

**gotafe**



# Practical Placement Handbook

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# Introduction

The *Practical Placement Handbook* provides guidance and information for learners, host employers and Practical Placement Coordinators about the responsibilities and processes involved for effective Practical Placements.

## What are Practical Placements?

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*The term, **Practical Placement** refers to work experience or training undertaken by a post-secondary student with an employer under an arrangement entered into between the employer and a RTO.*

*Education and Training Reform Act 2006 (ETRA)*

Practical Placement must relate directly to the course outcomes at the appropriate skill level and to the actual competencies required for employment.

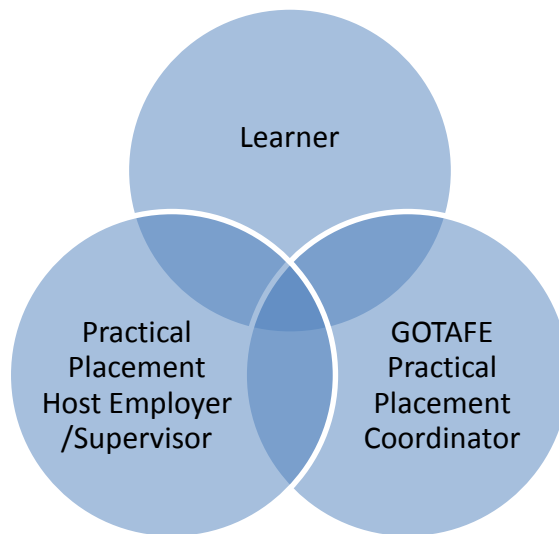
Classroom simulations and theory are important in the teaching and learning of knowledge and skills, however, the experience gained from Practical Placements is valued by industry, GOTAFE educators and trainers, and learners. No other forum for learning matches the rich experience gained from the learning that takes place in Practical Placements.

Practical Placements are a **mandatory** requirement of several GOTAFE courses. With other courses, Practical Placements are **recommended** but not a mandatory requirement of the training.

Practical Placement hours vary from course to course.

# Who are the stakeholders?

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## Benefits

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### Benefits for GOTAFE

- Practical Placements provide an opportunity for GOTAFE educators and trainers to network and work effectively with industry representatives for the benefit of GOTAFE learners and to ensure that our learners receive exposure and training in workplaces. The strength of the professional relationship has an impact on the quality of the education and training offered by GOTAFE.
- Practical Placements arrangements with host employers provide an opportunity for us to work effectively with industry to ensure our learners receive exposure to current practice.
- Practical Placements enable learners to meet specific course requirements for the completion of Work Based Training as identified in a number of qualifications.

### Benefits for learners

Your Practical Placement is an opportunity for you to:

- learn in a workplace that reflects current industry needs and standards
- interact with experienced workers who will pass on valuable skills and knowledge
- gain a sense of what working with your qualification will be like
- have an opportunity to practise and demonstrate your hands-on skills and underpinning knowledge in a structured way
- gain recognition for your skills and knowledge by demonstration and recording of evidence

- experience in a real work environment, to the quality and production requirements of the workplace.
- ask questions and learn about the industry from industry workers
- demonstrate your attributes for future employment possibilities

## Benefits for host organisations

There are many benefits for the host employer. Practical Placements provide:

- industry with an opportunity to have input to ensure education programs are reflective of current industry needs and standards
- opportunities to network with training and education providers and their teachers/trainers
- industry and business with a cost-effective entry level training program that can lead to potential employment for some learners on completion of their Practical Placements
- workplace supervisors with an opportunity to develop a more structured training program
- an opportunity to encourage staff to take on the role of mentors.

## Roles and responsibilities

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The following briefly outlines the roles and responsibilities of each of the stakeholders involved in a Practical Placement.

### Practical Placement Coordinators

GOTAFE Practical Placement Coordinators are responsible for establishing and maintaining relationships with host employers. They liaise with host employers and learners to organise initial meetings and Placement start and end dates. They ensure that learners are prepared for their Practical Placement, and that the Placement meets their needs and is relevant to the Qualification they are undertaking.

