

Student Industry Placement Procedure



A voluntary best practice form documenting a practical placement agreement between an RTO and Host Employer

RTO & PRACTICAL PLACEMENT DETAILS

Registered Training Organisation (RTO) name: _____
 Training Organisation ID/ RTO Code: _____
 RTO ACN or ABN: _____
 Business address: _____ Postcode: _____
 Telephone: _____ Email: _____
 Student's unit of competency name: _____ Code: _____
 Student's qualification name: _____ Code: _____
 Skills relevant to unit or qualification to be developed/reinforced/assessed on practical placement (if insufficient space, attach separate sheet): _____
 _____ Total
 practical placement hours required for unit/course: _____
 Practical placement coordinator name: _____

EMPLOYER DETAILS

Employer (business) name: _____ Telephone: _____
 Address for practical placement: _____ Postcode: _____
 Workplace contact person: _____ Supervisor: _____

Activities the student will undertake (if insufficient space, attach separate sheet)

from (commencement date): _____ to (completion date): _____
 Total hours: _____ Maximum hours per week: _____
 Payment rate \$ 0 (default) per day (For further information, please refer to the Updated Practical Placement Guidelines and Order about non-payment for work for post-secondary students on practical placements available at [DN: insert hyperlink to this document on the education.vic.gov.au website])

RTO RESPONSIBILITIES

- The RTO is responsible for:
- Ensuring there is a written practical placement agreement between the RTO and the Host Employer (this agreement).
 - Ensuring that the work experience undertaken by the student on practical placement is:
 - directly related to, and is at the appropriate skill level, for the training outcomes of the unit of competency or course it is providing, and
 - useful for vocation and employment outcomes of the course it is providing.
 - Ensuring that the maximum duration of its student's practical placement is 240 hours in total, and a maximum of 38 hours to be worked in any one week. If more than a total of 240 hours, or 38 hours per week is required, the RTO is responsible for justifying that additional hours are required to meet the course outcomes for the particular student concerned, having regard to the welfare of the student concerned.
 - Keeping records detailing the reason for any decision to require its student to undertake more than a total of 240 hours or 38 hours per week, for the practical placement component of the course or unit of competency the student is undertaking.

Student Industry Placement Procedure

5. Securely filing the signed original of this agreement and giving a copy to both the employer and the student.
6. Reading and understanding the *Department of Education and Training Updated Practical Placement Guidelines* {insert http:link}

EMPLOYER RESPONSIBILITIES

The employer:

1. Will discuss with the RTO the type of activities which the student will undertake on practical placement to ensure they are:
 - relevant and directly related to, and at the appropriate skill level, for the training outcomes of the unit of competency or course the student is undertaking, and
 - useful for the vocation and employment outcomes of the unit or course.
2. Will plan and carry out the student's program of activities in accordance with the considerations set out in paragraph 1.
3. Has read and understood the *Department of Education and Training Updated Practical Placement Guidelines* <https://www.education.vic.gov.au/Documents/training/providers/rto/practicalplacementguidelines.docx>
4. Will consult with the practical placement coordinator if they consider it necessary to terminate the arrangement before the agreed practical placement end date.
5. Will nominate a supervisor (or supervisors) for the student.
6. Will comply with relevant occupational health and safety and workplace relations legislation and standards with respect to the student.
7. Will permit the RTO's practical placement coordinator or assessors to access the workplace and contact the student at any reasonable time during the practical placement.
8. Will ensure that the practical placement arrangement is not used as a substitute for the employment of employees or the engagement of contractors.
9. Will maintain the confidentiality of any health information that has been disclosed in relation to the student and will only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.
10. Will notify the practical placement coordinator as soon as practicable if the student is absent, injured or becomes ill in the course of undertaking the practical placement.
11. In case of an emergency, the employer will contact the student's emergency contact person and the practical placement coordinator.

INSURANCE ARRANGEMENTS

VRQA regulated RTOs

Where there is a written practical placement agreement between a VRQA-regulated RTO and Host Employer under ETRA (this agreement), a post-secondary student injured while undertaking a practical placement may be eligible to make a claim under the workers' compensation insurance policy held by the Department. See the *Department of Education and Training Updated Practical Placement Guidelines* at {insert link}.

If the student is placed for work experience or training without a written practical placement agreement between the RTO and the employer, that arrangement will not be a valid practical placement under ETRA, and the post-secondary student will not be eligible to make a claim under the Department's workers' compensation insurance policy if injured in the course of the work experience or training.

ASQA regulated RTOs

Students of ASQA-regulated RTOs (with or without a written practical placement agreement) who are injured while undertaking a practical placement do not have access to workers' compensation, under the insurance policy held by the Department, however may be eligible to make a claim under other Departmental insurance arrangements. See the *Department of Education and Training Updated Practical Placement Guidelines* at {insert link}.

Public liability insurance covering this practical placement arrangement will be taken out by the _____
{insert RTO or the Employer}.

STUDENT DETAILS

Name _____
Address _____
Postcode _____
Tel (Home) _____ (Work) _____
(Mobile) _____
Emergency contact (name and telephone) _____

Student Industry Placement Procedure

PRIVACY INFORMATION: The student information provided in this agreement is for the administration of practical placement arrangements only and is not to be used for any other purpose unless required by law.

SIGNATURES OF PARTIES TO THIS AGREEMENT

<p>RTO Representative</p> <p>Position/title: _____</p> <p>I _____, agree to take part in this practical placement agreement and understand and accept the RTO responsibilities outlined in this agreement.</p>	<p>Signature:</p>	<p>Date:</p>
<p>Employer Representative</p> <p>I _____ agree to take part in this practical placement agreement and understand and accept the employer responsibilities outlined in this agreement.</p>	<p>Signature:</p>	<p>Date:</p>

STUDENT ACKNOWLEDGEMENT

The student acknowledges that they:

- Agree to take part in this practical placement arrangement as part of their vocational training, and agree this does not constitute an employment relationship between the student and the employer.
- Will carry out all reasonable and lawful directions of the employer and perform their work to the best of their ability.
- Will comply with all reasonable workplace rules and requirements governing safety and behaviour.
- Will attend the workplace on each day at the agreed time.
- Will inform both the employer and the practical placement coordinator as soon as practicable if they are unable to attend work.
- Will promptly inform the employer and the practical placement coordinator of any accident, injury or incident that may occur.
- Will dress in accordance with workplace guidelines.
- Will inform the practical placement coordinator and employer of any necessary health information, including details of any known medical condition which may affect them and any medication or treatment which may be necessary.
- Will be responsible for their transport to and from the workplace.

<p>Student name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Parent/Guardian (only required where the student is under 18 years of age)</p> <p>I _____ agree to my child taking part in this practical placement arrangement.</p>	<p>Signature:</p>	<p>Date:</p>