



WORK PLACEMENT POLICY

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1 POLICY STATEMENT

TrainSmart Australia provides work placement programs to assist students in completing the mandatory requirements for VET courses.

2 BACKGROUND

Work placement can take a variety of forms. The types of work placement program options available are:

- Work placement – on the job full time
- Work placement – on the job part time
- Work place assessment with current employer
- Volunteering arrangement

Completion of any one or more of the work placement program options contributes to the mandatory requirements for completion of the Diplomas and certificates of Community Services, Mental Health, Alcohol and other Drugs, Mental Health Peer Work and Youth Work.

3 SCOPE

This policy applies to:

- Employees of TrainSmart Australia supporting students with work placement programs; and
- Students enrolled in any of the Diploma or Certificate courses detailed above being delivered by TrainSmart Australia.

4 PROCESS

4.1 Selection of students

The Work Placement Coordinator (WPC) verifies that students:

- Have completed a minimum of 80 percent of their theory assessments (marked as competent) before commencing their placement;
- attend an interview prior to or upon entry to the workplace as required; and
- are informed of the outcome of any interview that takes place.

If the Work Placement doesn't require an interview, this can be conducted by the Work Placement Coordinator to establish readiness.

Vulnerable students, including students with a physical or intellectual disability or Aboriginal and Torres Strait Islander students, may require other considerations such as supportive workplaces, additional support at the beginning of the work placement and/or additional time to fulfil the requirements

of the chosen work placement program.

SPECIFIC REQUIREMENTS FOR COMMUNITY SERVICES, MENTAL HEALTH, YOUTH WORK, ALCOHOL AND OTHER DRUGS INDUSTRIES

The checks outlined below are required from a student before they undertake a work placement and must be less than 6 months old at the time work placement commences.

*All fees are subject to change so should be checked on the appropriate websites.

*Due to the nature of Community Health settings, as a duty of care to our students we recommend making sure your vaccinations are up to date and that all students practice good hygiene when attending a work placement.

NSW - Before commencing each work placement where you will come into contact with children, you will be required to provide a Working With Children Check and a Police Check. The health department also requires that all students in community service or health related courses provide a vaccination screening card*.

Costs involved - WWCC - free for students over 18 on professional placement, police check - \$41.50, Vaccination card - cost of a doctor's visit (may be bulk billed).

VIC - Working With Children and Police Checks are required to attend placement and attendance at placement is required to complete your course.

Costs involved - There are no fees for a Volunteer WWCC. Victorian Police offers a reduced fee for issuing National Police Certificates for volunteers of authorised organisations, student placements and persons who qualify under the Family Day Care scheme as an adult (18 years or over) residing with a Family Day Care provider.

Police Records Check (Name only): \$44.90

Volunteer for an authorised organisation: \$16.90

QLD - Police Checks are required to attend placement and attendance at placement is required to complete your course. Applicants are also required to complete a Working With Children Check (Queensland) through the completion of a Blue Card Application Form and Request for Yellow Card Exemption Form.

Costs involved - WWCC - free for students over 18 on professional placement, Police Check - \$54.60

NT - Working With Children and Police Checks are required to attend placement and attendance at placement is required to complete your course.

Costs involved - Police Check reduced fees (\$11) [require Eligibility for Volunteer Concession Fee Form](#) to be completed, else a fee of \$55 is charged. WWCC - reduced fees (\$5) [require Working with Children Clearance Form](#) to be completed, else a fee of \$67 is charged.

WA - Working With Children and Police Checks are required to attend placement and attendance at placement is required to complete your course. Some organisations will also require students to obtain additional vaccinations such as Pertussis (Whooping cough), influenza and others at their discretion.

Costs involved - WWCC - for volunteers, unpaid people and students on unpaid placement: \$11.00, Police Check - \$61.80, additional vaccination costs will vary

but may be covered under bulk billing with your GP.

ACT - Working with Vulnerable People (Background Checking) and Police Checks are required to attend placement and attendance at placement is required to complete your course.

Costs involved - WWVP - for volunteers, unpaid people and students on unpaid placement is free, Police Check - \$42.00

SA - This state uses an employer driven point-in-time system requiring employers and responsible authorities to obtain National Police Checks and conduct wider screening assessment for those engaging in child-related occupations/volunteering. This screening includes

* A National Criminal Records Check.

