

## Contents

|  |           |
|--|-----------|
| <b>Introduction</b>  | <b>2</b>  |
| Purpose .....  | 2         |
| Scope .....  | 2         |
| <b>Rationale</b>   | <b>2</b>  |
| Principles/Statement.....  | 2         |
| General Information for Staff Arranging Practical Placements .....         | 2         |
| <b>Procedure</b>   | <b>2</b>  |
| Eligibility for Practical Placement.....                                   | 2         |
| VCAL .....   | 3         |
| Interstate Placements.....   | 3         |
| Duration of Practical Placement .....                                      | 3         |
| <b>Coordinating Practical Placements</b> .....                             | <b>3</b>  |
| Potential Practical Placement Organisations .....                          | 4         |
| <b>Applicable Legislation</b> .....  | <b>4</b>  |
| <b>Duty of Care</b> .....  | <b>4</b>  |
| Responsibilities to Protect Students .....                                 | 4         |
| Assessment of the Host Employer's Workplace .....                          | 6         |
| Assessment of an Interstate Workplace for Practical Placement .....        | 6         |
| Guidance in Assessing the Workplace for Safety .....                       | 7         |
| Work Cover Insurance Arrangements for Students on Practical Placement..... | 7         |
| Interstate Work Cover Insurance Coverage .....                             | 8         |
| In the Event of an Incident.....   | 8         |
| Procedures for Lodging a Work Cover Claim .....                            | 9         |
| Return to Work .....   | 10        |
| Public Liability Insurance .....   | 10        |
| Practical Placement Agreements .....                                       | 10        |
| Starting Work Placement.....   | 11        |
| Monitoring Work Placement .....  | 12        |
| Assessing Skills Acquired During Practical Placements.....                 | 12        |
| Payment to Students .....  | 12        |
| Placement Complaints.....  | 12        |
| Withdrawing a Student from Placement before Completion .....               | 13        |
| After Work Placement.....  | 13        |
| <b>Reference and Supporting Information</b>                                | <b>13</b> |
| Definitions.....   | 13        |
| External Legislative Context .....   | 14        |
| Forms and Templates.....   | 14        |
| Related Web Resources.....   | 14        |
| <b>Responsibility</b>  | <b>14</b> |

## Introduction

### Purpose

To describe procedures required for commencement of Practical Placement of Federation Training students with host employers. Please refer to the Practical Placement checklists for a summary of key steps.

### Scope

This Procedure applies to Federation Training teaching staff responsible for coordinating Practical Placements and to students undertaking practical placement. This document is intended to provide guidance in Practical Placement of students in accordance with applicable legislation and should not be interpreted to waive or modify any applicable legislative requirement. The Director of Curriculum and Quality is the approval authority for Practical Placements and responsible for maintenance of this procedure.

Practical Placements come under Part 5.4 Workplace Learning of the Training and Education Reform Act 2006 (the Act) and have specific obligations which must be followed if the protections for students and host employers created by the Act are to apply.

Placements with a Victorian Government Health Care Provider who is covered by the Department of Human Services Public Healthcare Insurance Program managed by the VMIA should refer to the VMIA Insurance and Indemnity DHS clauses for Indemnity and Insurance provisions particular to that sector.

## Rationale

### Principles/Statement

Federation Training will provide students with the opportunity to apply theoretical skills in the work environment where this can be arranged and implemented in a safe and practical manner that has the mutual support of Federation Training and external businesses, and is in accordance with applicable legislative requirements.

Any family and/or community considerations impacting on the capacity of the student to participate in their practical placement will be taken into account.

### General Information for Staff Arranging Practical Placements

These Practical Placement Guidelines are in accordance with Part 5.4.14 of the Education and Training Reform Act 2006 (ETRA) and the Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements (Updated Practical Placement Guidelines) as at 10 April 2017.

