



WORK PLACEMENT FORM

(To be completed for placements with ALG & self-nominated Host Organisations)

To the Host Organisation:

Thank you for considering our student for Work Placement at your organisation.

The Australian Learning Group Pty Ltd (ALG) is a Registered Training Organisation that delivers nationally recognised certificate and diploma level qualifications in the health, community services and early childhood fields of study. Work placement is central to the course and is designed to support the student's transition from study to the workplace. It involves students applying the skills and knowledge learnt in class to a real-life workplace in a supportive and supervised environment. A summary of the work placement hours for each qualification is provided in Schedule A.

Students must be supervised by an appropriately qualified workplace supervisor nominated by the organisation. Students will be monitored and have their progress assessed by an Australian Learning Group (ALG) assessor. The assessor will use the evidence provided in the Work Placement Logbook, placement reports, and from workplace visits/liaison and supervisor feedback to evaluate the educational progress of the student and determine whether the student meets the assessment requirements of each unit of competency.



Please note: If a student is required to attend multiple terms of work placement, this form must be completed and provided to ALG prior to the start of each placement.

A. HOST ORGANISATION DETAILS (Workplace Host to complete)

Company Name			
ACN:	ABN:	Trading Name(s):	
Site Address:			
Suburb:		State:	Postcode:
Mailing Address (if different to Site Address):			
Workplace Supervisor Name:		Position:	
Mobile Number:		Email Address:	

B. STUDENT DETAILS (Student to complete)

Full Name:		Preferred Name:	
Date of Birth:		Student ID Number:	
Address:			
Suburb:		State:	Postcode
Mobile Number:		Email Address:	
Course	<input type="checkbox"/> CHC30121 Certificate III in Early Childhood Education and Care <input type="checkbox"/> CHC50121 Diploma of Early Childhood Education and Care <input type="checkbox"/> CHC33021 Certificate III in Individual Support <input type="checkbox"/> CHC43015 Certificate IV in Ageing Support <input type="checkbox"/> CHC52021 Diploma of Community Services <input type="checkbox"/> CHC53315 Diploma of Mental Health		

C. PLACEMENT EXPERIENCE DETAILS (Workplace Host to complete)

Induction date and time (if different from start date)			
Start Date		End Date	
Expected Placement Days		Hours:	
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri			
Start Time		Finish Time	
Total Hours per Week			



1. Obligations and Responsibilities of the Host Organisation

1.1 The Workplace Supervisor will manage the Host Organisation's obligations and responsibilities associated with the Placement.

1.2 The obligations and responsibilities of the Host Organisation in respect of the Placement are:

- a) to supervise the Student whilst they are undertaking the Placement and appoint appropriately qualified and experienced personnel to undertake such supervision;
- b) to ensure that tasks undertaken by the Student on the Placement and the level of supervision of the Student is appropriate, taking into account the Student's skills and level of experience;
- c) to ensure that the Placement, including set activities and tasks, are relevant to the unit(s) of competency and to provide adequate facilities and appropriate training and learning experiences for the Student whilst undertaking the Placement;
- d) to provide appropriate induction and training for the Student in relation to the Host Organisations' policies and safe work procedures;
- e) to ensure that the health and safety of the Student is not placed at risk during the period of the Placement and to comply with all obligations under applicable occupational health and safety and equal opportunity and anti-discrimination laws;
- f) to monitor the progress of the Student during the Placement and, as early as possible, notify ALG if the Student is at risk of not performing or achieving the unit(s) of competency;
- g) to provide written feedback and evaluation on the student's performance against their Assessment Outline and their overall performance while on the Placement to support their assessment;
- h) to use reasonable endeavours to obtain client consent for the Student to provide care and services, and to have access to documentation and information for the purpose of the Placement;
- i) to ensure that the Student is not treated as an employee of the Host Organisation during the Placement and is not required to carry out any functions as an employee of the Host Organisation for the duration of the Placement; and
- j) to ensure the minimum supervision and placement activities are met as entailed in Schedule A.



