

WORK PLACEMENT

4Life College



STUDENT GUIDE

Your guide to undertaking workplace learning programs at 4Life College.

Work Placement Student Guide

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Enjoy your course and remember your feedback is always valued.

Work Placement Overview

Work placement involves students applying the skills and knowledge learnt in class to a real life workplace. Students will be supervised by a workplace supervisor and will be assessed by a 4Life assessor. The assessor will use the Work Placement Assessment Kit, a workplace visit and the views of the supervisor, to determine if a student is competent in the workplace.

Industry placement is central to the course and there is a strong emphasis on 'learning by doing'. The emphasis is also on education through gaining first-hand knowledge by working in a workplace. Because fieldwork aims at enabling students to be effective workers, all other aspects of the course are designed to encourage the development of skills and knowledge that are directly relevant to the work setting.

Many students gain employment from their host employers if they do well in their work placement. Treat everyday as a job interview and you may find that you have a job by the end of your placement.

Why is work placement a mandatory part of your training?

Firstly, it is a requirement to complete work placement in order to receive your qualification.

Secondly, work placement provides a secure and safe environment where you will be able to develop your skills and build confidence in providing services to clients.

IMPORTANT – Work Placement Policies

It is every student's responsibility to know and be familiar with the student guidelines and policies before attending your work placement. These are strictly adhered to, to ensure fairness to all students and quality of service for our clients.

Eligibility

Students are eligible to participate in work placement upon completion of specified modules in their course. The students are only deemed eligible to participate if they possess the correct attributes and skills.

Students who are scheduled to participate in work placement, but are not deemed ready to do so, will be interviewed and an alternative course of action will be agreed. This may mean repeating the appropriate term of study, or in some cases, discussions about the suitability of the course in general.

Please note: We work in high risk industries with vulnerable people. As such, Australian Learning Group (ALG) has a duty of care to ensure each student's ability to care for these types of clients. If, for any reason, a student is unable to comply with and meet the policies and standards of conduct of a host employer you may not be permitted to complete your work placement. This may affect your ability to complete your qualification or progress to further qualifications.

For more details on Eligibility, refer to the FAQs at the end of this document or ask your trainer.

Your Work Placement Employer

The College will assist you to find a suitable work placement employer to undertake your work placement. However, sometimes students find work placement themselves. All work placement employers **must be approved** by the College. You will need to submit a Work Placement Employer Agreement Form to the College with the details of your employer for approval.

The shifts that you are required to work are reflective of the workplace. Whilst the total hours that you complete should not exceed those specified in your training materials, the hours and days that you complete the shifts may differ from those of your regular training days or those of your fellow students. Students must be prepared to undertake shifts that are allocated by the work placement employer.

The College will make all reasonable effort to provide a work placement that is close to the campus. However, work placement employers are not always close to the CBD areas. Students should be prepared for some travel if a work placement employer is not available close to the campus.

Using Your Own Employer

Students currently employed in an appropriate workplace may be able to complete their assessment requirements within their own workplace and may not need to find a host employer. However approval must be gained by both employer and the College for you to use your employer. This does not increase the 40 hours per fortnight paid employment available to International students. You will need to submit a Work Placement Employer Agreement Form to the College with the details of your employer.

Work Placement Employer Agreement Form

Arranging work placements and managing relationships with Host Employers takes time and must be carefully planned. If you would like to submit a Work Placement Employer Agreement Form, we need time to assess the workplace you nominate. If, for some reason, the workplace you nominate is not approved, we would then need time to arrange an alternative work placement. For these reasons, we need to specify due dates for the Work Placement Employer Agreement Form to be submitted. If you do not submit the form by the due date specified below, it will not be possible for you to nominate your own Host Employer.

Different qualifications will have different due dates as the work placement occurs at different times.