* South Australian Police information regarding alleged offences regardless of outcome, including spent convictions, pending charges and non-conviction charges and circumstantial information around charges and convictions.

* Information from other jurisdictions.

* Information sourced from professional registration bodies.

All students are required to attend placement and attendance at placement is required to complete your course.

Costs involved - \$51.00 (GST exclusive) (\$56.10 GST inclusive) for all forms of screening conducted for volunteers and students on placement. Please note that volunteers and students who need multiple checks pay the fee only once, as long as the applications are attached together and submitted at the same time.

TAS - Working With Children and Police Checks are required to attend placement and attendance at placement is required to complete your course.

Costs involved - WWCC - The fee for a volunteer is \$17.76 for a three year registration. No GST is applicable, Police Check - National Police Record Check Concession Rate = \$5.00 Only applicable for a National Police Record Check. Applicants must have an approved representative of the volunteer organisation authorise their application in Section 5 of the Consent Form.

* not required for Diploma of Early Childhood Education but up to date vaccinations are recommended.

Some organisations may also request a drug and alcohol screening test.

4.2 Selecting a host organization

The WPC or designated supervisory team member:

- Locates a prospective employer willing to offer student work placement(s);
- assesses the suitability of the workplace, in terms of occupational safety and health, and in terms of meeting the student's needs;
- identifies and negotiates arrangements for a student's work placement program with the nominated workplace supervisor or organization representative;
- confirms the placement in writing and includes all details in the Work Placement Record; and
- abides by all workplace-specific legislative requirements regarding a student's work placement. **Detailed in the Related Document Section below**

The WPC should assess each case on its merits and if, in their opinion, the

nominated person (most likely to be a member of supervisory team) responsible for undertaking the workplace assessment is able to make an unbiased and independent judgement about the workplace for the selected student, then the placement may be deemed suitable. Details of the assessment and findings should be included in the Work Placement Record and endorsed in writing by the WPC or nominee.

4.3 Assessing suitability of premises for work placement

Suitability and safety of the placement premises is ensured by

- The Workplace Safety Inspection Checklist which is completed by the Workplace supervisor on the first day of placement;
- Agreement signed by Workplace representative or supervisor about meeting requirements outlined in Memorandum of Understanding;
- Workplace supervisor ensuring they have the level of qualifications, skills and available time to oversee the placement. This is outlined in the Work Placement Guide for Host Organisations and acknowledged by signing the Work Placement Record;
- Willingness of all supervisors involved to provide feedback.

Stakeholders should be invited to provide feedback where possible and when needed as part of a continuous improvement process for work placement program(s). This happens by sending out feedback forms with the work placement documentation and is followed up to be completed by WPC.

Agreements established with external agencies for work placement programs should be documented in a Memorandum of Agreement (if not the student's place of work) and attached to the appropriate Work Placement Record.

4.4 Establishing a supervisory team

The Work Placement Coordinator:

- Establishes a supervisory team relevant to each work placement program. This consists of a minimum of a TrainSmart supervisor and Workplace supervisor;
- determines the role and duties of the supervisory team;
- gathers communication info from all parties in the Workplace Record. This document is distributed to the student and the Workplace Supervisor.
- determines a supervisory strategy which can include phone supervision, work placement visits and group reflections.

The Workplace supervisor:

- Determines who will oversee the student placement and will appoint additional supervisors where needed;
- determines the suitability of workplace supervisors. This is a Supervisor/Manager who can demonstrate they have been in a relevant supervisory role for a minimum of 6 months and hold the unit of competency's or can demonstrate the skills within the units of competency being overseen;
- determines if they have the appropriate level of public liability insurance;
- agrees to not place the student at any risks to complete their placement tasks;

- has the right to terminate the placement at any time when they can't provide a safe and supportive environment for the student.

The student:

- Agrees to stay in regular contact with their supervisors and notify them when they can't complete hours or tasks agreed to;
- is responsible for their own learning progress. They oversee their assessments and need to seek guidance from their supervisors when in need of clarification or support;
- can reject or terminate a placement without having to give a reason.

These outlined tasks will ensure that all parties oversee responsibility for:

- Duty of care;
- occupational safety and health; and
- effective student learning/training.

The WPC sets up a supervisory strategy before the work placement starts. This needs to include a minimum of one check in by the WPC or trainer. Preferably this will occur in person, but this can also be by phone or email, depending on student needs, availability and location.