### Learners

Learners are responsible for meeting any requirements prior to undertaking a placement, for example, getting a National Police Check. They are also responsible for making themselves aware of, and abiding by, any workplace regulations or requirements, for example, performing tasks safely and notifying the Employer and Coordinator of any necessary absences.

Learners must be aware of the limits of their role in the workplace and behave as ambassadors for GOTAFE.

Learners must understand the work placement requirements of their qualification.

## Practical Placement host employers

Host employers are responsible for providing learning opportunities, and to report on the learner ability to satisfactorily complete workplace tasks by completing the *Task log* in the *Practical Placement Record Book*.

## Host employer's insurance

**Please note:** No indemnity is offered by the Institute to a host employer, whether that be in Victoria or interstate, and it would therefore be prudent for host employers to ensure they have adequate insurance cover for themselves, including Public Liability insurance that covers all people who are on the work site.

**NOTE:** For full details about **WorkCover**, please refer to page **24**.

## Learners with a disability

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GOTAFE is required to provide **Reasonable Adjustment** in order for learners with a disability to complete placement.

In order for adjustments to be made, the learner must formally identify him or herself as having a disability.

GOTAFE cannot make adjustments, or inform the host employer about the learner's disability, without the learner's permission.

Where a learner identifies him or herself as having a disability and requests assistance, the learner, Practical Placement Coordinator and GOTAFE Disability Liaison Officer, if appropriate, should:

- meet to ensure an accurate assessment of the requirements of the placement and the learner's ability are made
- determine how the learning outcomes of the placement may be achieved while accommodating the needs of the learner
- discuss the information that will be provided to the host employer about the learner's disability and who should provide it
- document details of the adjustments and attach to the Practical Placement Agreement - Study Plan Part B.

## Resources

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The following resources are required for Practical Placement and will be provided by the Practical Placement Coordinator:

- GOTAFE Practical Placement Agreement - Study Plan Part B
- GOTAFE Practical Placement Handbook
- GOTAFE Practical Placement Record Book
- GOTAFE Practical Placement Host Employer Brochure.

The Practical Placement Record Book includes:

- an attendance record sheet



- a *Task log* to record what tasks the learner completes during placement
- a place for the employer to sign-off on tasks as learners complete them
- relevant Employability Skills that the learner needs to practise
- a *Final report and comments* for all stakeholders to complete.



# Checklists – what to do

The following checklists provide a guide for host employers, learners and Practical Placement Coordinators to conduct the required tasks that need to be completed before, during and after Practical Placement.

## Host employers

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### Before Practical Placement

- Confirm your participation with GOTAFE Practical Placement Coordinator.
- Liaise with GOTAFE Practical Placement Coordinator to establish hours, numbers and names of learners.
- Organise Practical Placement roster for learners.
- Invite learners to an initial meeting to confirm Practical Placement hours.
- Sight learners' documents for example: Working with Children Check, National Police Certificate, First Aid Certificate, immunisation certificate, if applicable.
- Negotiate and confirm roster.
- Ensure that you have completed and signed the Study Plan Agreement Part A and the Practical Placement Agreement – Study Plan Part B for each learner

- Ensure that the learner/s have signed the Confidentiality statement.
- Return the signed Agreement (Study Plan Agreement Part A and Practical Placement Agreement – Study Plan Part B) to the GOTAFE Practical Placement Coordinator.

## During Practical Placement

- Provide a workplace induction for learners on their first day - please refer to the Workplace induction checklist in the next section of this Handbook.
- Provide direct supervision for learners in workplace – buddy or mentor model.
- Provide opportunities for learners to complete tasks that are meaningful and reflect the requirements of their qualification and related units – please refer to the Practical Placement Agreement - Study Plan Part B and Practical Placement Record Book.
- Record and sign off in each learner's Practical Placement Record Book as tasks are demonstrated by learners.
- Maintain contact about each learner's progress with the GOTAFE Practical Placement Coordinator.
- Report any absences or incidents as soon as possible to the GOTAFE Practical Placement Coordinator.
- Provide on-going, relevant feedback to learners that addresses the achievement of the required tasks.
- Provide suggestions for further development of skills.