## Procedure

| Step | Action   | Duration | Person Responsible           |
|------|--|----------|------------------------------|
| 1    | <b>Eligibility for Practical Placement</b><br>Practical placement may be undertaken by any student enrolled in an accredited post-secondary course offered on the Institute's scope of registration, where practical placement is part of the course requirement. This includes students enrolled on a fee-for-service basis.<br>The Practical Placement provisions of the Act <b>do not</b> apply to: |          | Program Manager/<br>Teachers |

|   |   |   |                                   |
|---|---|---|-----------------------------------|
|   | <ul style="list-style-type: none"> <li>Apprentices;</li> <li>Trainees;</li> <li>Students enrolled in higher education courses, or;</li> <li>Institute employees.</li> </ul>   |   |                                   |
| 2 | <p><b>VCAL</b><br/>VCAL students may undertake structured workplace learning to provide evidence toward completion of the learning outcomes in the VCAL Work Related Skills Strand units and the VCAL Personal Development Skills Strand units of their VCAL certificate. VCAL students may also undertake structured workplace learning as part of their VET certificate in the Industry Specific Skills Strand of their VCAL certificate.</p> <p>VCAL Work Related Skills Unit 1 at each VCAL certificate level were written and accredited by the VQA in 2003. These units were developed after consultation with the Victorian WorkCover Authority and other key stakeholders in order to provide access to the necessary occupational health and safety preparation for structured workplace learning for VCAL students in the Work Related Skills and Personal Development Skills Strand.</p>   |   | HOD<br>Transition<br>and Learning |
| 3 | <p><b>Interstate Placements</b><br/>The Act does not specifically refer to students undertaking Practical Placement in another State or Territory. Interstate placement may be appropriate for some courses or students. Particular care must be taken to ensure that the student in an interstate placement has full worker's compensation rights in the jurisdiction within which they are working.</p>   |   | HOD                               |
| 4 | <p><b>Duration of Practical Placement</b><br/>The recommended maximum duration is 240 hours of practical placement is permitted as part of an eligible course with a maximum of 38 hours to be worked in any one week. More hours are allowed where the national training package/state approved curriculum or a regulatory or professional body support a longer period and evidence of this is available.</p> <p>In special circumstances, where there is a case for longer practical placement to achieve curriculum outcomes and enhance the vocational development and competency of students, an arrangement beyond this provision may be authorised by the body able to approve the extension to scope.</p> <p>The length of practical placement must be expressed in hours and specified in the written Practical Placement Agreement.</p> <p>Students not yet 18 years of age shall not be permitted to work between 11 pm and 6 am unless by specific written approval of their parent/guardian and the Federation Training team leader responsible for the placement. Such students are also not to be permitted to work beyond a time which is ten hours before the start of the next practical placement day, or before a scheduled class.</p> | 240 hrs<br><br>38<br>hours<br>per<br>week | Program<br>Manager/<br>Teacher    |
| 5 | <p><b>Coordinating Practical Placements</b><br/>Teaching staff will discuss with students what is involved, and look at the different options and examples and try and find out where students want to go and what will be of interest to them.</p> <p>A suitable starting date will be agreed to, allowing at least 4 - 5 weeks for preparation.</p>   | 4-5<br>weeks                              | Program<br>Manager/<br>Teacher    |