If the student is a Perth Metro student, they will be encouraged to attend group reflections at Perth Campus. If there is limited on-site supervision available for the student, their attendance of group supervision can be a requirement for their placement to be deemed satisfactory.

The WPC should verify that all the necessary arrangements are made in line with this policy and relevant information is attached to the Work Placement Record before the student begins in the workplace.

4.5 Transportation

The WPC or Workplace Supervisor verifies that:

- There are appropriate and safe transport arrangements to and from the work placement for work placement students;
- processes are in place for the workplace supervisor to acknowledge the arrival and approve the departure of the student from the workplace;
- vehicles used by workplace supervisors have a current vehicle licence and drivers have a current driver's licence;
- vehicles driven by students comply with the road licensing requirements;
- student drivers have a current driver's licence, and only transport other students, where no other option exists; and
- students only drive employer's vehicles (including boats, motor bikes and tractors) if:
 - permission, appropriate training and supervision are provided by employer/workplace supervisor;
 - the student holds a valid driving licence for the class of vehicle; and
 - the employer's vehicles meet the licensing requirements and are insured for students to drive.

4.6 Emergency response strategy and accidents in the work placement

The Work Placement Coordinator:

- Establishes an emergency response strategy in line with TrainSmart Australia's *Work, Health and Safety Policy v2.0*.
- Provides the workplace supervisor with:
 - The contact details of the student's emergency contact and TrainSmart Australia; and
 - details of specific first aid responses needed in the event of a known predisposition to an adverse health event such as an asthma attack, bee sting or nut allergy.
- Provides emergency contact numbers to students where needed. If a student does an after hours placement, they can be provided with the Work Placement Coordinator mobile in case of emergency.

This is outlined in the Work Placement Record.

For further information, see TrainSmart's *Work, Health and Safety Policy v2.0*.

In the event of an accident involving a student in the workplace, the Work Placement Coordinator:

- Informs the Host Supervisor and their manager
- completes and retains for record purposes, TrainSmart Australia's Incident Report form;
- Retains, for record purposes, copies of all medical certificates and receipts;
- Fills in a Zurich Australian Insurance Ltd. personal accident claim form and forward to their Specialist Claims Team following a workplace accident; and
- informs the student that:
 - all medical certificates and receipts are retained by them;
 - appropriate health insurance claim forms should be completed and submitted to Medicare or the private health insurance organisations for reimbursement of medical expenses.

In the event of an illness or epidemic in the host organisation or community

- The student follows Host Organisation policy and procedure around attendance;
- The student informs their Host Supervisor and Work Placement Coordinator if they have symptoms of a viral infection;
- The Work Placement Coordinator completes an incident report form in case a student has to self-isolate out of precaution or suspected infection;
- The Work Placement Coordinator notifies their manager;
- The Work Placement Coordinator informs the students that:
 - all medical certificates and receipts are retained by them;
 - appropriate health insurance claim forms should be completed and submitted to Medicare or the private health insurance organisations for reimbursement of medical expenses.

Students who are involved in paid work, out of class hours, as part of a TrainSmart Australia course to achieve skills from a work placement Skills List or achieve Units of Competency are therefore, covered under the

workplace supervisor's (employer's) workers' compensation insurance, not TrainSmart Australia's insurance.

4.7 Bullying or Harassment in the workplace

The Student or Workplace supervisor advises the Work Placement Coordinator or Trainer of any incidents as soon as possible. Upon notification of an incident a suggested process may include the following steps:

- Investigate to validate the incident;
- withdraw the student from the placement;
- alert relevant parties of concerns regarding this workplace as an inappropriate placement for students;
- inform the student of the existence of the Equal Opportunity Commission which has power to investigate a complaint; and
- document incident and actions taken in line with established TrainSmart Australia processes.

For further information, see TrainSmart Australia's *Policy and Procedure on how to handle a bullying, harassment or discrimination incident*

4.8 Insurance

Personal accident insurance cover is provided by TrainSmart Australia (via Zurich Australian Insurance Ltd.) to all authorised and unpaid work placement students subject to certain conditions. Accidental damage caused by the student to work site machinery, equipment and infrastructure is also covered by TrainSmart Australia's insurance (via AAI Ltd.).