## After Practical Placement

- Complete the Employability Skills report in the Practical Placement Record Book.
- Complete the Final report and comments in the Practical Placement Record Book.
- Make sure that the *Practical Placement Record Book* is returned to the GOTAFE Practical Placement Coordinator.

## Learners

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The following checklists provide a guide to the tasks you need to complete before, during and after placement.

### Before Practical Placement

- Make sure you understand and sign the Confidentiality statement which is a part of the Practical Placement Agreement - Study Plan Part B.
- Complete and sign the original Study Plan Agreement Part A and the Practical Placement Agreement – Study Plan Part B.
- Return the original *Study Plan Agreement Part A* and the *Practical Placement Agreement – Study Plan Part B* to the Practical Placement Coordinator for photocopying and filing.

- Make sure that you have met all of the requirements, as advised by the Practical Placement Coordinator, **before** you begin your Practical Placement.
- Confirm initial meeting with your Practical Placement Coordinator or the host employer.
- Make a note in your diary when you are told about placement shifts/hours – your host employer will organise shifts/hours.
- Organise any required clothing or shoes.
- Read your *Practical Placement Handbook* and *Practical Placement Record Book* – you will receive these from your Practical Placement Coordinator.
- Let your Practical Placement Coordinator know if there is any reason why you might need **Reasonable Adjustment** to the Practical Placement requirements e.g. a physical disability or learning difficulty.
- Let your Practical Placement Coordinator and host employer know if you have a medical condition that might affect your performance during placement e.g. diabetes or epilepsy. Make sure it is noted in the *Practical Placement Agreement - Study Plan Part B*.
- Prepare a folder with documents as advised by the Practical Placement Coordinator for your initial meeting with your host employer, for example, your resume, current *Working with Children Check*, *National Police Certificate*, First Aid Certificate, immunisation certificate, diary, calendar.
- Take *Practical Placement Record Book* to the initial meeting and discuss with the host employer how it will be used during your placement.
- Make sure you have a name tag and current Student Identification.

## During Practical Placement

- Present at the workplace on time to start your Practical Placement.
- Complete a workplace OH&S induction.
- Continue Practical Placement shifts and make sure that your work reflects the requirements of your *Practical Placement Record Book*.
- Work to the best of your ability under direct supervision with your buddy/mentor and/or supervisor to practise the tasks listed in your *Practical Placement Record Book*.
- Let the host employer and Practical Placement coordinator know immediately if you are not able to attend your shift and be prepared to make up the hours when you return.
- Report any incidents or injuries immediately to the host employer and Practical Placement Coordinator at GOTAFE and follow the workplace's procedure.
- Record any absence in Practical Placement Record Book.
- Abide by the workplace's requirements such as dress code, safe work practices, and maintain the organisation's confidentiality.

## After Practical Placement

- Debrief with the Practical Placement Coordinator.
- Record any thoughts about your Practical Placement experience in the *Practical Placement Record Book*.
- Make sure all parts of the Record Book are complete and either:
  - return it to the Practical Placement Coordinator, or

- leave it with the host employer to return to the Practical Placement Coordinator (depending on prior arrangements made).
- Thank your host employer and their staff for the opportunity to complete your Practical Placement in their workplace.