Enrolled Qualification	Due date for Employer Agreement Form	Timetable Of Work Placement (student's term of study)
CHC30115 Certificate III in Early Childhood Education and Care	Week 10, Student's 1st term of Study	Term 3
CHC50113 Diploma of Early Childhood Education and Care	Week 10, Student's 1st term of Study Week 10, Student's 4th term of Study (if different from 1 st work placement block)	Term 3 – 135 hours Term 6 – 150 hours Term 7 – 75 hours Term 8 – 75 hours
CHC33015 Certificate III in Individual Support	Week 10, Student's 1st term of Study	Term 3
CHC43015 Certificate IV in Ageing Support*	Week 2, Student's 1st term of Study	Term 2

CHC43115 Certificate IV in Disability*	Week 2, Student's 1st term of Study	Term 2
CHC52015 Diploma of Community Services	Week 10, Student's 1st term of Study Week 10, Student's 5th term of Study (if different from 1 st work placement block)	Term 4 – 200 hours Term 8 – 200 hours
CHC53315 Diploma of Mental Health	Week 10, Student's 1st term of Study Week 10, Student's 5th term of Study (if different from 1 st work placement block)	Term 4 – 200 hours Term 8 – 200 hours

*Entry into these courses requires successful completion of CHC33015 Certificate III in Individual Support
Here is a sample of a Work Placement Employer Agreement Form:



Work Placement Employer Agreement Form

STUDENT DETAILS (Student to complete)	
Title: Please tick (✓)	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Family Name:	
Given Name(S):	
Current Course:	

To the Work Placement Employer:

Thank you for considering our student for Work Placement at your organisation. Work placement involves students applying the skills and knowledge learnt in class to a real life workplace. Students will need to be supervised by a workplace supervisor nominated by you and will be assessed by a 4Life assessor. The 4Life assessor will use the Work Placement Assessment Kit, a workplace visit and the views of the supervisor, to determine if a student is competent in the workplace. Industry placement is central to the course and there is a strong emphasis on 'learning by doing'. The emphasis is also on education through gaining first-hand knowledge by working in a workplace.

Thank you for taking the time to complete this form. As a Registered Training Organisation, we are required to assess each potential work place to ensure suitability for our students. The details you provide will assist us to make this assessment. Upon the receipt of the completed form, our College will review the details and email your nominated contact person of the outcome.

WORK PLACEMENT EMPLOYER DETAILS (Work Placement Employer to complete)	
Name Of Organisation/ Trading Name:	
Address:	
Contact Person:	Position:
Phone:	Mobile:
Email:	
Website:	
Location of placement (if different from above address):	
SUPERVISION AND STUDENT HOURS (Work Placement Employer to complete)	
Supervisor Name (experienced employee who will provide on-going supervision of the student):	
Position:	
Induction Date and Time (if different from start):	
Start Date And Time:	
Finish Date And Time:	
Work Placement Days And Shift Hours:	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri Hours:

Required Durations

Different qualifications have different requirements in regards to hours of work placement. A summary of all qualifications with work placement is found below:

Enrolled Qualification	Work Placement Hours To Be Completed	Timetable Of Work Placement (student's term of study)
CHC30115 Certificate III in Early Childhood Education and Care	135 hours	Term 3
CHC50113 Diploma of Early Childhood Education and Care	435 hours	Term 3 – 135 hours Term 6 – 150 hours Term 7 – 75 hours Term 8 – 75 hours
CHC33015 Certificate III in Individual Support	150 hours	Term 3
CHC43015 Certificate IV in Ageing Support*	150 hours	Term 2
CHC43115 Certificate IV in Disability*	150 hours	Term 2
CHC52015 Diploma of Community Services	400 hours	Term 4 – 200 hours Term 8 – 200 hours
CHC53315 Diploma of Mental Health	400 hours	Term 4 – 200 hours Term 8 – 200 hours

*Entry into these courses requires successful completion of CHC33015 Certificate III in Individual Support

Work Placement Confirmation Form

Students will be issued with a Work Placement Confirmation Form prior to the commencement of their work placement. The form will specify details such as location of the workplace, contact details of your host employer, allocated shifts, induction date and time, start date and finish date of work placement, estimated week for the assessor visit and dress code.

