Practical Placement Agreement

<table>
<thead>
<tr>
<th>Student Name</th>
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<table>
<thead>
<tr>
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<table>
<thead>
<tr>
<th>Qualification</th>
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Practical Placement Agreement

Contents

Student Information, Rights & Responsibilities........................................................................ 3
  What is a practical placement?.................................................................................................. 3
  What are the advantages?......................................................................................................... 3
  Will I be paid?......................................................................................................................... 3
  Attitude .................................................................................................................................. 3
  Attendance and punctuality...................................................................................................... 4
  Safety ..................................................................................................................................... 4
  What about WorkCover insurance?......................................................................................... 4
  What if there is a problem?...................................................................................................... 4
  What if I need to change the placement arrangements?....................................................... 4
  What if I’m injured?................................................................................................................ 5
  Student roles and responsibilities......................................................................................... 5

Host Employers Information, Rights & Responsibilities........................................................ 5
  What is a practical placement?.................................................................................................. 5
  What are the advantages?......................................................................................................... 5
  Practical Placement Agreement Form...................................................................................... 6
  Induction .................................................................................................................................. 6
  Attendance............................................................................................................................... 6
  Changing placement arrangements......................................................................................... 6
  Are there any costs?................................................................................................................ 6
  What WorkCover arrangements are required?...................................................................... 7
  What if the student is injured?................................................................................................. 7
  Police & Working with Children Checks.............................................................................. 7
  Host employer roles and responsibilities............................................................................. 7

Customised Training roles and responsibilities ...................................................................... 8

Practical Placement Agreement (Signatures Required).......................................................... 9
  Schedule (Signatures Required).............................................................................................. 10
Practical Placement Agreement

Student Information, Rights & Responsibilities

What is a practical placement?
A 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 to the work environment. It involves more than just observing what is happening in the host workplace as you will have specific activities to undertake while on the placement. Your trainer will tell you what you will need to complete to successfully complete the placement.

What are the advantages?
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.

Will I be paid?
It is important to remember that you are a student and not a paid employee, so you will not receive a full working wage. For the purposes of the students’ WorkCover insurance, an Order of the Governor in Council has fixed the minimum rate of pay under ETRA (Education & Training Reform Act 2006) for each student on a practical placement at $5.00 per day (employers who are a Commonwealth Government department or a body established by a Commonwealth Act are, however, not required to make this payment).

Further, on 23 December 2010, the Acting Secretary of the Department of Education and Early Childhood Development (DEECD) signed an Order (new Secretarial Order) under section 5.4.20 of ETRA to the effect that students enrolled in a post-secondary education course of an RTO undertaking a practical placement under ETRA are not required to be paid for the work on that placement. This new Secretarial Order came into effect on 1 January.

Whilst students are not required to be paid as a result of the new Secretarial Order, payment can still be made. Discussions about payment should occur between the employer and student as part of the development of the required practical placement agreement. For further information please see http://www.education.vic.gov.au/Documents/training/providers/rto/pracplacemgt.DOC

Attitude
The right attitude is very important. You will need to:
- be willing to learn;
- take initiative;
- complete the Workplace record book tasks assigned by Customised Training;
- 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; and
- contact your workplace supervisor and your trainer immediately if you are unable to attend your placement. You may 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 about WorkCover insurance?

This Practical Placement Agreement Form must be signed by you, Customised Training and the Host Employer. The absence of this agreement may result in you not receiving compensation if injured whilst on placement. Students who are injured while undertaking a practical placement with an employer should be eligible to make a claim under the WorkCover insurance policy held by DEECD. Based on current advice, whether or not a practical placement student has been paid the minimum payment should not affect a student’s WorkCover insurance eligibility. However, it should be noted that in the absence of a payment the student may not be eligible to claim for loss of earnings related to that placement.

Any general queries in regard to WorkCover insurance eligibility matters should be directed to CGU:

Claims Manager – CGU Worker Compensation
Ph: 03 8360 1986
Email: Clare.Murphy@cgu.com.au

Note: Practical Placements outside the State of Victoria are not covered under these arrangements.

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.

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 workplace record book 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.
What if I’m injured?
If you are injured during placement you must inform your workplace supervisor and Customised Training 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 Customised Training if necessary. The form should then be sent to Customised Training.

Student roles and responsibilities
- To arrange for a Police and Working with Children Check, if required, and present the original to the host employer.
- 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 Customised Training if they are absent.
- To actively participate in the professional learning process.
- To be aware and adhere to confidentiality.
- To be aware they 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 Customised Training if there are difficulties with the placement.
- Do not use their car to transport clients, the host employer’s staff, or the employer’s equipment.

Host Employers Information, Rights & Responsibilities
Thank you for agreeing to be part of a practical placement program with Customised Training. 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 Workplace Record 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 Form

It is essential that you sign and return this 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 WorkCover 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 Customised Training to be informed. You will also be asked to confirm the student’s attendance. This is located in the student’s Workplace Record Book.

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.

Are there any costs?

For the purposes of the students’ WorkCover insurance, an Order of the Governor in Council has fixed the minimum rate of pay under ETRA for each student on a practical placement at $5.00 per day (employers who are a Commonwealth Government department or a body established by a Commonwealth Act are, however, not required to make this payment).