## GOTAFE Practical Placement Coordinator

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### Before Practical Placement

- Check the relevant Training Package rules to ensure compliance with Practical Placements.
- Ensure that your Department's approach is consistent with the GOTAFE *Practical Placement Procedure* [E14-P34].
- Ensure learners have received Occupational Health and Safety training as outlined in the relevant Training Package, prior to placement commencement.
- Customise and send *Practical Placement - Letter seeking host employer participation* [FSA-88] to potential host employers to source opportunities.
- Liaise with potential host employers to clarify the purpose of the Practical Placement, and roles and responsibilities of all stakeholders.
- Complete an OHS inspection of the workplace prior to the Practical Placement starting.
- Customise and send *Practical Placement - Letter to confirm commencement* [FSA-89] to host employers with details of allocated learners.
- Provide learners with a *Practical Placement Handbook* [ODPPL-06] and explain the process and requirements.
- Provide learners with a *Practical Placement Record Book* [ODPPL-04] (or other Clinical Assessment tool) and explain thoroughly.
- Organise name badges for learners  
**Note:** These must be consistent with the GOTAFE Corporate badging/image.
- Assist learners to prepare a folder with any relevant documents required for their initial meeting with the host employer, for example, resume, current *Working with Children Check*, *National Police Certificate*, *First Aid Certificate*, immunisation certificate, diary, calendar.
- Ensure the *Study Plan Agreement Part A (EN-15S)* and the *Practical Placement Agreement - Study Plan Part B [FSA-68]* is completed and signed by the GOTAFE responsible officer, each learner and host employer for each different placement.
- Ensure the learner has read, understood and signed the Confidentiality statement in the Practical Placement Agreement - Study Plan Part B.
- Give photocopies of the Study Plan Agreement Part A (EN-15S) and the Practical Placement Agreement - Study Plan Part B [FSA-68] to the host employer and the learner; file the original.
- File the original Study Plan Agreement Part A (EN-15S) and the Practical Placement Agreement - Study Plan Part B [FSA-68] in the student file.
- Discuss with the host employer the need for a **workplace** induction for the learner.

- Prepare details in writing of planned hours and days of the Practical Placement and give a copy to each learner and host employer.
- Ensure details of planned hours and days of the placements are understood by each learner and host employer.
- Ensure planned hours during the placement comply with the *relevant* Training Package guidelines.

## During Practical Placement

- Visit learners in workplace and observe them to collect evidence of competence with tasks.
- Maintain communication with host employers to monitor the learners' progress and documentation in the Record Book.
- Ensure host employers provide direct supervision for learners in the workplace – buddy or mentor model.
- Ensure host employers provide opportunities for learners to complete tasks that are meaningful and reflect the requirements of their qualifications.
- Ensure that host employers record and sign off the *Task log* in the *Record Book* as tasks are demonstrated by learners.
- Ensure that host employers provide feedback to learners that is relevant to the achievement of tasks, and that they provide suggestions for further development of skills.

## After Practical Placement

- Debrief with the learner and host employer.
- Record any final comments in the *Practical Placement Record Book*.
- Ensure that the learner has completed the required number of Practical Placement hours at the workplace and has had the opportunity to demonstrate the skills required
- Give learners the opportunity to debrief and discuss or write about their Practical Placement experiences.
- Make sure all parts of the *Record Book* are complete and the relevant comments and signatures are collected
- Photocopy and file the original Record Book and give a copy to learner.
- Send a thank you letter to the host employer on behalf of GOTAFE using the *Practical Placement – Letter of thanks* [FSA-90].





# Workplace induction checklist

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Learners will need a structured induction to the workplace on their first day of Practical Placement. The induction will usually be conducted by the host employer or their delegate.

It must include a workplace OH&S induction.

The following checklist provides a guide for host employers and learners to use during the induction session to ensure that all the necessary information is covered. The table also lists activities for learners during the induction to ensure that they benefit from the process.

## Practical Placement induction checklist

The following checklists provide details of what you and learner need to do during the induction process.