Host organisations are required to have public liability insurance in place as is standard business practice. Host organisations need to consult their insurance advisor to determine an appropriate level of insurance cover for their business or industry risk profile.

Clarification on insurance issues should be directed to jguo@tsa.edu.au

5 Related documents

5.1 RELEVANT LEGISLATION OR AUTHORITY

Occupational Safety and Health Act 1984

(WA)

Occupational Safety and Health Regulations 1996

(WA) Vocational Education and Training Act 1996

Vocational Education and Training (General) Regulations (WA)

2009 Volunteers (Protection from Liability) Act 2002 (WA)

*Workers Compensation and Injury Management Act 1981
(WA)*

5.2 RELATED TRAINSMART AUSTRALIA POLICIES

Duty of Care for Students

Emergency and Critical Incident

Management Occupational Safety and

Health

6 DEFINITIONS

WORK PLACEMENT

The placement of a student in a work environment as part of an accredited Work Placement program.

HOST ORGANISATION

An adult or organisation offering services for VET activities and receiving no remuneration from TrainSmart Australia for the services provided.

NOMINEE

Any staff member employed by TrainSmart Australia who is nominated by the Work Placement Coordinator to act on behalf of the Work Placement Coordinator.

SUPERVISOR

Is an adult with the official task of overseeing other people. This is a Supervisor/Manager who can demonstrate they have been in a relevant supervisory role for a minimum of 6 months and hold the unit of competency's or can demonstrate the skills within the units of competency being overseen.

SUPERVISORY TEAM

Is a group of adults with the official task of overseeing other people.

WORK PLACEMENT COORDINATOR

A role carried out by any employee of TrainSmart Australia, who is nominated by the CEO to coordinate work placement for students enrolled in the Diploma of Community Services, Diploma of Mental Health, Certificate IV in Mental Health, Youth Work and Peer Work.

WORKPLACE SUPERVISOR

An adult employee of a host workplace acting in a designated supervisory capacity for the student(s) in work placement at that site.

SUPERVISORY PLAN

A plan describing how the proposed work placement activity will be supervised by the workplace supervisor and TrainSmart supervisor.

WORKPLACE ASSESSMENT

Practical units completed by student under their current employment. This can be agreed on if the workplace can provide a workplace supervisor to sign off on assessments and timesheets.

7 CONTACT INFORMATION

TrainSmart Australia
Perth Campus
Level 9, 251 Adelaide Terrace, Perth WA 6000
T: (08)
9265 9600
E: WPC@tsa.edu.au

8 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	Ref no.	Notes
16/03/16	16/03/16	1.0	1	Initial draft created TLA
	26/4/16	1.1	2	Edited from team comments
	5/5/16	1.2	3	Final Edits from SR
01/09/19	12/09/19	2.0	4	Edited by Work Placement Coordinators to suit current best practice.
	23/9/2019	2.1	5	Review and minor corrections
	19/03/2020	2.2	6	Review and addition to 4.6

9 APPENDIX

9.1 Work placement record



Work Placement Record		Original to be held by TrainSmart Australia Copy 1: For Host Employer Copy 2: For the Student
Student Name:	Course:	Work Placement Organisation:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 1: Work placement details

Start date Proposed finish date

Flexible Work Hours YES NO

If NO, starting time Finishing time

Number of days per week

Work Placement address

The placement includes out of normal business hours, e.g. 6-9pm.

Please give details if ticked

Section 2: Student information

Student Name: Student Mobile Number

Details below (or attached) of any adjustment, medication or medical condition (e.g. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy), disability, learning and support need or factors the school or employer should know:

Please tick where applicable:

I am at risk of an anaphylactic reaction and will carry an adrenaline auto-injector, e.g. EpiPen and relevant ASCIA Action Plan.

Yes

No

Name of student's emergency contact

Home Phone

Mobile

Work Ph (if relevant)



I have completed all pre-placement activities.

I am aware of my rights and responsibilities.

I understand my responsibilities during the placement to support work health and safety in the host workplace. I know I must not do anything to jeopardize the safety of myself or others.

I understand that if I feel unsafe during the placement, I have the right to not undertake the task and report the issue, as soon as possible.

I understand my safety is of the highest importance during the placement and there are no negative consequences to me in reporting health and safety issues to my Work Placement Coordinator and the host organisation.

