



Department	Vocational Education & Training		Author(s)	RTO CEO	
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				External	N/A

1.0 Policy Overview: Vocational Placement

1.1 Where a vocational placement is a requirement for completion of a nationally recognised qualification, then it shall be referred to as an 'Industry Placement'.

Where a vocational placement is NOT required for completion of a nationally recognised qualification, but is offered as part of an RTOs course, then it shall be referred to as 'Work-based Training'. This may also include preparation for an industry placement.

Both an 'industry placement' and 'work-based training':

- is where a student undertakes training and assessment in a commercial, real, workplace;
- provide students with the opportunity to integrate vocational on-the-job experience and learnings in industry with nationally recognised VET;
- provide the context for:
 - enhanced skill development;
 - vocational application of industry knowledge and skills;
 - assessment of units of competency; and
 - enhanced employment opportunities.

2.0 Vocational Placement: Conditions and Regulations

2.1 Vocational placements are regulated, to ensure that:

- the health, education and moral and material welfare of students is protected;
- students work in a non-discriminatory and harassment free environment;
- students receive appropriate training and instruction in occupational health and safety;
- students are not exploited by being continuously engaged in a production or service capacity, or being used to substitute for the employment of employees or the engagement of contractors and payment of appropriate wages or fees for service; and
- students understand the roles and responsibilities of employees in the workplace and are expected to follow reasonable directions of their supervisors and other employees.



- 2.2 Under the Fair Work Act 2009, a vocational placement is a working arrangement where all of the following apply:
- the worker may not be paid a wage (if the worker is an employee they are entitled to pay and conditions under the Fair Work Act);
 - it is a requirement of an Australian-based education or training course; and,
 - it is authorised under a law or administrative arrangement of the Commonwealth, or a State or Territory.

A student in an arrangement that meets all of the above criteria is not covered by the Fair Work Act, and is not entitled to the minimum wages and other entitlements provided in the National Employment Standards and any applicable modern awards or agreement.

Refer: Student Placements - <https://www.fairwork.gov.au/pay/unpaid-work/student-placements>

Students on vocational placements must comply with any general laws that regulate customer, business and employee interaction and must be inducted and supervised to ensure compliance.

Students gaining industry experience are considered to be workers under work health and safety (WHS) law. Provisions of law relating to worker and employer responsibilities apply. These students must be inducted and supervised to ensure compliance. Individuals in the workplace, including students, cannot be involved in the sale or service of alcohol or the provision of gambling services until they are 18 years old.

- 2.3 Unpaid placements are considered legal in the following circumstances:
- a) If the work is part of a vocational placement. This includes formal work experience that is part of a registered training organisation's course for nationally recognised qualifications.
 - b) In some circumstances, if the work is performed for a not-for-profit organisation.
 - c) If a person works for a business to gain experience in a particular occupation, provided that:
 - The person doesn't do 'productive' work, that would otherwise be done by a paid employee
 - The main beneficiary of the unpaid work is the person doing it, not the employer
 - The unpaid worker receives a meaningful learning experience.

Where an employer engages a student in circumstance type 2–3, they must also provide personal accident insurance and public liability, covering bodily injury or property damage, while participating in the placement. Students undertaking professional practice or experience as a course/subject requirement and/or to gain experience in their field of study are in some





instances covered by the provider's public liability and personal accident insurance.

(Ref: International Students: A Guide for Australian Employers, International Education Association of Australia)