Host employer will ...	✓	Learner will ...	✓
Introduce the learner to their workplace supervisor, buddy or mentor, and all other staff.	<input type="checkbox"/>	Collect list of staff names and roles and familiarise yourself with these.	<input type="checkbox"/>
Conduct a tour of the workplace including staffrooms, evacuation site, First Aid equipment, toilets, smoking areas. Provide a map if possible.	<input type="checkbox"/>	Collect an orientation map of the workplace and mark in key places.	<input type="checkbox"/>
Give the learner an overview of organisation and its purpose, mission and intent.	<input type="checkbox"/>	Collect and <b>read</b> the mission statement and any other relevant documents.	<input type="checkbox"/>
Explain the organisation's policies and procedures, including the OH&S policy and procedures, emergency procedure and evacuation points, First Aid officer, break times, notification of sickness.	<input type="checkbox"/>	Familiarise yourself with OH&S policy and procedures, emergency procedure and evacuation points, First Aid officer, break times, notification of sickness.	<input type="checkbox"/>
Explain any clothing or grooming requirements, especially any uniforms and Personal Protection Equipment (PPE).	<input type="checkbox"/>	Make sure you have and use any required clothing or equipment. Your Practical Placement Coordinator will have discussed this with you.	<input type="checkbox"/>
Explain your privacy and confidentiality policy and procedure.	<input type="checkbox"/>	Read the privacy and confidentiality policy, and clarify anything that you don't understand. Sign any required documentation.	<input type="checkbox"/>
Discuss the purpose of the Practical Placement.	<input type="checkbox"/>	Ask questions and refer back to the Practical Placement – Handbook for Learners and the Practical Placement Record Book.	<input type="checkbox"/>
Clarify roles and responsibilities for learners during placement.	<input type="checkbox"/>	Ask questions and refer back to the Practical Placement – Handbook for Learners and Practical Placement Record Book.	<input type="checkbox"/>
Explain your expectations of the learner on placement.	<input type="checkbox"/>	Act as an ambassador for GOTAFE while you are on Practical Placement.	<input type="checkbox"/>
Arrange access to (if relevant) and explain use and limits of workplace facilities, for example Intranet and relevant databases, and/or cars.	<input type="checkbox"/>	Use workplace facilities/resources with care and abide by the confidentiality statement.	<input type="checkbox"/>

# Employability Skills

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During Practical Placements, learners are required to:

- practise and demonstrate skills and knowledge consistent with the **Task Log** in their *Practical Placement Record Book*, and
- demonstrate **Employability Skills** relevant to the qualification they are undertaking or foundation skills for simplified Training Packages.

## Employability Skills and the Training Package

The Employability Skills to be achieved are relevant to the specific Training Package and qualification. Although the eight basic principles of the Employability Skills are consistent in all Training Packages, the levels and requirements vary.

### Relevant Employability Skills

The following eight principles are considered as Employability Skills or readiness for employment:

- communication
- teamwork
- problem solving
- initiative and enterprise
- planning and organisation
- self management
- learning
- technology

## Examples of Employability Skills

The following table gives **examples** of Employability Skills.

Each course will have its **own** set of skills and details of these are in the *Practical Placement Record Book*.

Principles	Examples of skills
<b>Communication</b> that contributes to productive and harmonious relations across employees and customers	<ul style="list-style-type: none"> <li>▪ listening and understanding</li> <li>▪ speaking clearly and directly</li> <li>▪ reading and writing for the workplace</li> <li>▪ using numeracy effectively</li> <li>▪ being assertive</li> </ul>
<b>Teamwork</b> that contributes to productive working relationships and outcomes	<ul style="list-style-type: none"> <li>▪ working supportively with your colleagues</li> <li>▪ recognising each team member's strengths</li> </ul>
<b>Problem solving</b> that contributes to productive outcomes	<ul style="list-style-type: none"> <li>▪ developing creative, innovative and practical solutions</li> <li>▪ solving problems in teams</li> <li>▪ generating a range of options</li> </ul>
<b>Initiative and enterprise</b> that contribute to innovative outcomes	<ul style="list-style-type: none"> <li>▪ adapting to various situations</li> <li>▪ being creative</li> <li>▪ identifying opportunities not obvious to others</li> <li>▪ putting ideas into action</li> </ul>
<b>Planning and organising</b> that contributes to long and short-term strategic planning	<ul style="list-style-type: none"> <li>▪ managing time and priorities</li> <li>▪ being resourceful</li> <li>▪ taking initiative and making decisions</li> <li>▪ participating in continuous improvement</li> <li>▪ collecting, analysing and organising information</li> </ul>
<b>Self-management</b> that contributes to employee satisfaction and growth	<ul style="list-style-type: none"> <li>▪ evaluating and monitoring own performance</li> <li>▪ having knowledge and confidence in own ideas</li> <li>▪ articulating own ideas and visions</li> <li>▪ taking responsibility</li> </ul>
<b>Learning</b> that contributes to ongoing improvement and expansion in employee and company operations and outcomes	<ul style="list-style-type: none"> <li>▪ managing own learning</li> <li>▪ applying learning</li> <li>▪ having enthusiasm for ongoing learning</li> <li>▪ being willing to learn in any setting</li> <li>▪ being open to new ideas and techniques</li> <li>▪ acknowledging the need to learn in order to accommodate change</li> </ul>
<b>Technology</b> that contributes to the effective carrying out of tasks	<ul style="list-style-type: none"> <li>▪ having a range of basic IT skills</li> <li>▪ using IT to organise data</li> <li>▪ being willing to learn new IT skills</li> <li>▪ having the OH&amp;S knowledge to apply technology</li> </ul>