|   |  |  |                              |
|---|--|--|------------------------------|
|   | <p>Teaching staff will consider student preferences and encourage them to produce their own contact for possible placement.</p> <p><b>Potential Practical Placement Organisations</b><br/>Employer sources include:</p> <ul style="list-style-type: none"> <li>• teacher's or student's own contacts</li> <li>• other teacher's or Institute contacts</li> <li>• our own Institute i.e. other departments or teams</li> <li>• local newspapers, trade directories, yellow pages, local community telephone books</li> <li>• main "contact file" (file of previous successful placement names)</li> </ul> <p>Once potential employers have been identified they should be provided with detailed information about the Practical Placement program including obligations of students and host employers, insurance arrangements, workplace assessments, remuneration arrangements, and learning outcomes.</p> |  |                              |
| 6 | <p><b>Applicable Legislation</b><br/>Legislation governing the obligations of employers and employees also applies to Practical Placements. Host employers have a duty of care to the student as if the student is an employee. This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Accident Compensation (WorkCover Insurance) Act 1993</li> <li>• Workplace Injury Rehabilitation and Compensation Act 2013</li> <li>• Occupational Health and Safety Act 2004;</li> <li>• Occupational Health and Safety Regulations 2017</li> <li>• Equal Opportunity Act 2010; and</li> <li>• Privacy and Data Protection Act 2014 (Vic)</li> </ul> <p>Where students are on Practical Placement in interstate workplaces the relevant state legislative arrangements applicable to that workplace apply.</p>   |  | Employers                    |
| 7 | <p><b>Duty of Care</b><br/>Section 5.4.18 of the Act makes it clear that the duty of care for a student during a placement moves from Federation Training to the host employer. Federation Training does not owe a duty of care to the student whilst employed at the host employer's premises once all preliminaries have been satisfactorily completed and the placement agreement entered into.</p>   |  | Employer                     |
| 8 | <p><b>Responsibilities to Protect Students</b><br/>Federation Training has a responsibility to 'take all reasonable steps' to protect students on Practical Placement from harassment and bullying. 'All reasonable steps' may include:</p> <ul style="list-style-type: none"> <li>• ensuring that the student understands Federation Training's policy and procedures on sexual harassment and bullying organising the</li> </ul>   |  | Program Managers/<br>Teacher |

|  |   |  |  |
|--|---|--|--|
|  | <p>practical placement to protect students from possible harassment and bullying, and</p> <ul style="list-style-type: none"> <li>visiting the workplace where possible, and discussing Federation Training's policy and procedures with the employer.</li> </ul> <p>Preparation is important. Placement Officers should ensure that they are aware of Federation Training's policies on harassment and bullying and be aware of the potential for harassment or bullying to occur during a placement.</p> <p><b>Wherever possible, a site should be visited.</b> Discussions should occur with supervisors and observations should be made of the culture of the workplace, including language, the way people relate to each other, and the display of posters, magazines, screen savers, etc. It is not safe to assume that workplaces do not change from year to year. A new supervisor may detrimentally alter the workplace culture. Employers can also be vicariously liable should a sexual harassment complaint be made. This should be pointed out at interviews with prospective employers.</p> <p><b>Bullying and Harassment- Employer's role</b><br/>Among the issues discussed with potential employers of practical placement students should be the prevention of harassment and bullying of the student. Included in the discussion should be the standards that Federation Training expects of the workplace and processes to deal with harassment and bullying should they arise. It is understood, of course, that this would be handled with tact and sensitivity.</p> <p><b>Bullying and Harassment- Student's role</b><br/>All teaching staff involved in practical placement programs for students, and the students themselves, should receive instruction in the area of harassment and bullying in general and in particular as it relates to practical placement. This instruction should include the many different forms that harassment and bullying can take, who can do it, who it happens to, how it affects recipients, and how it should be dealt with. The role of the placement coordinator and Federation Training should also be included.</p> <p><b>Bullying and Harassment- occurrence</b><br/>The student must understand that if they are made uncomfortable during their practical placement that they have the right to leave the workplace immediately. Bags and other belongings can be collected at a later time. If a student does leave a workplace the student should notify Federation Training immediately.</p> <p>Under no circumstances should a student be expected to deal with harassment and bullying themselves. Students should contact their Institute coordinator at their first opportunity if they feel they are being mistreated in any way. Where such allegations are brought to the attention of Federation Training, the Institute will take the matter seriously and act promptly to protect the student.<br/>In addressing any such allegations the Institute will utilise the steps set out in the Placement Complaints section.</p> |  |  |
|--|---|--|--|