Further, on 23 December 2010, the Acting Secretary of the Department of Education and Early Childhood Development (DEECD) signed an Order (new Secretarial Order) under section 5.4.20 of ETRA to the effect that students enrolled in a post-secondary education course of an RTO undertaking a practical placement under ETRA are not required to be paid for the work on that placement. This new Secretarial Order came into effect on 1 January 2011 and a copy is attached to these guidelines.

Whilst students are not required to be paid as a result of the new Secretarial Order, payment can still be made. Discussions about payment should occur between the employer, student and RTO as part of the development of the required practical placement agreement. For further information please see http://www.education.vic.gov.au/Documents/training/providers/rto/pracplacemg.DOC
What WorkCover arrangements are required?
A WorkCover insurance policy is in place to provide cover for students of technical and further education courses who may be injured while undertaking a practical placement with an employer.

What if the student is injured?
If the student is injured during placement he or she must inform the workplace supervisor and Customised Training as soon as possible. The student completes and signs a Worker’s Injury Claim form, with the assistance of the host employer and/or Customised Training, if necessary.

Police & Working with Children Checks
If you work in an industry which requires staff and volunteers to have Police and Working with Children Checks, then students will show you an appropriate Check prior to commencing the placement. Customised Training will discuss the details of the police and working with children check 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 Customised Training 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 Customised Training 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 activities as they are completed in the workplace.
Customised Training roles and responsibilities

- Satisfy itself that any placement requiring over 240 hours is justified to meet the course outcomes for the student concerned and has regard for the welfare of the student concerned. Keep records detailing the reason for any decision to agree to longer hours for a practical placement.
- Ensure that both the host employer and the student are aware of the requirement from Skills Victoria of a minimum pay rate for each student.
- 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 student and workplace supervisor.
- Respond to student or host employer grievances according to Customised Training’s Grievance Procedure.
- If a student is injured:

  Customised Training will complete and sign the Employer section of the Worker’s Injury Claim form and an Employer Injury Claim Report form, in consultation with the host employer, if necessary. Customised Training will clearly mark both forms ‘Practical placement claim”. The Employer scheme registration number of 1624618 and the Employer’s reference number of 9573347 should be entered on both forms.

  Customised Training will then forward the original copy of both claim forms, any medical certificates and accounts and a certified copy of the practical placement agreement to:

CGU Workers Compensation Victoria
PO Box 20905
Melbourne 3001
Phone: (03) 8630 1165
Fax: (03) 8804 9426
Practical Placement Agreement

Practical Placement Agreement (Signatures Required)

Purpose: This Agreement is a practical placement agreement made pursuant to and subject to Part 5.4, Division 2 of the Education and Training Reform Act 2006 (Vic) between the parties named in the Schedule below as “RTO Provider” and the “Employer” and the “Student”.

Placement: The RTO Provider places the Student with the Employer for the purposes of enabling the Student to undertake the practical training described in the Schedule below. Particulars of the placement are as follows:

<table>
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<tr>
<th>Qualification Code</th>
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<tbody>
<tr>
<td>Qualification Title:</td>
<td></td>
</tr>
<tr>
<td>Name of Trainer:</td>
<td></td>
</tr>
<tr>
<td>Trainer Telephone:</td>
<td>1300 275 282</td>
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<table>
<thead>
<tr>
<th>Placement Start Date:</th>
<th>/ /</th>
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<tbody>
<tr>
<td>Placement Finish Date:</td>
<td>/ /</td>
</tr>
<tr>
<td>Total number of hours the student will work during this period:</td>
<td>___________ hours</td>
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<tr>
<td>Work days: Days of Week</td>
<td>MONDAY / TUESDAY / WEDNESDAY / THURSDAY / FRIDAY / SATURDAY / SUNDAY</td>
</tr>
<tr>
<td>Work day start and finish times: Times</td>
<td>_______ AM/PM to _______ AM/PM</td>
</tr>
<tr>
<td>Location (if different from employer’s address in the Schedule below):</td>
<td></td>
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Payment: The Employer will pay the Student at the rate of $__________ per day. Please see pages 3 and 8 for information regarding practical placement payments.

Signed on behalf of Customised Training Student Administration Representative:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Title</th>
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Signed on behalf of Employer:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Title</th>
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</thead>
</table>

Signed on behalf of Student:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Title</th>
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Name of Parent/Guardian if under 18. Signature of Parent/Guardian if under 18. Date

Controlled Document

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Page 9 of 10
Schedule (Signatures Required)

RTO Provider

<table>
<thead>
<tr>
<th>Organisation Name</th>
<th>Customised Training Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Level 1, 11B Gell Street, Bacchus Marsh VIC 3340</td>
</tr>
<tr>
<td>Contact Person</td>
<td>Ben Fisher</td>
</tr>
<tr>
<td>Telephone</td>
<td>1300 275 282</td>
</tr>
<tr>
<td>Fax</td>
<td>03 5367 1607</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:studentadminteam@customisedtraining.edu.au">studentadminteam@customisedtraining.edu.au</a></td>
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Employer

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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>Contact Person</td>
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<tr>
<td>Telephone</td>
</tr>
<tr>
<td>Fax</td>
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<td>Email</td>
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Student

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<tr>
<td>Qualification code and title</td>
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<tr>
<td>Emergency Contact Name</td>
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<tr>
<td>Emergency Phone Number</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone (Mobile)</td>
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<tr>
<td>Phone (Home)</td>
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<tr>
<td>Phone (Work)</td>
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(If applicable attach a list of all medical factors that may affect the student and any medication or treatment that may be relevant)