- 2.4 Employers wanting to offer international students paid internships, or other temporary paid work opportunities, are able to do so both during, and after, students have completed their studies. Employers looking to hire international students during their study can do so, as long as the student's visa conditions are met. For example, if an employer wants to hire an international student during their studies, and the student holds a 573 – Higher Education visa or 572 – VET visa, the employer could offer the student the following:
- A part-time job (maximum 20 hours per week), on a fixed-term basis.
 - A casual job, as long as the hours worked do not exceed 40 per fortnight during semester.
 - A work-integrated learning (WIL) placement or project approved by the student's institution.
- 2.5 Vocational Placement for International Students (accessed 30 November 2022)
- Visa condition 8104 – Work restriction: 40 hours a fortnight
Due to current workforce shortages, the Government is temporarily removing the limit on working hours for student training visa holders. This temporary measure applies to all sectors of the economy. A member of the family unit of a primary student visa holder, may find and start work prior to the student's course commencement.
 - Visa condition 8105 – Work restriction
Due to current workforce shortages, the Government is temporarily removing the limit on student visa holder working hours. This applies to all sectors of the economy. It is for all ongoing students, as well as new student arrivals who want to find and start work prior to course commencement. This is a temporary measure and was reviewed in April 2022.
- 2.6 Unrestricted work rights for student visa holders to end on 30 June 2023 (accessed 30 November 2022)
- As of April 2022, to address workforce shortages, student visa work hours restrictions will continue to be temporarily relaxed. This will end on 30 June 2023. Until 30 June 2023, all ongoing students as well as new student arrivals and are able to work more than 40 hours a fortnight in any sector of the economy, and may work before their course of study commences.



After the 30 June 2023, the number of hours a Student visa holder will be allowed to work will again be capped. The number of hours a Student visa holder works, ensures that Students focus on obtaining a quality Australian education and qualification.

Students must make sure they are aware of any changes to visa conditions, including work rights.

2.7 Vocational placements must also be conducted in compliance with the regulations:

- For domestic students only: Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements (See Attachment 1);
- Australian Skills Quality Authority (ASQA), Standards for Registered Training Organisations (RTOs) 2015 Standard 5: Inform and protect learners; and,
- Mandated vocational placement hours in training packages.

3.0 Vocational Placement Procedure

Vocational Placements shall be arranged and conducted under the following conditions and procedures.

- a) The Course Coordinator, under the direction of the RTO Manager, shall be responsible for managing student vocational placements and shall determine:
 - the industry placement requirements for a qualification and/or Unit(s) of Competency; and/or
 - the work-based training requirements for course delivery and assessment.The RTO Manager shall ensure that any vocational placement component(s) for a qualification is fully documented in the respective Training and Assessment Strategy (TAS).
- b) The RTO Manager shall ensure that, in accordance with any legislative and/or regulatory obligations, forms and agreements are developed to facilitate student vocational placements.
- c) The RTO Manager shall ensure that students are informed, prior to their enrolment, of any vocational placement component(s) that may form part of their course. Information provided to the student must include:
 - i. whether the placement is mandatory in accordance with Unit of Competency requirements, or is the RTO mode of delivery for one or more course Units of Competency;
 - ii. the duration of the placement component of the course expressed in hours;
 - iii. the timing of when the placement component is to be undertaken and, if appropriate, the date by when the placement component must be completed;



- iv. training and/or assessment to be completed as part of the vocational placement;
 - v. the conditions under which the placement is to be completed, such travel requirements, whether it will be paid or unpaid work, any weekend hours involved, and/or any need for the student to provide materials/equipment such as PPE or work tools; and,
 - vi. arrangements where a student is unable to complete a placement in the time required as a result of illness and/or other circumstances outside the student's control.
- d) In the first instance, students shall be encouraged to secure their own placement. Students will be provided with a 'Letter to the Employer' template. (See Attachment 2). All placements secured by students shall be contacted by the Course Coordinator or RTO Manager to:
- i. confirm the offer of a placement;
 - ii. ensure that the workplace is suitable and appropriate;
 - iii. briefly explain placement purpose, arrangements, and the respective obligations of the student and employer;
 - iv. explain the placement agreement and that the employer must return a signed copy prior to the start of the placement; and,
 - v. thank the employer for their support.
- The Course Coordinator shall retain a database of all employers used for placements.
- e) Where a student is unable to secure their placement, then the RTO shall find a suitable employer for the student.
 - f) RTO/Employer/Student complete vocational placement form (see Attachment 3). A copy if provided to all parties and the original is filed in the Student's Administration file.
 - g) Student and employer will be provided with a copy of the Workplace Logbook, or similar. The student's completed Workplace Logbook will be submitted to their trainer at the conclusion of the placement.
 - h) All students shall be visited onsite by their trainer (or RTO representative) at least once over every 38 hour period.