|    |   |        |                         |
|----|---|--------|-------------------------|
|    | <p>The exception is where the allegations are serious and/or complex. In these cases the Institute may require the placement organisation to undertake an internal investigation, notify Federation Training of the outcome and, if the allegations are corroborated, address the matter through own relevant internal procedures.</p> <p>Where the placement organisation has no internal investigation or complaints handling capacity, Federation Training may request that an independent investigator be appointed or that it be able to investigate the matter itself. Where such allegations are corroborated Federation Training may need to review its arrangement with the placement organisation/employer.</p>   |        |                         |
| 9  | <p><b>Assessment of the Host Employer’s Workplace</b></p> <p>Federation Training’s duty of care extends to ensuring that a workplace into which a student is to be placed shall be free of risks to that student. If a host employer’s workplace has current accreditation to a recognised safety standard (AS4801, Safety MAP, etc.) as explained in the ‘Guidance in assessing the workplace for safety’ section, this can be noted and no further assessment of the workplace is required. However, the assessment shall be completed, signed and retained on file.</p> <p>If this is not the case, to ensure we meet the Institute’s duty of care an assessment of the host employer’s workplace must be conducted. Before a student commences Practical Placement, the Institute (via the staff member responsible for arranging the Practical Placement) should be satisfied that the host employer’s workplace is safe and the student will not be at risk. If the responsible staff member is not satisfied about the safety of the host employer’s workplace, then an alternative placement should be organised.</p> <p>Note: Nursing Placement venues must be approved and registered with the Nurses Board Victoria (NBV). No other venues can be used, unless the Head of Department/Program Manager has applied for and been granted NBV approval.</p> <p>The Program Manager/Teacher/Admin Support shall ensure that an assessment of the workplace is conducted in accordance with the checklist attached to this procedure to ensure the workplace (except where this has been verified- Nursing Placement);</p> <ul style="list-style-type: none"> <li>• can offer suitable practical tasks to support the students learning,</li> <li>• that the student will be adequately inducted and supervised, and</li> <li>• the workplace meets suitable safety standards to ensure the student’s safety.</li> </ul> <p>The Practical Placement: Workplace Safety Checklist (TL 032 – Form 3) should be completed, signed and retained in the placement file.</p> | 1 hour | Program Manager/Teacher |
| 10 | <p><b>Assessment of an Interstate Workplace for Practical Placement</b></p> <p>Where an assessment of an interstate host employer’s workplace cannot be done by the Institute’s responsible staff member; an interstate registered training organisation may be engaged to conduct a workplace visit and assessment.</p>  | 1 hour | HOD/Program Manager     |

|    |  |                         |
|----|--|-------------------------|
| 11 | <p><b>Guidance in Assessing the Workplace for Safety</b></p> <p>Indications of the standards of safety at the workplace can be gained from observation of the workflow, traffic management, security, signage and housekeeping, etc. and these can bring into question the safety standards used in the workplace. Use the checklist to record what you see and record the answers to questions asked of the employer during the workplace visit. Workplaces are dynamic and do change, so the safety assessment should be carried out prior to each student starting their practical placement. Exceptions to this may be:</p> <ul style="list-style-type: none"> <li>- if multiple students are being placed at the same workplace at the same time or one after another and are doing the same tasks, then one generic safety assessment may be used,</li> <li>- If the workplace has a safety management system certified to a recognised standard (AS 4801, Safety MAP, NSCA Five Star, etc.) where the safety assessment could be limited to the specific tasks being performed by the student.</li> </ul> <p>In all workplaces regularly used for Practical Placement; the safety assessment must be reviewed if:</p> <ul style="list-style-type: none"> <li>• there are significant changes to student’s tasks,</li> <li>• there are workplace changes that could affect student's health and safety, there is an incident involving a student, and in any case at regular intervals.</li> <li>• where safety issues are identified; solutions to the issues that will eliminate or control the risks must be agreed between Federation Training staff making the assessment and the host employer’s representative. These solutions must be recorded in the checklist.</li> </ul> <p>Where safety issues are identified and solutions cannot be agreed to eliminate or control the risks to Federation Training students, or cannot be implemented in a timely manner, a decision on the appropriateness of placement of students must be made by the Program Manager/Teacher. This could result in non-placement of students, or withdrawal of students from a current placement.</p> <p>Staff are expected to apply their professional judgment and due diligence to the assessment process. If there is uncertainty as to the types of hazards or risks or standards that apply when doing the assessment the Manager Health, Safety and Risk will provide advice on request.</p> <p>The completed checklists and any other records must be retained by the Teaching Team for 12 months.</p> | Program Manager/Teacher |
| 12 | <p><b>Work Cover Insurance Arrangements for Students on Practical Placement</b></p> <p>It is important that Practical Placements are organised in accordance with the Act so as to ensure that students are protected through the WorkCover insurance policy held by the Department of Education. If placements are not arranged in accordance with the Act students will not be protected by the Department’s insurance policy and will not be entitled to compensation</p>   | Program Manager/Teacher |