From time to time, a host employer may require you to complete more hours per week than usual. Some host employers prefer students to work 'full time' for the duration of their placement. If this happens, you are likely to finish your work placement earlier and your assessor visit must take place earlier.

Unfortunately, if you complete your work placement without this assessor visit, you will not be eligible to receive the qualification. Therefore, it is essential that you advise the College of any changes to your work placement so that we can reschedule the assessor visit as necessary.

You must notify the College immediately if there are any changes from the schedule set out on your Work Placement Confirmation form. This includes:

- Changes to the days you work
- Changes to the hours per week that you work
- Changes to the duration of your work placement (i.e. the expected finishing date).

Here is a sample of a Work Placement Confirmation Form:



Work Placement Confirmation Form

Student Name:	Sam Student		
Qualification:	Certificate III in Early Childhood Education and Care		
Host Employer Name:	Happy Kids		
Host Employer Address:	1/225 Happy St, Happyville		
Host Employer Phone:	02 1234 5678		
Supervisor Name:	Clare Happy		
Total Work Placement Hours:	135	Induction Date and Time:	16/04/2018, 7am
Start Date and Time:	16/04/2018, 7am	Finish Date and Time:	31/05/2018, 4pm
Scheduled Work Placement Days & Shift Hours	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri (7am - 3.30pm)		
What to bring:	<ul style="list-style-type: none"> • Work Placement Assessment Kit • a pen • a bottle of water • a notebook • food that does not require refrigeration or heating (unless facilities are provided) • a hat for early childhood qualifications 		
Assessor Visit:	Assessor Visit will be scheduled between 28/05/2018 and 30/05/2018		
4Life Contact:	All email correspondence (i.e. absence, request for assistance whilst on work placement) must be sent to the Student Services Team in your campus. Please put "Work placement – (Centre name) and your name" in the email subject title.		
Dress Code:	Please wear your College logo t-shirt each day with name badge, black or navy pants and comfortable closed in shoes.		
Note:	<p>Please note if you are arriving late, leaving early, taking extended breaks or non-attendance on any of your scheduled work placement day, please inform your supervisor <u>immediately</u> and also notify the Student Services Team in your campus via email. You will be required to work extra hours to meet the required hours.</p> <p>Please email workplacement@alg.edu.au immediately if there are any changes from the schedule set out on your Work Placement Confirmation form. This includes:</p> <ul style="list-style-type: none"> • Changes to the days you work • Changes to the hours per week that you work • Changes to the duration of your work placement (i.e. the expected finishing date). 		

Competency Based Training

Competency based training is the basis for the training being undertaken in your qualification and these competency standards have been developed through consultation with industry.

Competency Based Training (CBT) focuses on what is expected of an employee in the workplace rather than on the process of learning. The focus is on the ability of the person to apply relevant skills and knowledge to the competency standard determined by the industry. Competency is a broad concept and covers all aspects of work performance, including the ability to:

- Undertake the task
- Manage the task
- Manage a number of different tasks
- Transfer the task to different environments
- Work within industry/workplace standards

When evaluating students, supervisors will take into account the above points as well as the attitudes, ethics and level of understanding shown by the student. It is therefore possible for a student to be able to undertake a task but not pass the task if he/she displays attitudes inappropriate to the work environment.

Overview Of Assessment For Work Placement

Purpose of Assessment

The work placement assessment requires students to demonstrate the skills learnt at the College in the workplace. Students are expected to use the range of skills they have acquired throughout their studies as and apply these to each work placement scenario. Students at a diploma level are required to use more advanced skills, and demonstrate a broader range of other skills.

Students are reminded that they have to successfully complete their work placement to complete their course. If there are gaps in any of the sections below, students may be asked to do more hours in the workplace to develop skills or may be required to do extra training.