Attachment 1 (Domestic Students Only)

Guidelines issued by the Department of Education and Training Victoria for Registered Training Organisations and Employers in relation to Post-Secondary Students undertaking Practical Placements (Updated Practical Placement Guidelines) as at 7 October 2022

These guidelines are to be read in conjunction with the relevant provisions of the *Education and Training Reform Act 2006* and replace the *Amended Guidelines for Registered Training Organisations (2017) and Employers in relation to students of technical and further education undertaking vocational placements*.

These guidelines do not apply to the work experience or training placement of:

- international students undertaking a post-secondary education course.

1. Definitions

The following definitions apply for the purposes of these guidelines:

‘ASQA’ means the Australian Skills and Qualifications Authority.

‘Department’ means the Department of Education and Training Victoria.

‘Employer’ means a person or organisation hosting a post-secondary student on a vocational placement.

‘Employ’ and ‘Employment’ refer to the engagement of a post-secondary student to undertake a Practical Placement. There is no requirement that a contract of employment be in place with the post-secondary student for the purposes of employment laws at common law or under statute.

‘ETRA’ means the *Education and Training Reform Act 2006* (Vic).

‘Practical placement’ refers to the placement of a student of an RTO with an employer pursuant to a vocational placement agreement under section 5.4.14 of ETRA.

‘Practical placement payment order’ refers to an order of the Secretary of the Department that post-secondary students undertaking a vocational placement are not required to be paid for their work on that placement. A copy of the vocational placement order is at **Attachment A**.

‘Post-secondary student’ means a student enrolled in a post-secondary education course of an RTO including a person who is not beyond the age of compulsory school attendance.

‘RTO’ means a vocational education and training organisation or further education organisation registered by the VRQA as a training organisation under section 4.3.16 of ETRA

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or a training organisation treated as being registered on the National Register under section 4.3.14 of ETRA.¹

‘VRQA’ means the Victorian Registration and Qualifications Authority.

2. Application

These guidelines apply to RTOs registered with the VRQA and ASQA, and employers in relation to their obligations in arranging vocational placements.

3. Purpose

The purpose of these guidelines includes:

- to assist RTOs and Employers to meet their obligations with respect to arranging vocational placements, including clarifying their responsibilities.

4. Practical placement agreements

In order for a post-secondary student’s work experience or training with an employer to be considered a Practical Placement for the purposes of ETRA, there **must be an agreement in writing between the RTO and the employer** about the placement of the post-secondary student.

If a post-secondary student is placed for work experience or training **with a written vocational placement agreement** between a VRQA regulated RTO and the Employer or between an ASQA regulated RTO and the Employer, that arrangement will be considered a vocational placement for the purposes of ETRA and **the post-secondary student will be eligible to make a claim under the Department’s workers’ compensation insurance policy** if they are injured in the course of the work experience or training.

In addition to the relevant details of the RTO, employer and post-secondary student, a written vocational placement agreement should also include:

- the course of study with the RTO and the relevant skills required as part of that course to be developed, reinforced and/or assessed during the vocational placement
- the start and finish dates and the total length of the vocational placement expressed as hours, and the maximum hours per week
- clarification that the post-secondary student is not required to be paid for the vocational placement (see vocational placement payment order),
- if applicable, that the student is undertaking one part of the qualification for no more than 6 months in another Australian state or territory.
- the signatures of the employer and the RTO as parties to the vocational placement agreement.
- the signature of the post-secondary student as acknowledgement of their agreement to participate in the vocational placement.

¹ Section 4.3.14 is relevant in respect of training organisations registered with the Training Accreditation Council of Western Australia with a post-secondary student undertaking a Practical Placement in Victoria.





- A voluntary best practice model vocational placement agreement is at (**Attachment B**). All RTOs and employers are encouraged to use this model agreement as a starting point for their vocational placement agreements.

The original signed agreement should be securely filed by the RTO and a copy given to both the employer and the post-secondary student.

The VRQA, ASQA or the Department may request a copy of the agreement.

5. Responsibilities of RTOs

The RTO is responsible for ensuring that the Practical Placement is a meaningful experience for the post-secondary student undertaking it.

The RTO is responsible for ensuring that the work experience undertaken by its post-secondary 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.
- useful for the vocational and employment outcomes of the course in which the student is enrolled.

It is recommended that the RTO ensures that the vocational placement agreement with the employer reflects these requirements.