|    |  |      |  |
|----|--|------|--|
|    | <p>through this insurance. <b>A written agreement is one of the fundamental requirements in ensuring that the Department’s insurance is activated.</b> In the absence of the agreement, an injured student may still be entitled to WorkCover compensation through the host employer’s insurance coverage. However, the Institute may also be held liable.</p> <p>When negotiating with potential employers of students on practical placement they are to be advised that host employers of Federation Training students will be deemed to have a separate policy of Work Cover Insurance. These arrangements will apply to all host employers, whether they are self-insured or whether they currently pay a WorkCover levy. Claims under the Policy will not impact on policies held in respect of a business or other employees.</p> <p>The Workplace Injury Rehabilitation and Compensation Act 2013 deems a post-secondary student undertaking a practical placement to be a ‘worker’ for workers’ compensation purposes, and deems the Department to be the employer of that post-secondary student (of VRQA registered RTOs only) in respect of the Employment under the Practical Placement agreement.</p> <p><b>Accordingly, post-secondary students of VRQA-regulated RTOs who are injured while undertaking a practical placement may be eligible to make a claim under the workers’ compensation insurance policy held by the Department.</b></p> <p><b>Post-secondary students of ASQA-regulated training organisations who are injured while undertaking a Practical Placement are not eligible to make a claim under the Department’s workers’ compensation insurance policy.</b> However, they may be eligible to make a claim under other insurance arrangements the Department has in place if they are assessed as eligible by the Department’s workers’ compensation insurer. The quantum of any payment is limited to statutory benefits provided under the Workplace Injury Rehabilitation Compensation Act 2013.</p> <p>Student must disclose to Federation Training and the Host Employer any previous injury that may affect their ability to attend placement e.g. a back injury in the case of a student attending a Nursing clinical placement.</p> <p><b>Interstate Work Cover Insurance Coverage</b><br/>Victorian based students who are on a practical placement and who sustain injuries may or may not have Victorian WorkCover entitlements if their injuries occurred during a placement Interstate. Cases should be examined on an individual basis with the relevant authorities prior to the placement commencing.</p> |      |  |
| 13 | <p><b>In the Event of an Incident</b><br/>In the event of an injury to a student on Practical Placement; the incident must be reported and investigated in accordance with the Institute’s procedure OHS 003, Reporting Incidents and Injuries.<br/>If the incident or injury results in a WorkCover claim, the Program Manager/Teacher shall ensure that a WorkCover Worker’s Claim Form is filled</p>  | ASAP | Program Manager/Teacher, Workplace Health and Safety Manager |



|    |  |       |  |
|----|--|-------|--|
|    | <p>in by the injured student and returned to the Workplace Health and Safety Manager. Refer to the Incident Flowchart in Appendix 1 of this procedure. The Program Manager/Teacher shall also ensure that the workplace is visited and re-assessed for safety prior to any student returning to the workplace.</p>   |       |  |
| 14 | <p><b>Procedures for Lodging a Work Cover Claim</b></p> <p>It is important that relevant Institute staff, the host employer and the student are familiar with the procedures for lodging a WorkCover claim form. If a student is injured during Practical Placement, the following procedure should be followed to establish any entitlement to compensation that an injured student may have under the Department's insurance policy:</p> <p>Enquiries relating to practical placement insurance eligibility matters should be directed to the Department's Workers' Compensation Advisory on ph. 03 9637 2441.</p> <p>If a post-secondary student is injured while undertaking a practical placement and wishes to make a claim for compensation, the following process should occur:</p> <p>The post-secondary student should complete and sign a Worker's Injury Claim Form, with the assistance of the employer and/or RTO, if necessary.</p> <p>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.</p> <p>The RTO should clearly mark on both forms 'VRQA practical placement claim' or '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.</p> <p>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: <a href="mailto:educlaims@gbtpa.com.au">educlaims@gbtpa.com.au</a></p> <p>All original documents to be forwarded to:</p> <p>Gallagher Bassett<br/>2/333 Collins Street<br/>Melbourne Vic 3001</p> <p>All ongoing documentation (post submission of a new claim) relating to the claim should be emailed to Gallagher Bassett at:</p> <p><a href="mailto:educlaimscorporate@gbtpa.com.au">educlaimscorporate@gbtpa.com.au</a></p> <p>The RTO should retain duplicates of all documents and create a secure workers' compensation file. Enquiries related to workers' compensation insurance claims for post-secondary students on practical placements</p> | <1 hr | HOD,<br>Workplace<br>Health and<br>Safety<br>Manager |