Units of Competency Being Assessed

Students will be assessed on the units of competency listed in the Work Placement Assessment Kit for their qualification.

Work Placement Assessment Kit

Students are required to complete a Work Placement Assessment Kit. This Assessment Kit will collectively provide a record of evidence to show that you have successfully completed the specific assessment requirements of each unit of competency. Satisfactory completion of each section is required in order to be competent.

The full requirements for assessment are outlined in the Assessment Kit for your qualification, but in summary, the Assessment Kit includes 4 sections:

Section 1 - Induction and logbook

As a part of the Assessment Kit, you will be required to undergo an induction and keep a logbook, in which you will record work placement hours. Your logbook will look like this:

Student name:						
Host employer name:						
Date	Time started	Time finished	Total hours	Student signature	Supervisor signature	Main tasks
Total number of hours for this page						

Section 2 - Portfolio

You will also be required to complete a portfolio of evidence including recording different tasks and activities you have performed during work placement sessions. All sections must be completed and deemed satisfactory. If sections are not completed, you may be required to do additional work placement hours in order to complete them.

Section 3 - Supervisor Testimonial

This section requires your supervisor to sign off on the activities you have undertaken in the workplace and determine whether these tasks are completed to the standard required in the industry.

Section 4 - 4Life Assessor visit

The assessor will visit the student in the workplace and speak to the supervisor in order to assess their ability to meet the requirements of each unit of competency.

Important Note: 4Life Assessor Visit

Students must be assessed in the workplace in order to meet the requirements of the course. An assessor visit will be arranged in the final weeks of your placement. We will specify a date range in which this visit will occur on your Work Placement Confirmation Form. If you complete your work placement without this visit, you will not be eligible to receive the qualification. Therefore, you must notify the College immediately of any changes to your work placement as this mean that you will not be at the workplace within the date range on your Work Placement Confirmation Form.

Roles And Responsibilities

Role And Responsibilities Of The Workplace Supervisor

- To explain the expectations of the workplace regarding performance and tasks, workplace standards, hours of work and other details pertinent to the student, at the commencement of work placement.
- To support the student's work on a day to day basis and to actively encourage the student in achieving their specific objectives.
- To ensure that the student is adequately briefed on workplace policies and procedures.
- To take responsibility for the general supervision and educational development of the student whilst on placement (or delegate this to an appropriate person).
- To notify 4Life Work Placement Coordinator immediately if it is felt that the student is not complying with the general rules of the workplace, or not making satisfactory progress.
- To validate the attendance record of the student.
- To give an evaluation of the student's level of skills (or to delegate this to an appropriate and qualified third party).

Roles And Responsibilities Of The Student

- To organize travel, parking and meal arrangements prior to placement.
- To notify the College of any changes to work placement hours and arrangements from the Work Placement Confirmation Form.
- In some industries, workers are required to use "own vehicle for transporting clients or other work purposes" is not covered in the placement agreement. This is not covered by this work placement agreement.
- To work within workplace structure, meeting workplace standards.
- To demonstrate sensitivity and discretion toward the clients of the service.
- To represent the service / host employer in a professional manner.
- To dress appropriately in agreed uniform. Typically this means hair must back, all facial piercings removed, minimal jewellery and minimal makeup.
- To actively participate in the professional learning process.
- To be aware and adhere to confidentiality. Breaches of confidentiality are regarded as serious violations of professional ethics and will be dealt with accordingly.
- To work under the direction of the nominated supervisor, in so far as the direction is compatible with their level of skill and knowledge.
- To be aware that student doing work placement in a host employer's premises is not an extra staff member.
- To notify nominated supervisor and the Student Services Team in your campus if there are any difficulties with the placement.
- To inform nominated supervisor and the Student Services Team in your campus of any lateness, leaving early, taking extended breaks or non-attendance. It will be necessary for the student to make up time.
- To participate in a continual evaluation process.
- To not turn up to work placement under the influence of alcohol or illicit drugs.

Roles And Responsibilities Of The 4Life Work Placement Coordinator

- To arrange work placement for the students.
- To issue Work Placement Confirmation Form to students.
- Ensure all agreements with facility and supervisor are in place.
- To develop field placement competencies in conjunction with trainers to meet unit objectives.
- To provide the supervisor with resource materials and course information as required.
- In consultation with the host employer, to arrange the assessment of each student placement and devised appropriate strategies where problems arise during placement.
- To liaise and meet with host employers and evaluate the placement process to be actively encouraging “feedback”.

Roles And Responsibilities Of The Student Services Team

- To be available to the students undertaking placement throughout the placement to provide support and assist with any issues that arise.
- To be the point of contact for students to notify the College of any lateness, leaving early, taking extended breaks or non-attendance.

Dress Code And Personal Hygiene

To maintain professionalism, students attending work placement are required to maintain a clean & tidy appearance.

- Students must wear their College logo t-shirt with navy or black pants.
- Jewellery is not permitted for personal safety reasons (clients may accidentally pull jewellery resulting in injury to the wearer)
- The College **does not** allow short skirts or short shorts, low-riding pants, bare midriffs, low-cut tops or singlets.
- Students are required to have short, clean nails, clean clothing and no strong body odours.
- Appropriate closed in footwear must be worn.
- Name badges must be worn at all times.
- If you are unsure about the appropriate dress code, please check with the Student Services Team in your campus prior to attending work placement.
- In children’s services, students must wear a hat if outdoors.
- Smoking is not permitted on ALG property or work placements at any time. Please refrain from smoking before shifts/during breaks to avoid odour from cigarette smoke affecting clients, staff.

A student who is not appropriately attired may not be permitted to work by their host employer and will be required to make up any missed hours.

Attendance

The following conditions apply to all students undertaking their work placement hours:

Arrival, Break and Departure Times

Students must arrive in the nominated host employer's premises as per the required **START** time and date stipulated on the Work Placement Confirmation Form. There is **no flexibility** in arriving late for work placement.

A penalty fee of \$50 will be applied to student account if a student arrives at the host employer's premises after the start time, leaves prior to the finish time, returns to the host employer's premises late from a break or non-attendance.

Students arriving after the start time, taking extended breaks, leaving early or non-attendance may no longer be eligible to participate in subsequent work placement sessions.

Students are required to:

1. Arrive and sign-in by the **START** time indicated and be ready to commence work placement at the start times specified in the Work Placement Confirmation Form*
2. Be present for the work placement induction
3. Be present in the workplace for the duration of the work placement (exclude allocated breaks)
4. Strictly adhere to break times.
5. Strictly adhere to **FINISH** time

**Any changes to the start times, shifts or durations of work specified in your Work Placement Confirmation Form must be advised immediately in order to reschedule your assessor visit.*

Non-attendance

Your attendance for scheduled work placement is mandatory. As you are aware, 4Life has negotiated this work placement with a real employer in the industry. In order to maintain an ongoing relationship with the host employers, we must be reliable and professional. We rely on students completing these work placements with the same approach.

If a student does not attend a scheduled work placement session, then the host employer is left without a student who they have planned for. They may view us as unreliable and we may lose them as a host employer.

The College imposes a non-attendance penalty fee if a student misses a scheduled work placement session without providing at least 24 hours' notice via email to the supervisor and the Student Services Team at your campus. The non-attendance penalty fee of \$50 is in place to ensure that students understand the seriousness of their obligation to attend scheduled work placement.

In addition to the penalty fee, student will need to make up the hours that they have missed.

Non-attendance and illness

We realise that sometime people fall ill and will be unable to attend a scheduled work placement session. If this happens:

- 1) Notify your host employer immediately via phone
- 2) Notify your Student Services Team in your campus via email

Your host employer will also have given you a contact number in case you are sick, be sure to ring the host employer and advise them that you will not be coming in.

