vincent University staff members will process my request for a Strong Interest Inventory assessment and that all staff members must follow privacy and confidentiality standards when working with student information.

I recognize that when information is shared, its transfer, security, use, or interpretation cannot be guaranteed.

I understand and accept the associated confidentiality risk of transferring information via email.

I, **[TYPE YOUR NAME HERE]:** _____, give permission to the career counsellor and appropriate administrative staff at Mount Saint Vincent University to process my request for a Strong Interest Inventory assessment and to send me the results from the assessment.

My signature below means I have read, understood, and accepted the conditions of this release of information and the statements of acknowledgement.

Student ID number:	Student typed name:
Student signature:	Date: