

FIELD

Practical placement guide

For students and host employers



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Student information, rights and responsibilities

What is practical placement?

Practical placement is an important component of your course and allows you to prepare for the workplace by applying what you have learned in your course in a real working environment. It involves more than just observing what is happening in the host workplace. You will have specific activities to undertake whilst at your placement. Your trainer will tell you what you will need to complete while you are undertaking your placement hours.

What are the benefits of practical placement?

You have the opportunity to:

- apply knowledge learned during your course in the workplace;
- gain skills that are recognised by industry;
- get to know employers' expectations;
- increase your employment options and employability skills; and
- make contact with employers.

Rate of pay

By Order of the Secretary of the Department (practical placement payment order), post-secondary students undertaking practical placement are not required to be paid for the work on that placement. This practical placement payment order came into effect on 1 January 2011.

Can I count paid employment towards my work place requirement?

Yes. There is no difference in relation to assessment evidence, between volunteer work, paid work, work experience, clinical placements, or work placement. What the Field trainer/assessor is trying to determine is whether you performed the activities outlined in the performance criteria of the relevant units.

Attitude

The right attitude is very important. You will need to:

- be willing to learn;
- take initiative;
- complete the Practical Placement Assessment Tasks assigned by Field;
- complete the tasks assigned by the workplace supervisor (in so far as they are in keeping with our course and your level of skill);
- listen to instructions and ask questions;
- be polite, courteous and well-mannered;
- dress appropriately; and
- follow workplace policies and procedures.

Attendance and punctuality

Employers expect you to be punctual. You will be required to:

- start your placement on time each day;
- take only the allocated time for lunch and tea breaks.

If you are unable to attend your placement contact:

1. your workplace supervisor - by phone
2. your trainer - by phone
3. Field Placement Coordinator - via email

as soon as practicable. You will be required to make up any lost time caused by absences and provide a medical certificate to your trainer.

Safety

Your personal safety in the workplace is of utmost importance. You must comply with any occupational health and safety requirements of the host employer, including:

- wearing protective clothing and safety equipment (if required);
- working in a safe manner;
- reporting any hazards or unsafe practices that you observe; and
- reporting any accidents to your workplace supervisor and trainer immediately.

What if there is a problem?

It is important that you should feel safe and well supported during the placement, and are provided with opportunities to undertake the required tasks. If you feel unsafe, unsupported, harassed, or that you are not provided with opportunities to learn, contact your trainer immediately. Any problems with your placement should be resolved as early as possible, if the problem is not resolved, please contact the Field Placement Coordinator.

What if I need to change the placement arrangements?

If you are unable to complete the placement in the required time or need to stop the placement, contact your trainer immediately. Your trainer will require you to submit your Practical Placement Logbook and will issue you a new one for your new practical placement host employer. Please note you will not be required to complete workplace records for units completed in your first placement.

Student roles and responsibilities

- To arrange for a Police Check and Working with Children Check, submit to the Field Placement Coordinator by week 7, and present the original to the host employer on the first day of placement.
- Provide a signed Statutory Declaration to the host employer on the first day of placement (only if completing Certificate IV in Ageing Support – this document will be supplied to you for completion by Field).
- To complete and sign practical placement agreement forms.
- To demonstrate sensitivity and discretion toward the clients of the employer.
- To work within the employer's structure, meet the employer's standards, policies and procedures.
- To work within the hours identified on the practical placement agreement form.
- To conform to the employer's hours and arrangements.
- To be aware of and adhere to ethical standards.
- To inform the employer and Field if you are absent.
- To actively participate in the professional learning process.
- To be aware and adhere to confidentiality.
- To be aware you are under the direction of the nominated workplace supervisor, in so far as the direction is compatible with their level of skill and knowledge.
- To notify the employer and/ or Field if there are difficulties with the placement.
- Do not use your car to transport clients, the host employer's staff, or the employer's equipment.

Host employer information, rights and responsibilities

Thank you for agreeing to be part of a practical placement program with Field. We appreciate your willingness to have students on placement and hope it is a rewarding experience for you, your organisation, and the student.

What is a practical placement?

Practical placement involves students being placed with a host employer to apply what they have learned in their course to the work environment. Practical placement is different from work experience in that instead of just observing what goes on, students are given the opportunity to perform tasks relating to their course in an appropriate industry setting. Students will have specific learning outcomes or activities to undertake while on the placement. These learning outcomes are identified in the student's Practical Placement Assessment Book and will involve you or your staff providing feedback to the student.

What are the advantages?

As a host employer, participation will enable you to:

- Improve productivity in your industry by making training programs more relevant;
- Gain community goodwill for helping students improve their skills and increase their employment opportunities;
- Have exposure to immediate part time or casual employees; and
- Have access, without obligation, to potential trained employees.

Practical Placement Agreement

It is essential that you sign and return the Practical Placement Agreement as without this document, a student who incurs an injury whilst on a placement may not be entitled to compensation under the Department of Education's insurance policy.

The form also identifies the number of hours the student will attend and the time period. It is important for students to work within the hours identified on the form as they will not be covered by the insurance arrangement if they work outside the identified times.

Induction

Treat students like a new employee and provide them with an induction, including any occupational health and safety considerations. You may need to point out things that your experienced staff members take for granted, including:

- occupational health and safety practices used in your workplace;
- times for starting, finishing and breaks;
- names and roles of key personnel;
- location of facilities;
- procedures to be followed if there is an accident or emergency;
- risks or hazards on the job; and
- treatment of confidential information.

Attendance

It is very important for students to attend the placement as negotiated. If the student is absent, or late, it is important for Field to be informed. You will also be asked to confirm the student's attendance by signing the student's Practical Placement Logbook as verification.

Changing placement arrangements

If the student is unable to complete the placement in the required time, as identified on the Practical Placement Agreement, additional hours may be negotiated and the new arrangements identified in writing.

Police and Working with Children Checks

As the aged care and disability industry requires staff and volunteers to have Police and Working with Children Checks (and in some ageing support facilities a Statutory Declaration is also required), students will show you the appropriate checks prior to commencing the placement. Field will discuss the details of the police, working with children check and Statutory Declaration process.

Host employer roles and responsibilities

- Sign and return practical placement agreement forms.
- To treat student information, in particular medical information, in confidence.
- To explain the expectations of the employer regarding performance of tasks, standards of work, hours of work, Occupational Health and Safety requirements and any other relevant details, prior to commencement. Ensure students are not put in unsafe situation.
- To ensure that the student is adequately briefed on employer policy and procedures.
- To treat the student as a student, and not a paid member of staff.
- To inform clients and its staff as to the role of the student while undertaking placement.
- To support the student's work on a day to day basis.
- To take responsibility for the general supervision and educational development of the student while in the workplace so that placement objectives are achieved.
- To notify Field if it is felt that the student is not complying with the general rules of the Host employer, or not making satisfactory progress.
- To notify Field if the student is absent or late.
- Treat the student fairly and ensure they are not bullied.
- To verify student attendance records and sign off on assessment activities as they are completed in the workplace.

Field roles and responsibilities

- Ensure practical placement agreement forms are completed.
- Ensure that students and the host employer are aware of WorkCover responsibilities.
- Inform workplace supervisor of their supervision responsibilities.
- Inform students and workplace supervisor of activities to be undertaken on the placement and assessment method.
- Provide support to the student and to the host employer during the placement and respond to any host employer and/or student concerns.
- Facilitate any evaluation meetings with the Trainer/Assessor, student and workplace supervisor.
- Respond to student or host employer grievances according to Field's Grievance Procedure.

Insurances

What if I'm injured?

As Field is an ASQA regulated RTO, students of ASQA-regulated RTOs (with or without a written practical placement agreement) who are injured while undertaking a practical placement do not have access to workers' compensation, under the insurance policy held by the Department, however may be eligible to make a claim under other Departmental insurance arrangements. See the Department of Education and Training Updated Practical Placement Guidelines at:

<http://www.education.vic.gov.au/Documents/training/providers/rto/practicalplacementguidelines.pdf>.

If you are injured during placement you must inform your workplace supervisor and Field Placement Coordinator as soon as possible. If you wish to make a claim for compensation, you need to complete and sign a Worker's Injury Claim form with the assistance of your host employer and/or Field if necessary. The form should then be sent to Field.