|    |   |        |                         |
|----|---|--------|-------------------------|
|    | <p>arranged by VRQA-regulated and ASQA-regulated RTOs should be directed to the Workers' Compensation Advisory Service ph: 03 9637 2441.</p> <p>email: <a href="mailto:workers.compensation.corporate@edumail.vic.gov.au">workers.compensation.corporate@edumail.vic.gov.au</a></p>   |        |                         |
| 15 | <p><b>Return to Work</b><br/>If a student injured during a placement is later able to return to work, the host employer must under the Worker's Compensation Act provide placement in the same or an equivalent position for the remaining portion of the original agreement.</p> <p>Before a student returns to work, the Federation Training staff member responsible for the Practical Placement should satisfy themselves that the workplace is safe and the student will not be at further risk. If the responsible staff member is not satisfied about the safety of the host employer, then an alternative placement should be organised.</p> <p><b>Public Liability Insurance</b><br/>Coverage for students and staff of Federation Training engaged in practical placement is provided through the Institute's public liability policy to the extent that that policy provides cover, and the host employer must also hold public liability insurance for not less than \$10 million cover per event. The placement co-ordinator should view and check off the currency of the host employer's public liability policy prior to the placement commencing.</p>  |        | Program Manager/Teacher |
|    | <p><b>Practical Placement Agreements</b><br/>Section 5.4.14 of the Act requires all Practical Placements to be arranged through written agreements between a registered training organisation and a host employer.</p> <p>The Practical Placement Agreement is designed to formalise the arrangements and conditions between the host employer and the Institute and to define the placement so that all parties, including the student, understand their responsibilities and rights. It is only through the Practical Placement Agreement that the Education Department's insurance coverage for the students on placement is activated. The Practical Placement Agreement is also a safeguard in the event of a dispute or problem arising during the placement. The agreement should be permanently filed by the Institute in case legal or insurance proceedings arise.</p> <p>The Agreement should include:</p> <ul style="list-style-type: none"> <li>• The course of study with the RTO and the relevant skills required as part of that course to be developed, reinforced and/or assessed during the practical placement</li> <li>• The start and finish dates and the total length of the practical placement expressed as hours and the maximum hours per week</li> <li>• Clarification that the post-secondary student is not required to be paid for the practical placement</li> <li>• The signatures of the employer and the RTO as parties to the practical agreement</li> </ul> | <2 hrs | Program Manager/Teacher |