I know I must contact the Work Placement Coordinator if I have any concerns about my placement.

I will inform both the host organisation and the Work Placement Coordinator as soon as possible if I am unable to attend the workplace.

I know who to contact in case of emergency.

I am aware of the contents of the Privacy Notice on Page 3.

I will comply with all reasonable directions of the host employer and their employees.

If I have access during the placement to business or personal information which is private and confidential, I will not convey that information to any person outside the host employer's workplace.

I will not use any mobile devices to record conversations, video or take photos without permission from the host employer or supervisor.

I will inform my supervisor and TrainSmart Australia promptly of any injury or accident that involves me.

Student Signature

Date



Section 3: Work Placement Supervisor details

Name of Organisation or Trading name

Contact person/Supervisor

Position

The supervisor needs to hold relevant qualifications or experience and cannot be a trainee or apprentice. More information on this can be found in the Work Placement Assessment and Evidence Book or this can be discussed with the Work Placement Coordinator.

Phone

Email

Overview of the Organisation

Type of industry

Main activity/ service

Government enterprise

Private enterprise

Self-employed

Other

Student Supervision

The host Supervisor is responsible for daily supervision of the student. The TSA Work Placement Coordinator will conduct check ins face to face or over the phone to monitor the placement. If there is any concern about the placement the Work Placement Coordinator needs to be contacted. For the first check in by the TrainSmart coordinator, when would be a time that suits the supervisor and student? Write suggested dates below and the Coordinator will be in touch to set a time, date and method

Description of the proposed placement – in detail

Activities/duties to be undertaken by student

Any activities or tasks the student is not to undertake e.g. no-go areas, machinery or equipment that is too dangerous for new or young workers to operate.

Indicate any risks to the student in the planned activities e.g. exposed to violent behavior, water activities, driving with clients...

How will those risks be eliminated or controlled?

Special conditions e.g. clothing, footwear, equipment, pre-training, transport, multiple sites, routine car travel and individual student needs.



Host employer/workplace supervisor to complete the following declaration:

- I am aware of the employer's rights and responsibilities and the need to provide a safe and positive environment for the student, free from harassment and discrimination.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the requirements of the *Work Health and Safety Act*.
- I will check any health care concerns with the student and ensure they and their supervisor know what to do in the case of a medical event i.e. where the student will keep their medication, e.g. an adrenaline auto-injector-EpiPen.
- I will consult and cooperate with TrainSmart Australia and will notify the Work Placement Coordinator immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the business to fulfil its WHS obligations.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid in relation to the placement.
- I will notify the Work Placement Coordinator if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the Work Placement Coordinator immediately if I need to change sites, redirect students to another location or find asbestos on the site.
- I have informed employees of their responsibilities when working with students.

Signature of Workplace Supervisor

Print Name

Date



Section 4: TrainSmart Australia details

Nominated contact: Julia Devos and Shantha David (Work Placement Coordinators)

Email wpc@tsa.edu.au

Phone number [1300 855 517](tel:1300855517)

Section 5: Final approval of the placement – TrainSmart staff to complete

- The student has been prepared for the workplace by TrainSmart to optimise the student's safety and achievement during their placement.
- The placement is supported according to TrainSmart Australia's Workplace Learning Policy and Associated Documents and Forms.
- TrainSmart Australia will report incidents affecting the safety of students, including near misses, while undertaking workplace learning in accordance with the business's Incident Reporting Policy and Procedures. In accordance with the Policy, incidents must be reported as soon as possible but within 24 hours.
- If medical information, support or adjustments are to be provided this has been shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, TrainSmart Australia has confirmed that the student has provided an adrenaline auto-injector for the placement.
- TrainSmart Australia has provided a copy of the student's ASCIA Action Plan or health care plan cover sheet to the host employer and has discussed it with them.

Tick: N/A or YES NO

- I am satisfied that all of the above have been completed and that all parts of this Work Placement Record are complete and signed as required and that the placement is suitable for this student.

Privacy notice-for all parties

The information provided by students and host employers is obtained for the purpose of coordinating a workplace learning opportunity. TrainSmart Australia will use the information to meet health and duty of care responsibilities and to support the needs of the student and host organisation. Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning.

The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected.

You may correct any personal information by contacting the Work Placement Coordinator at TrainSmart Australia.

Signature of TSA Representative

Print Name

Position in School

Date