Even though you are sick, you must fulfil the number of hours specified in your qualification. This means you will have to make up the hours that you have missed.

Non-attendance due to illness must be accompanied by a medical certificate, and provided to the Student Service Team in your campus within 14 days from the date you missed the scheduled work placement session. The medical certificate must cover the specific day that you missed the work placement session. If you provide a medical certificate within 14 days from the date you missed, the non-attendance penalty fee will be waived.

If you miss a scheduled work placement session without giving at least 24 hours' notice or without providing a medical certificate which resulting in you no longer being welcome at the host employer's premises and 4Life is then required to arrange a new host employer for you, a \$200 penalty fee will be imposed. Your suitability for the course will also need to be discussed.

Electronic Devices

The use of electronic devices, including but not limited to mobile phones, is not allowed whilst performing your work placement hour (exclude allocated breaks).

Rearrangement of Assessor Visit

An estimated week for the assessor visit will be provided on your Work Placement Confirmation Form. You **MUST** advise the Student Service Team if your host employer initiates changes in your working days and shift times as this may mean that you will complete your work placement earlier than expected. The College must be notified as soon as you are aware of the changes in order to reschedule the visit date.

Changes with insufficient notice, may mean that the student has to complete more work placement hours to receive the assessor visit. If students are not present at the time of the assessor visit, or provide less than 48 hours' notice of non-attendance without providing a medical certificate, a \$200 penalty fee will be imposed to the student account.

If a student requires a second assessor visit in order to meet the requirements of assessment, this will be arranged at a cost of \$200. In addition, students may be required to undergo additional work placement hours in order to schedule the second assessor visit.

Assessment Outcome – Not Yet Competent

Should a student not demonstrate competency within a single work placement, students may be required to undergo additional work placement hours and an additional assessor visit. An additional assessor visit will incur a fee of \$200.

No resubmission fee applies for the first resubmission of the portfolio.

Penalties

Why do we have penalties? We want to encourage students to abide by our policies and procedures in order to provide a high standard of service and reliability to our host employers. Remember, if you follow the policy then there are no penalties at all. However, if breaches occur, we will impose the following:

- Non-attendance per scheduled work placement session without a medical certificate - \$50
- Non-attendance per scheduled work placement session without sufficient notice (i.e. 24 hours minimum) - \$50
- A student arrives at the host employer's premises after the start time, leaves prior to the finish time or returns to the host employer's premises late from a break - \$50
- Rescheduling an assessor visit with insufficient notice (48 hours minimum) - \$200
- Non-attendance during assessor visit without a medical certificate or without sufficient notice (48 hours minimum) - \$200
- Additional assessor visit - \$200

Penalties are recorded on the student account and students will be sent a Work Placement penalty notice via email. Please note that certificates/qualifications will not be issued until outstanding penalty fees have been paid.

Work Placement Code of Ethics

All students are required to conduct themselves in a professional manner at all times. In order to complete work placement, the student agrees to the following:

- Adherence to the organisation's Code of Ethics
- Adherence to the work placement arrangement as per the Work Placement Confirmation Form and refrain from initiating changes to the work placement arrangement
- Ensure that all personal behaviours and actions will be in accordance to the appropriate legislation
- Dress appropriately for the workplace, adhering to the Dress Code and Personal Hygiene policy
- Endeavour to fit in with the centre, work collaboratively with staff and undertake duties as directed
- Treating others with courtesy, dignity and respect and avoiding any behaviour which may be regarded as offensive, discriminatory or unethical
- Respecting the right of others to have their own views, opinions, beliefs and values
- Respecting the right of others to privacy and confidentiality
- Avoiding the use of slang, swearing or other language that may be regarded as offensive
- Attempting at all times to act as a role model

Work Placement Health & Safety Guidelines

Your health and safety responsibilities are taught in more depth within your course. However, for work placement, students must adhere to the following:

General Health & Safety

- If students have skin breaks they must use an occlusive bandage

- Students must wash their hands thoroughly (covering all surfaces between fingers etc. and up to and including the elbows) – refer to hand washing procedure in your course notes
- Students should not be participating in work placement if they are sick with a contagious disease or condition.
- To protect your own health, you should not be attending to clients with contagious conditions either. If you have reason to believe a client has a condition that may pose a threat to your own health, approach your supervisor immediately for guidance
- Where there are any visible lesions or wounds on a client’s skin, students should seek advice from the supervisor

Staying Alert to Health and Safety Hazards

If students see any hazards to the health and safety of anyone in the work placement (including themselves), they should report them immediately to the supervisor.