|    |  |  |                         |
|----|--|--|-------------------------|
|    | <ul style="list-style-type: none"> <li>The signature of the post-secondary student as acknowledgement of their agreement to participate in the practical placement.</li> </ul> <p>The Agreement:</p> <ul style="list-style-type: none"> <li>may only be varied or amended by another written agreement;</li> <li>may be cancelled at any time by the employer or the registered training organisation giving written notice to the other.</li> </ul> <p>When a suitable employer is identified and the workplace has been assessed using the Workplace Safety checklist Form 3, the next steps are:</p> <ul style="list-style-type: none"> <li>Program Manager/Teacher and student should meet with the employer or workplace supervisor and discuss placement arrangements and ensure placement meets the checklist; a copy of the placement booklet should be given to the employer/workplace supervisor and the elements that the student needs to address on placement should be discussed;</li> <li>students and teachers complete the relevant Practical Placement Agreement Form 1;</li> <li>the Program Manager/Teacher completes the Placement Checklists Form 2;</li> <li>the Placement Agreement can be signed by the staff member who organises the placement with the employer and the Program Manager/Teacher who will then arrange for the student to sign the Practical Placement Agreement;</li> <li>two copies of the Practical Placement Agreement are forwarded to the Host Employer together the New Practical Placements Guidelines;</li> <li>the Host Employer signs both copies of the documents, retaining one for their records and returning the remaining copy to the Institute;</li> <li>The signed placement agreements will be placed on the student file.</li> </ul> |  |                         |
| 16 | <p><b>Starting Work Placement</b></p> <p>At the commencement of placement, students should take:</p> <ul style="list-style-type: none"> <li>An introduction letter explaining who the student is and why they are there.</li> <li>An Employer's Report form (where relevant) for the employer to complete at the end of the practical placement period - this can be posted.</li> <li>Where assessment is to occur, the Student Assignment form which should be discussed prior to the placement and needs to be completed by the student and handed in to the Teacher at the end of the Practical Placement period.</li> <li>Some placements require the student to go through an interview process.</li> </ul>   |  | Program Manager/Teacher |

|    |  |        |                                |
|----|--|--------|--------------------------------|
|    | <ul style="list-style-type: none"> <li>Teachers will inform all other teachers involved with the class that students will be absent during that period and try to visit or at least call to check on progress and attendance.</li> </ul>   |        |                                |
| 17 | <p><b>Monitoring Work Placement</b><br/>Program Managers/Teachers/Admin Support should <b>organise a mid-placement interview with the student and employer/supervisor</b>. Student's progress should be recorded and any potential barriers to the student addressing their placement goals should be identified and strategies implemented to overcome potential difficulties.</p> <p><b>Prior to the completion of placement</b> another interview should be held with student and employer/supervisor. Records should be kept regarding the placement goals that were accomplished and recommendations for future learning/professional development.</p> <p><b>Assessing Skills Acquired During Practical Placements</b><br/>The responsible Institute staff member must conduct assessments of the skills acquired by the student under Practical Placement as per the course requirements. Where a skills assessment of a student located at an interstate host employer's workplace cannot be done by the Institute's responsible staff member; an interstate registered training organisation may be engaged to conduct an assessment of the student/s. If students are assessed by workplace supervisors, the workplace supervisor is responsible for ensuring quality standards are maintained.</p> <p><b>Payment to Students</b><br/>The Governor in Council has made an order under section 5.4.16 of the Act fixing a minimum payment of \$5 per day for students on practical placement however an Order for exemption from this requirement was made by the Acting Secretary on 23 December 2010. Consequently, any agreement for payment to a student during a practical placement is a matter for negotiation between the employer and the student. Each party should ensure their own compliance with relevant taxation and reporting requirements.</p> <p>The Australian Taxation Office has advised that students paid \$5 per day for the term of a practical placement need not have a tax file number or submit a tax return. Host employers are also not required to issue group certificates.</p> <p>Note: If students receive more than \$5 per day, the exemptions as stated by the Australian Tax Office may not apply.</p> | <2 hrs | Program Manager/Teacher        |
| 18 | <p><b>Placement Complaints</b><br/>If the Institute receives complaints from either the student or the employer the HOD, Program Manager/Teacher should take the following steps:</p> <ul style="list-style-type: none"> <li>inform the other party as to the notification of an issue (student if employer raises an issue; employer if student raises an issue);</li> <li>meet with the supervisor and the student separately;</li> <li>document the nature of the complaint;</li> <li>assess the severity of the complaint and the impact on both student and employer and whether the issues can be resolved;</li> </ul>   | <2 hr  | HOD<br>Program Manager/Teacher |