6. Duration of Practical Placement

The recommended **maximum** duration for a vocational placement is 240 hours in total, with a maximum of 38 hours to be worked in any one week.

If, consistent with the relevant nationally accredited training package requirements, more than a total of 240 hours or 38 hours per week are required for any reason (e.g. by professional bodies or regulators), it is the responsibility of the RTO to justify that additional hours are required to meet the course outcomes for the post-secondary students(s). The RTO should have regard to the welfare of the post-secondary student.

RTOs should keep records detailing the reason for any decision to require the post-secondary student to undertake more than a total of 240 hours, or more than 38 hours per week, for the vocational placement component of the course or unit of competency.

7. Rate of pay

By Order of the Secretary of the Department (vocational placement payment order), post-secondary students undertaking a vocational placement are **not required to be paid for the work on that placement**. This vocational placement payment order came into effect on 1 January 2011.

While post-secondary students are not *required* to be paid for a vocational placement, there is no prohibition on payment being made. However, before offering to make any payments, the relevant RTO and employer should seek professional advice on any implications that doing so might have under employment or industrial laws.



8. Insurance cover

The *Workplace Injury Rehabilitation and Compensation Act 2013* deems a post-secondary student undertaking a vocational placement to be a 'worker' for workers' compensation purposes and deems the Department to be the employer of that post-secondary student (of VRQA and ASQA registered RTOs) in respect of the Employment under the Practical Placement agreement.

Accordingly, post-secondary students of **VRQA-regulated** or ASQA regulated RTOs who are injured while undertaking a vocational placement may be eligible to make a claim under the **workers' compensation** insurance policy held by the Department.

This includes a student enrolled with an RTO in Victoria, completing their studies in Victoria and undertaking one part of the qualification for a no more than 6 months in another Australian state or territory.

The quantum of any payment is limited to statutory benefits provided under the *Workplace Injury Rehabilitation Compensation Act 2013*.

How to make an insurance claim

Enquiries relating to vocational placement insurance eligibility matters should be directed to the Department's Workers' Compensation Advisory on ph. 03 9637 2441.

If a post-secondary student is injured while undertaking a vocational placement and wishes to make a claim for compensation, the following process should occur:

- The post-secondary student should complete and sign a Worker's Injury Claim Form (<http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/worker-s-injury-claim-form>), with the assistance of the employer and/or RTO, if necessary.
- The RTO should complete and sign the employer section of the Worker's Injury Claim Form (<http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/worker-s-injury-claim-form>) and an Employer Injury Claim Report Form (<http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/employer-injury-claim-report>) (both forms), in consultation with the employer if necessary.
- The RTO should clearly mark on both forms 'VRQA vocational placement claim' or 'ASQA vocational placement claim' as appropriate. The employer scheme registration number of 1624618 and the employer's reference number of 9573347 should be entered on both forms.
- The RTO should scan and email the Employer Injury Claim Report and Worker Injury Claim forms, any certificates of capacity, completed incident notification form, medical accounts and a certified copy of the vocational placement agreement to Gallagher Bassett at: educlaims@gbtpa.com.au

All original documents to be forwarded to:
Gallagher Bassett
2/333 Collins Street
Melbourne 3001





All ongoing documentation (post submission of a new claim) relating to the claim should be emailed to Gallagher Bassett at: educlaimsCorporate@gbtpa.com.au

- The RTO should retain duplicates of all documents and create a secure workers' compensation file.
- Gallagher Bassett will notify the Department (People Division) when they receive claims.

9. Enquiries

- Enquiries about these Guidelines can be directed to the TAFE Course Line on 131 823, or emailed to tafe.coursetline@edumail.vic.gov.au.
- Enquiries related to workers' compensation insurance claims for post-secondary students on vocational placements arranged by VRQA-regulated and ASQA-regulated RTOs should be directed to the:

Workers' Compensation Advisory Service

Ph: 03 9637 2441

email: workers.compensation.corporate@edumail.vic.gov.au





Attachment A

ORDER ABOUT NON-PAYMENT FOR WORK FOR POST-SECONDARY STUDENTS ON PRACTICAL PLACEMENTS

I, JEFF ROSEWARNE, Acting Secretary to the Department of Education and Early Childhood Development, hereby make an Order under section 5.4.20 of the *Education and Training Reform Act 2006* (the ETRA).