Examples may include things like:

- There is blood, vomit or faeces on the floor
- An electrical cord is a trip hazard
- Someone has laid towels or clothes directly over a heater

Work Placement Privacy Guidelines

Students must adhere to the following.

CONFIDENTIALITY

Any details collected by students during a work placement, and any information disclosed verbally to a student by a client during a work placement must be treated as strictly confidential. This means that students must never discuss information about their clients with any third party (except the supervisor) – i.e. you cannot tell your friends, or anyone else, anything about your clients, even who your clients were.

Also note that you must never take any documentation away with you from your host employer’s premises or copy information from any documentation about a client. Any notes required to complete your work placement portfolio must be de –identified (i.e. the name of the client must be removed).

Work Placement Procedure Guidelines

1. Before Work Placement

- A Work Placement Document Checklist and Student Guide will be given to students.
- You will be required to undertake a police check except Early Childhood Education and Care students in Brisbane.
- You will be required to undertake a Working With Children Check (or blue card in QLD) if you are working with children
- Students may be required to provide additional documents such as a resume, First Aid Certificate and etc.
- You may be required to complete an application form provided by the host employer

2. Prior to arrival

- Please ensure that
 - you are appropriately dressed
 - you have adhered to work placement hygiene guidelines
- Bring
 - Work Placement Assessment Kit
 - a pen
 - a bottle of water
 - a notebook
 - food that does not require refrigeration or heating (unless facilities are provided)
 - a hat for early childhood qualifications
- Organise your travel to ensure you have plenty of time to arrive and be prepared to start work placement on time

3. Arrival

- Follow the sign in procedure instructed by your host employer. **If you do not sign in, your attendance may not be recorded.**
- Meet your supervisor where organised
- Place your belongings in the area that you have been allocated
- Turn off / silence your mobile phone and any other electronic devices
- Attend the work placement induction where scheduled

4. Work Placement Induction

- The supervisor may conduct a work placement induction for students, which will cover information including but not limited to the following:
 - Days of work, start times, lunch times, finish times
 - Any financial remuneration for the workplace as a student
 - Emergency procedures
 - Policy and procedure location
 - Key people in the workplace, such as the manager, other workers, clients
 - Dress code, including whether hair should be tied back, fingernail length and polish requirements, shoe requirements
 - Limits of the student role, i.e., boundaries of what they can and can't do as a student
 - How the student will receive support and supervision

5. During Work Placement

- Follow the policies and procedures of the workplace at all times
- If you have any concerns about the workplace, raise these with the Student Services Team in your campus immediately by phone or email
- Be sure to ask the supervisor for assistance if you are unsure about anything.
- Complete your Work Placement Assessment Kit when it is appropriate to do so

Frequently Asked Questions

Q: How do I contact the College?

A: Please contact the Student Services Team in your campus via email or phone number.

Q: What is work placement for?

A: Work placement provides practical training for students. You will work under the supervision of a supervisor in a real workplace. The work placement enables you to practice and develop your skills and is a compulsory requirement in order to gain your qualification.

Q: Why is this policy so important?

A: Firstly, your work placement is an important part of your education and overall assessment. It demonstrates your ability to observe work placement regulations and guidelines in an industry environment. Secondly, you will be dealing with people who have special needs, it is important that the service you provide is to a very high standard.

Q: I feel sick on the day of work placement. What do I do?

