



STUDENT HANDBOOK

SECTION 4 – STUDENT CLINIC, WORK PLACEMENTS & RECORD CHECKS

STUDENT CLINICS

Students studying massage programs with the Australian Learning Group will undertake part of their training in the supervised Student Clinic on campus.

Being a simulated workplace environment with clients, the student clinic has its own set of policies and procedures that students must adhere to.

Students are informed of these policies and procedures via:

- 1) A copy in the 'Student Clinic' section of course materials
- 2) The Australian Learning Group website

If you do not feel you have been able to access these policies and procedures, please contact the Australian Learning Group Student Advisors and request a copy.

WORK PLACEMENTS

Students may undertake, as part of their training, a work placement. Students must agree to attend and participate fully in work placements.

ALG qualifications may have mandatory work placement, with a minimum number of hours required. Refer to the course information on the ALG website and/or the course outlines for details specific to each course.

ALG will assist to arrange and coordinate your work placement if required. However, many students prefer to find their own work placement and ALG will support students who nominate this as their preference.

Workplace assessment involves evaluation of the performance of the student, over a range of practical skills, under actual workplace conditions and over several occasions. Learners will be well prepared for their placement as they will have practiced these skills under the supervision of their ALG trainer in the ALG simulation lab before commencing their vocational work placement.

Workplace assessments consist of three individual parts:

- a) Logbook, which requires the learner to document the hours worked including a range of practical tasks observed by their "work buddy" or supervisor.
 - b) Observation by their assessor while the learner carries out a variety of tasks while working with their residents and/or other team members.
 - c) Related written assessment tasks that vary from reflection to writing case notes and understanding the organisation's policies, procedures and operations. Please note work placement is not paid work.
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INSURANCE

ALG provides insurance cover for the compulsory work placement and will provide an insurance certificate to your host employer.

NATIONAL CRIMINAL RECORD CHECK

Prior to commencing work placement, students will be required to undertake, at their own cost, a Criminal Record Check (CRC) to obtain a full National Police Certificate.

See www.nationalcrimecheck.com.au.

Learners need to apply at least 6 weeks prior to undertaking work placement. Please note that costs are the responsibility of the student and not included in course fees.



WORKING WITH CHILDREN CHECK

Before commencing work placement, students who are working with people under the age of 18 will be required to have completed a Working with Children Check. It is the responsibility of the student to obtain a Working With Children Check clearance and this is not included in course fees.

UNIFORM

ALG provides learners on work placement with two (2) polo shirts. Whilst on work placement learners are required to wear navy or black slacks/ trousers/skirt and enclosed flat soled shoes (not sports runners). These costs are the responsibility of the learner.