This Order comes into effect on and from 1 January 2011. It has no retrospective effect.

The Order is as follows:

A: I note that, pursuant to section 5.4.16 of the ETRA, the Governor in Council has fixed a minimum rate of payment of \$5 per day for students employed under a vocational placement agreement, as defined in section 5.4.13 of ETRA.

And:

B: For the purposes of section 5.4.20 of ETRA in relation to Orders about non-payment for work, a class of student means ~~the~~ students of a TAFE Provider. TAFE Provider, pursuant to section 5.4.13 of ETRA, means a body registered under section 4.3.10 (of the ETRA) by the Authority.

And:

C: In view of A above, and in accordance with the power available to me under section 5.4.20 of ETRA, I am satisfied that the class of student as defined in B above meet the conditions outlined in section 5.4.20 of ETRA and I hereby order that the class of student is not required to be paid the minimum rate of payment as described in A above.

And:

D: The Order made by the Acting Secretary of the Department of Education and Early Childhood Development on 24 January 1997 under section 91AB of the former Vocational Education and Training Act 1990 (the VET Order) is hereby formally revoked, with immediate effect.

And:

E: The Order contained herein replaces the VET Order.

Signed: JEFF ROSEWARNE

Date: 23 December 2010



Attachment 2 Letter of Introduction for Vocational Placement

Name of Employer
Position/Title
Address

[DATE]

Dear Sir/Madam

I am writing to you to enquire about the possibility of [an industry placement / a work based training placement] with your company/business.

I am a student enrolled in [COURSE NAME] at [PLACE OF STUDY]. This course includes a [XXX] hour placement in industry.

This placement is an important part of my studies because it will help me to gain and develop valuable workplace skills and knowledge. The vocational experience will also help me to develop key work skills such as being reliable, working as part of a team, and following instructions, all of which go to making an excellent employee.

I will be supported throughout this placement by my Course Coordinator and my trainer, [COURSE COORDINATOR] and [TRAINER NAME] at [PLACE OF STUDY], [If you accept me for a work placement, one of these staff members will ring or visit you to confirm the placement arrangements and answer any questions you may have. They will also contact you during my placement and arrange a time to visit me at work.

This is an unpaid placement, and all insurance is covered by [PLACE OF STUDY].

If you have any enquiries please contact my Course Coordinator:
[COORDINATOR NAME]
[EMAIL ADDRESS], [PHONE NUMBER]

Thank you for your consideration of this request. I look forward to receiving your response.

Yours sincerely,
[SIGNATURE]
[PRINT NAME]
[CONTACT NUMBER] [CONTACT EMAIL]



Attachment 3 Vocational Placement Form



Vocational Placement Agreement between RTO and Employer

VOCATIONAL PLACEMENT DETAILS

Industry Placement <input type="checkbox"/>	Work-based Training <input type="checkbox"/>
Total Hours:	Total Hours:

Start Date		End Date	
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Qualification: <input type="checkbox"/> SIT30821 Certificate III in Commercial Cookery <input type="checkbox"/> SIT40821 Certificate IV in Kitchen Management <input type="checkbox"/> SIT50422 Diploma of Hospitality Management

Unit(s) of Competency:

Knowledge and Skills to be developed/reinforced/assessed on vocational placement:

REGISTERED TRAINING ORGANISATION DETAILS

Registered Training Organisation (RTO) Name	Marriott Academy
TOid	46016



ACN/ABN	656 476 907	89 656 476 907
Address		
Telephone	03 9650 5679	
Email	info@marriott.vic.edu.au	

RTO Contact Name/Position	Saurabh Mani	CEO
Telephone	03 9650 5679	
Email	info@marriott.vic.edu.au	

Trainer Name		
Same as RTO Contact <input checked="" type="checkbox"/>		
Telephone		
Same as RTO Contact <input checked="" type="checkbox"/>		
Email		
Same as RTO Contact <input checked="" type="checkbox"/>		

STUDENT DETAILS

Student Name/Date of Birth		
Address		
Telephone		
Email		
Student Emergency Contact/Telephone		