# Practical Placement Agreement - Study Plan Part B

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*ETRA requires that the RTO enters into an agreement in writing with the employer about the placement of a particular student. If the agreement is not in writing, the student will **not** be entitled to WorkCover in the event an injury occurs while the student is on a practical placement.*

*Education and Training Reform Act 2006 (ETRA)*

The Agreement (*Study Plan Agreement Part A and Practical Placement Agreement - Study Plan Part B*) must be completed with the host employer's details, actual start and finish dates, hours of Practical Placement, name and details of host employer's contact person.

The Agreement (*Study Plan Agreement Part A and Practical Placement Agreement - Study Plan Part B*) must be returned to the relevant contact person at GOTAFE **5 days prior** to the learner commencing Practical Placement. The original document is held by the Practical Placement Coordinator and a copy of the document will be provided for the host employer and learner.

## Duration of Practical Placement

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*The recommended maximum duration for a practical placement related to a course of study is 240 hours. If additional hours are required for any reason (e.g. by professional bodies or regulators), it is the responsibility of the RTO to satisfy itself that those longer hours are justified to meet the course outcomes for the students(s) concerned, and having regard to the welfare of the student concerned.*

*RTOs should keep records detailing the reason for any decision to agree to longer hours for a practical placement.*

*Education and Training Reform Act 2006 (ETRA)*

## Confidentiality

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Practical Placements provide GOTAFE learners with an opportunity to experience a real workplace while consolidating their knowledge and developing their skills. In getting to know your workplace through a Practical Placement, GOTAFE learners might be privy to information that is **confidential**.

The information may be written or spoken and it might be about the business, employer, employees or clients. Learners are aware that confidential information **must not** be communicated in any other place or for any purpose.

To ensure that GOTAFE learners comply, they will be required to read, understand and sign a *Confidentiality statement*.

## Payment

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The payment to learners by host employers for their Practical Placement hours is optional.

*Whilst students are not required to be paid as a result of the new Secretarial Order, payment can still be made. Discussions about payment should occur between the employer, student and RTO as part of the development of the required Study Plan Agreement Part A and Practical Placement Agreement - Study Plan Part B.*

*Education and Training Reform Act 2006 (ETRA)*

# Other requirements

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Other requirements for Practical Placements might include:

- Occupational Health and Safety training
- WorkCover
- First Aid training
- Immunisation
- Legislative requirements
- Handling grievances
- Finalising the Practical Placement.

## Occupational Health and Safety training

Prior to learners commencing Practical Placement, they will complete the *Occupational Health and Safety* unit as a part of their GOTAFE course.

## **Injury during Practical Placements**

If injured while on Practical Placement, the **learner** must:

1. notify their host employer immediately
2. complete a workplace incident report
3. arrange any changes to their placement plan eg. change of hours
4. notify the GOTAFE Practical Placement Coordinator within 24 hours.

The GOTAFE Practical Placement Coordinator then refers the incident to the Occupational Health and Safety Officer.