The Host Organisation will:

- maintain the confidentiality of any confidential information provided by ALG or the Student and comply with all applicable privacy laws in respect of the Student.
- report any disagreements concerning occupational health and safety, occupational health and safety incidents, or near accidents involving the Student during the Placement to ALG in a timely manner.
- advise ALG in a timely manner of any difficulties experienced by the Student in undertaking the Placement, and any concerns regarding the quality of the Student's work, the behaviour of the Student, the Student's explicit dissatisfaction with the Placement or any other issues that may prevent the success of the Placement.

2. Obligations and Responsibilities of the Student

2.1 The Student acknowledges and agrees that they will:

- a) be responsible for the costs associated with the Placement, including but not limited to obtaining security clearances or other statutory checks or immunisations required by Host Organisation before commencing the Placement;
- b) participate in induction programs and comply with all rules, directions, codes of conduct, policies, and procedures that are in effect at the Host Organisation and ALG, or which are communicated to the Student by the Host Organisation or ALG;
- c) satisfy all occupational health and safety requirements and any other lawful orders, instructions, directions and requests of Host Organisation as advised by Host Organisation prior to commencing the Placement or prior to commencing a particular task or regarding client care; and
- d) maintain confidentiality of all confidential information and personal information (including any client information which is disclosed to Student in connection with the Placement) in accordance with clauses 9 and 10, and comply with Host Organisation and ALG policies, procedures and reasonable directions in relation to client confidentiality.

2.2 For the duration of the Placement, the Student must:

- a) maintain their enrolment and comply with the guidelines for the course in which they are enrolled;
- b) depending on the course area, participate in the placement supervision classes (as offered by ALG);
- c) carry out the tasks assigned to them to achieve their learning goals and the unit(s) of competency (as per the Assessment Outline);
- d) behave in a professional manner and exhibit general good behaviour at all times during the Placement; and adhere at all times to all applicable codes of conduct, policies and procedures, and practice standards;
- e) keep regular hours as agreed with the Host Organisation, and notify the Host Organisation and ALG in advance if unable to attend any part of the Placement (except in an emergency where advance notice is not possible);



- f) report any accident or injury in the workplace or other concerns that arise with their Placement to their Placement Advisor. ALG will contact the Host Organisation at an appropriate time to manage or resolve such concerns.

The Student must notify ALG of any potential conflicts of interest prior to signing this Agreement and immediately notify their Placement Advisor and their Workplace Supervisor of any conflicts of interest that arise during the Placement. Failure to do so may result in automatic withdrawal from the Placement and the grade of Fail.

The Student must comply with all lawful pre-placement requirements of the Host Organisation, including, but not limited to, working with children clearances, criminal record check requirements, immunisation, and health checks etc. before commencing the Placement. The Student acknowledges that Placement will only commence if the Student can comply with the request to produce evidence of compliance.

Please confirm your commitment to the above responsibilities, by signing and dating below:

SIGNED BY STUDENT	SIGNED FOR AND ON BEHALF OF THE WORK PLACEMENT HOST by its duly authorised officer
Signature of Student	Signature of Authorised Officer
Name of Student	Name of Authorised Officer
Student ID	Position of Authorised Officer
Date signed	Date signed



Schedule A: Mandatory Work Placement Hours

Qualification	Work Placement Hours to be Completed	Work Placement Schedule
CHC30121 Certificate III in Early Childhood Education and Care (CRICOS 107418G)	160 hours	Placement A: 160 hours
CHC50121 Diploma of Early Childhood Education and Care (CRICOS 107419F)	280 hours	Placement A: 40 hours Placement B: 40 hours Placement C: 40 hours Placement D: 160 hours
CHC33015 Certificate III in Individual Support (CRICOS 095782A)	120 hours	Placement A: 120 hours
CHC33021 Certificate III in Individual Support (CRICOS 112587C)	120 hours	Placement A: 120 hours
CHC43015 Certificate IV in Ageing Support (CRICOS 095783M)	120 hours	Placement A: 120 hours
CHC52015 Diploma of Community Services (CRICOS 095789E)	200 hours	Placement A: 200 hours
CHC52021 Diploma of Community Services (CRICOS 112584F)	400 hours	Placement A: 200 hours Placement B: 200 hours
CHC53315 Diploma of Mental Health (CRICOS 095787G)	160 hours	Placement A: 160 hours