EMPLOYER DETAILS

Employer/Company Name		
Department/Branch		
ACN/ABN		
Address		
Employer Contact Telephone		
Employer Contact Email		



Student Supervisor Name/Position		
Student Supervisor Telephone		
Student Supervisor Email		

VOCATIONAL PLACEMENT JOB DETAILS

Job Title	
Department/Branch	

Job Activity/Task	Description	Date(s)/Hours

RTO RESPONSIBILITIES

The RTO is responsible for:

1. Ensuring there is a written vocational placement agreement between the RTO and the Host Employer (this agreement).
2. Ensuring that the job tasks and activities undertaken by the student on placement are:
 - directly related to, and at the appropriate skill level, for the training outcomes of the unit(s) of competency or course it is providing, and
 - useful for vocation and employment outcomes of the unit(s) or course it is providing.
3. Ensuring that the maximum duration of its student’s vocational placement is 240



hours in total, and a maximum of 38 hours to be worked in any one week.

4. Keeping records, such as a log book, detailing the job tasks and activities completed by the student, including performance assessments and feedback from the employer or employer representative(s).
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* for domestic students only
<https://www.vic.gov.au/workplace-learning-information-rtos>

EMPLOYER RESPONSIBILITIES

The employer:

1. Will discuss with the RTO the type of job tasks and activities which the student will undertake during the placement to ensure they are:
 - relevant and directly related to, and at the appropriate skill level, for the training outcomes of the unit(s) of competency or course the student is undertaking, and
 - useful for the vocation and employment outcomes of the unit(s) or course.
2. Will plan and carry out the student's program of activities as agreed and documented.
3. Has read and understood the *Department of Education and Training Updated Practical Placement Guidelines* for domestic students only
<https://www.vic.gov.au/workplace-learning-information-rtos>
4. Will consult with the RTO vocational placement coordinator if they consider it necessary to terminate the arrangement before the agreed placement end date.
5. Will nominate a supervisor (or supervisors) for the student.
6. Will comply with relevant occupational / workplace health and safety and workplace relations legislation and standards with respect to the student.
7. Will permit the RTO's vocational placement coordinator and/or trainer(s) to access the workplace and contact the student at any reasonable time during the placement.
8. Will ensure that the 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 RTO vocational placement coordinator as soon as practicable if the student is absent, injured or becomes ill in the course of undertaking the vocational placement.
11. In case of an emergency, the employer will contact the student's emergency contact person and the RTO vocational placement coordinator.



INSURANCE ARRANGEMENTS

VRQA regulated RTOs

Where there is a written vocational placement agreement between a VRQA-regulated RTO and Host Employer under ETRA (this agreement), a post-secondary student injured while undertaking a vocational 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 [practicalplacementguidelines.pdf](https://www.education.vic.gov.au/Documents/training/providers/rto/practicalplacementguidelines.pdf) (education.vic.gov.au) - <https://www.education.vic.gov.au/Documents/training/providers/rto/practicalplacementguidelines.pdf>.

If the student is placed for work experience or training without a written vocational placement agreement between the RTO and the employer, that arrangement will not be a valid 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 placement agreement) who are injured while undertaking a vocational 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. Public liability insurance covering this vocational placement arrangement will be taken out by the [insert RTO or the Employer].

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

SIGNATURES OF PARTIES TO THIS AGREEMENT

RTO Representative Name/Position		
I [insert name], agree to take part in this vocational placement agreement and understand and accept the RTO responsibilities outlined in this agreement.		
Signature: _____		Date: _____

Employer Representative Name/Position		
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I [insert name], agree to take part in this vocational placement agreement and understand and accept the Employer responsibilities outlined in this agreement.

Signature: _____

Date: _____

STUDENT ACKNOWLEDGEMENT

The student acknowledges that they:

- Agree to take part in this vocational 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 vocational placement coordinator as soon as practicable if they are unable to attend work.
- Will promptly inform the employer and the vocational placement coordinator of any accident, injury or incident that may occur.
- Will dress in accordance with workplace guidelines.
- Will inform the vocational 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.

Student Name

I [insert name], agree to take part in this vocational placement agreement and understand and accept the conditions outlined in this agreement.

Signature: _____

Date: _____