|    |   |        |  |
|----|---|--------|--|
|    | <ul style="list-style-type: none"> <li>if the issues cannot be resolved the student should be withdrawn (the employer and student should be given a date the withdrawal is effective from);</li> <li>a withdrawal letter, confirming the decision and setting out reasons for the withdrawal will be provided by the Institute.</li> </ul>  |        |  |
| 19 | <p><b>Withdrawing a Student from Placement before Completion</b><br/>Grounds to withdraw a student would include circumstances where the:</p> <ul style="list-style-type: none"> <li>employer is dissatisfied with the conduct of the student and has requested the student leave the workplace;</li> <li>employer believes the student is a safety risk to themselves or the employer's clients</li> <li>course co-ordinator/student is dissatisfied with either the student or employer's conduct during work placement.</li> </ul> <p>Where a withdrawal is sought by the employer, student or Program Manager/Teacher, the latter should immediately seek to implement the steps outlined in the Placement Complaints section.</p> <p>The exception would be in the case where the employer seeks to withdraw a student on placement due to concerns that the student is a safety risk to themselves or the employer's clients. In this case, while the student may be invited to provide comment, the Institute will defer to the wishes/decision of the employer. It is the employer who is the expert in matters of safety within their industry setting and the Institute acknowledges that the employer is entitled to place the safety of their clients and/or the student (in their professional opinion), ahead of their placement obligations to the TAFE and the individual student. A withdrawal letter, confirming the decision and setting out reasons for the withdrawal will be provided by the Institute.</p> |        | Employer<br>Program<br>Manager/<br>Teacher |
| 20 | <p><b>After Work Placement</b><br/>A letter should be provided from Federation Training to students stating they have successfully completed the work placement requirements. If the employer is willing to do so, it should include an evaluation of the student by the employer and potentially whether or not the employer is willing to act as a referee for the student. This then becomes a valuable component of the student's personal portfolio. To ensure an ongoing strong relationship with host employers, a thank you letter should be sent by the student to each host employer to acknowledge their contribution.</p>   | < 1 hr | Program<br>Manager/<br>Teacher             |

## Reference and Supporting Information

### Definitions

| Term                       | Definition                            |
|----------------------------|---------------------------------------|
| <b>Must, shall or will</b> | Indicates a mandatory requirement     |
| <b>May, should</b>         | Indicates a discretionary requirement |

## Practical Placement

Practical Placement is structured workplace learning under a written agreement with a host employer undertaken by a post- secondary student as part of a Federation Training course.

Practical Placement is not where students undertake part or all of their training in a workplace as employees of the workplace.

For the purposes of the Act, VCAL and G-tec students are regarded as post-secondary students of Federation Training.

## External Legislative Context

Accident Compensation (WorkCover Insurance) Act 1993

Workplace Injury Rehabilitation and Compensation Act 2013

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Education Training and Reform Act 2006

## Forms and Templates

Practical Placement Agreement Form 1A

Community Services and Healthcare Providers Practical Placement Agreement Form 1B

VMIA Indemnity and Insurance clauses (Community Services and Healthcare providers only)

Checklists for Practical Placement TL 032 Form 2

Workplace Safety Checklist TL 032 Form 3

Appendix 1 – Post Incident Flowchart

New Practical Placements Guidelines\_updated April 2017

## Related Web Resources

Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements (Updated Practical Placement Guidelines) as at 10 April 2017.

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

Fair Work Ombudsman- Vocational Placements

<https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements>

## Responsibility

Manager- Quality

Please Note: For further information or assistance regarding policies and procedures contact:  
Manager- Quality.

| Item | Summary of Update   | Version Control | Review Date |
|------|---|-----------------|-------------|
| 1    | Original Procedure Document   | 1.0             | 31/10/2014  |
| 2    | <ul style="list-style-type: none"><li>• Changed Role Titles of stakeholders</li><li>• Included new procedure table to make the procedure more clearer with timelines and responsibilities</li><li>• Added new legislation, updated old legislation</li><li>• Changed the procedure relating to insurance cover</li><li>• Changed the process for lodging a claim</li><li>• Updated forms and templates</li><li>• Included new information for the agreement requirements</li><li>• Made reference to the “Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements (Updated Practical Placement Guidelines) as at 10 April 2017.”</li></ul> | 2.0             | 30/10/2017  |
|      |   |                 |             |