## WorkCover

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If a GOTAFE learner is injured during a Practical Placement, they will be covered by the Victorian Department of Education and Training – practical placement students are deemed workers under the Department’s guidelines -as long as there is a signed written Agreement in place.

**Please note:** Unless there is a **signed**, written Agreement, WorkCover will not cover learners on Practical Placement.

Based on current advice, whether or not a practical placement student has been paid the minimum payment should not affect a student’s WorkCover insurance eligibility. However, it should be noted that in the absence of a payment the student may not be eligible to claim for loss of earnings related to that placement.

The Department’s insurer is **Gallagher Bassett**.

Note that if no insurance claim has been lodged in relation to an injured practical placement student at the time of making such a query, Gallagher Bassett will only be able to provide general information related to WorkCover insurance.

Claims are processed in the same manner as for an employee claim, except that the claim form must be filled in by the placement employer and is forwarded to GOTAFE for counter-signature by the CEO. When the claim is forwarded to Gallagher Bassett, a copy of the placement agreement form and other documents (see below) must also be provided with the claim.

Enquiries relating to practical placement insurance eligibility matters should be directed to the Department of Education and Training Workers’ Compensation Advisory Service on 03 9637 2441.

### How to make an insurance claim

If a post-secondary student is injured while undertaking a practical 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, 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 and an Employer Injury Claim Report Form (both forms), in consultation with the employer if necessary. The claim form should be clearly marked ‘placement student’ in the ‘Worker Details’ section.
- The RTO should clearly mark on both forms either ‘VRQA practical placement claim’ or ‘ASQA practical 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 practical 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.

Enquiries concerning claims should be directed to Gallagher Bassett on 9297 9100 or 1300 975 609.

## Host employer's insurance

**Please note:** While WorkCover or Personal Accident insurance cover is intended to be in place for all students on placement, it is possible that action could be taken **against an employer directly**. As a consequence, it is recommended that employers have their **own** appropriate insurance cover in place to mitigate risks in this area.

## First Aid training

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Learners in several GOTAFE courses are required to have current First Aid certificates prior to undertaking Practical Placements. For these learners Practical Placement should be scheduled when they have had an opportunity to achieve their First Aid certificates. First Aid Level 2 is the usual requirement and the Unit of Competency is HLTAID003. The original document must be sighted by Practical Placement Coordinators prior to making arrangements for placement.

Host employers should also sight First Aid certificates.

## Immunisation

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Learners are required to have up to date immunisations to undertake Practical Placements in some workplaces, for example Health Services. For this reason GOTAFE strongly recommends up to date immunisations in Hepatitis B and the Tetanus booster. Tuberculosis Mantoux skin test is also strongly recommended; immunisation might be required on doctor's advice.

## Legislative requirements

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Some workplaces require learners participating in Practical Placement to provide their current, original **National Police Certificate** and/or **Working With Children (WWC)** check.

Practical Placement Coordinators will ensure that learners have a current *National Police Certificate* and/or *Working With Children* checks when they are a **mandatory** requirement of industry sectors.

Practical Placement host employers should sight these certificates before the learner starts Practical Placement, if they are a requirement in the workplace.

## Handling grievances

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Grievance resolution is the responsibility of GOTAFE, in the first instance. Complaints involving learners, host employers or trainers should be referred to the relevant Practical Placement Coordinator or GOTAFE Commercial Manager.

## Finalising the Practical Placement

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To finalise the Practical Placement the Practical Placement Coordinator will:

- ensure that the *Practical Placement Record Book* is complete and the relevant comments and signatures are collected
- photocopy and file original and give a copy to the learner
- ensure that the learner has completed the required number of Practical Placement hours at the workplace and has had the opportunity to demonstrate the skills required
- give learners the opportunity to debrief and write about their Practical Placement experiences
- send thank you letter to host employer on behalf of GOTAFE – *Practical Placement – Letter of thanks* [FSA-90]
- attend to record keeping of learner's completion of Practical Placement.