A: If you are sick, you are required to phone your supervisor immediately and let your supervisor that you are not coming in. In addition, you are required to email the Student Services Team in your campus to inform the College of your absence. You will also be required to email a copy of your medical certificate to the Student Services Team in your campus for our records. If you provide a medical certificate within 14 days from the date you missed the scheduled work placement session, the non-attendance penalty fee will be waived. Please note that you are still required to make up the hours you miss.

Q: My bus/train was late. Is that ok?

A: No, it is very important that you are punctual to your work place. Remember, every day is like a job interview and you need to make a good impression. Even if the reason for being late is genuine, the penalty fee of \$50 will still be enforced. Plan your trip to take into account possible delays and make every effort to arrive earlier to avoid being deemed late.

Q: Do I need to stay for the whole work placement?

A: Yes. A penalty fee of \$50 will be issued to any student who leaves prior to the work placement finish time.

Q: When should I notify the College if changes occur after I received the Work Placement Confirmation Form?

A: You need to advise the College immediately. This will give us time to reschedule the assessor visit. If you do not give us sufficient notice, the assessor may not be available and you may have to undertake additional hours in order to be assessed. You must advise us of any changes from the original schedule in the Work Placement Confirmation form.

Q: Will I always have a visit?

A: Yes, the assessor visit is part of your assessment for the course. You will not be eligible for your qualification without it. In very rare situations, an assessor visit may not be appropriate. The College will arrange alternative ways to assess your work placement in these rare cases.

Q: What happens during the visit?

A: The 4Life Assessor will complete a checklist regarding your skills as demonstrated in the workplace. If the 4Life Assessor feels that you have not mastered the skill area to a minimum standard for the workplace,

they will provide feedback to you regarding what skills they are expecting you to display, and how you might develop these skills.

Arrangements may need to be made for the 4Life Assessor to visit you in the workplace another time if your skills are not up to industry standard. It may be necessary for you to extend your work placement to gain the skills required, or to undergo further training. An additional assessor visit will incur a fee of \$200.

Q: What is a police check?

A: A police check is required in Aged, Disability, Mental Health, Child Care, Community services and Counselling facilities. This is a background check to disclose any criminal records of the applicant. Early Childhood Education and Care students in Brisbane are not required to provide police check.

Q: What is a working with children check/blue card (QLD)?

A: A Working With Children Check is a requirement for people who work or volunteer in child-related work.

Q: Can I use my own employer for work placement?

A: Yes, as long as they meet the mandatory criteria for work placement assessment.

The employer must be able to provide access to the tasks, equipment and resources necessary to undertake your Workplace Assessments. An appropriate host employer will also expose you to the relevant level and variety of tasks corresponding to the course level. For example, for the diploma level, students need to gain exposure to decision making processes and planning in the workplace.

Please contact student services for a Work Placement Employer Agreement Form for your qualification. There are specific due dates for these forms, if you do not submit the form on time, you will not be able to nominate your own workplace.

Q: What is the Work Placement Employer Agreement form?

A: The Work Placement Employer Agreement Form is used to collect important information about your workplace or proposed Host Employer.

This includes:

- Contact details of the organisation
- Nature of the services provided by the organisation
- Details of the proposed Workplace Supervisor
- Equipment and resources available at the organisation

Q: What factors will make me 'eligible' for work placement?

A: There are a number of factors that may impact a student's eligibility. Whilst one factor on its own may not be enough to prevent a student from going on work placement, if a number of factors give us concern, then this will impact your eligibility. Factors include, but are not limited to:

- sufficient knowledge or skills in your course
- completed assessments
- participation
- attendance
- ability and initiative to communicate
- general attitude and interest
- ability and initiative to form relationships

If a student is deemed ineligible to go onto work placement, you will be contacted by the College and asked to attend a meeting with Students Services and a Trainer and Assessor to discuss your options. This may require repeating a term of study, extension of COE and Visa or in some courses, changing to another course of study.