How to make an insurance claim

Enquiries relating to practical placement insurance eligibility matters should be directed to the Department's Workers' Compensation Advisory on (03) 9637 2441.

If you are injured while undertaking a practical placement and wish to make a claim for compensation, the following process should occur:

- The student should complete and sign a Worker's Injury [Claim Form](#), with the assistance of the employer and/or RTO, if necessary.
- The RTO should complete and sign the employer section of the Worker's Injury [Claim Form](#) and an Employer Injury Claim [Report Form](#) (both forms), in consultation with the employer if necessary.
- The RTO should clearly mark on both forms 'ASQA practical placement claim' as appropriate. The employer scheme registration number of 1624618 and the employer's reference number of 9573347 should be entered on both forms.
- The RTO should scan and email the Employer Injury Claim Report and Worker Injury Claim forms, any certificates of capacity, completed incident notification form, medical accounts and a certified copy of the practical placement agreement to Gallagher Bassett at: educlaims@gbtpa.com.au

All original documents to be forwarded to:

Gallagher Bassett
2/333 Collins Street
Melbourne VIC 3001

All ongoing documentation (post submission of a new claim) relating to the claim should be emailed to Gallagher Bassett at:

educlaimscorporate@gbtpa.com.au

- The RTO should retain duplicates of all documents and create a secure workers' compensation file.
- Gallagher Bassett will notify the Department (People Division) when they receive claims.
- Enquiries related to workers' compensation insurance claims for post-secondary students on practical placements arranged by VRQA-regulated and ASQA-regulated RTOs should be directed to the:

Workers' Compensation Advisory Service

Ph: 03 9637 2441

Email: workers.compensation.corporate@edumail.vic.gov.au

Professional indemnity insurance

Field's professional indemnity insurance is covered by Victorian Managed Insurance Authority (VMIA). A certificate of currency can be provided on request.

Units that link to practical placement

CHC43115 - Certificate IV in Disability

- CHCDIV001 Work with diverse people
- CHCCCS015 Provide individualised support
- CHCDIS002 Follow established person-centred behaviour supports
- CHCDIS005 Develop and provide person-centred service responses
- CHCDIS007 Facilitate the empowerment of people with disability
- CHCDIS008 Facilitate community participation and social inclusion
- CHCDIS010 Provide person-centred services to people with disability with complex needs
- CHCLAH002 Contribute to leisure and health programming
- CHCLAH003 Participate in the planning, implementation and monitoring of individual leisure and health programs
- CHCCCS020 Respond effectively to behaviours of concern

CHC43015 - Certificate IV in Ageing Support

- CHCAGE001 Facilitate the empowerment of older people
- CHCAGE003 Coordinate services for older people
- CHCAGE004 Implement interventions with older people at risk
- CHCAGE005 Provide support to people living with dementia
- CHCCCS006 Facilitate individual service planning and delivery
- CHCCCS023 Support independence and wellbeing
- CHCCCS025 Support relationships with carers and families
- CHCDIS007 Facilitate the empowerment of people with disability
- CHCDIS008 Facilitate community participation and social inclusion
- CHCDIS010 Provide person-centred services to people with disability with complex needs
- CHCDIV001 Work with diverse people
- CHCLEG003 Manage legal and ethical compliance
- CHCPRP001 Develop and maintain networks and collaborative partnerships
- CHCADV001 Facilitate the interests and rights of clients

CHC43415 - Certificate IV in Leisure and Health

- CHCLAH001 Work effectively in the leisure and health industries
- CHCLAH002 Contribute to leisure and health programming
- CHCLAH003 Participate in the planning, implementation and monitoring of individual leisure and health programs
- CHCLAH004 Participate in planning leisure and health programs for clients with complex needs
- CHCLAH005 Incorporate lifespan development and sociological concepts into leisure and health programming
- CHCPRP003 Reflect on and improve own professional practice
- HLTAAP002 Confirm physical health status
- CHCAGE001 Facilitate the empowerment of older people
- CHCPRP001 Develop and maintain networks and collaborative partnerships
- CHCCCS020 Respond effectively to behaviours of concern
- CHCDIS008 Facilitate community participation and social inclusion
- CHCCCS015 Provide individualised support
- CHCDIS003 Support community participation and social inclusion
- CHCCCS025 Support relationships with carers and families

