

Student Practical Placement Procedure

1.0 Purpose

This purpose of this procedure and associated documentation is to provide guidance on the administration of Practical Placement and to ensure agreements with a Host Employer are compliant with the regulations below:

- Victorian Department of Education and Training, VET Funding Contract, Schedule 1, mandates that Practical Placements must be conducted in accordance with the *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
- Mandated work placement hours in training packages

2.0 Scope

- a) **Students:** This procedure applies to enrolled Bendigo Kangan Institute (BKI) domestic students who participate in a practical placement.

It does not apply to:

- i. Apprentices/trainees employed under training agreements;
- ii. Students undertaking a senior secondary certificate – Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) – these students can only participate in **structured workplace learning or work experience**;
- iii. students who undertake part or all of their training in a workplace as employees of the workplace;
- iv. International Students;

Students attending practical placement will remain subject to all Institute Policies and Procedures.

- b) **BKI Staff:** This procedure applies to relevant processes for Teachers (trainers/assessors), Education Managers, Lead Educators, and staff assigned the responsibility of organising practical placement arrangements.
- c) **Practical Placement Coordinator (PPC):** The PPC will be responsible for the negotiation of potential placements with employers (Host Employers) using the Practical Placement Agreement documentation, administration of the documentation, supervision and assessment (where applicable and qualifications held) of the students concerned.

3.0 Policy Reference

PO 041 Training and Assessment Policy

Student Welfare and Accessibility Policy

Student Complaints and Grievance Policy

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4.0 Procedural Steps

No.	Phases and steps	Name of role who actions
4.1	Practical Placement Pre-Planning	
4.1.1	Identify the Practical Placement requirements for a particular course. Determine the need for Practical Placement by referring to the Training Package, Accredited Curriculum or via Industry Consultation. Update the Training and Assessment Strategy (TAS) to reflect this requirement.	Lead Educator
4.1.2	Ensure that students' Police Checks or Working with Children's Checks are completed prior to the student commencing placement. Ensure that the need for this documentation is reflected in the TAS and the requirement for the checks is in all published course information. NOTE: When a participant's Police Check or Working with Children Check is not clear, additional authority must be sought from the Education Manager and in consultation with Industry to determine whether the placement can proceed.	Practical Placement Coordinator (PPC) Education Manager
4.1.3	Establish if there is an overarching agreement for particular placements, (e.g. Nursing, Individual Support), and if so, refer to the Agreement to determine contact details for commencing negotiations.	Lead Educator/PPC
4.1.4	If the location of the Practical Placement is interstate, to ensure that student(s) will undertake no more than 50% of their total scheduled hours while on practical placement.	PPC
4.1.5	Ensure that particular care is be taken that the student in an interstate placement has full worker's compensation rights in the jurisdiction within which they are working.	PPC
4.1.6	Complete Practical Placement Agreement forms where the Institute acts as the Host Employer prior to commencement of practical placement.	Education Manager
4.1.7	Complete a Practical Placement Agreement prior to students commencing a practical placement with a Host Employer, (Appendix 2 – Model Practical Placement Agreement between RTO and Employer) with: <ul style="list-style-type: none"> • The Host Employer to discuss details such as: <ul style="list-style-type: none"> ○ Details around disclosable course outcomes and pending matters as recorded from current National Police History Check ○ Any special requirements before the student starts at the workplace; 	PPC Host Employer

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No.	Phases and steps	Name of role who actions
	<ul style="list-style-type: none"> ○ The timing of the placement, including starting and finishing dates and maximum hours of work per week; and ○ Particular safety (PPE) or clothing items / Dress Standards the students must supply or adhere to ● The student <ul style="list-style-type: none"> ○ If under the age of 18 years, provide the PPC with a consent and undertaking in the Practical Placement Agreement duly signed by his/her parents or guardian; ○ If over the age of 18 years, provide to the PPC a consent and undertaking in the Practical Placement Agreement duly signed by the student; <p>If student has a medical condition or disability that may affect their Practical Placement, the student needs to inform the PPC. <i>BKI can only forward personal details to a Host Employer with the written consent of the student.</i></p> <p>NOTE: A written agreement is one of the fundamental requirements for ensuring that WorkCover insurance is activated for a student on practical placement.</p>	
4.1.8	<p>Ensure that the practical placement does not exceed the recommended maximum duration for a practical placement (240 hour in total), with a maximum of 38 hours to be worked in any one week.</p> <p>NOTE: 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 PPC / Qualification owner to justify that additional hours are required to meet the course outcomes for the students. <i>(Refer to Attachment 1 for further details Section 6).</i></p>	PPC
4.1.9	<p>Approve in writing, by completing the Practical Placement Agreement:</p> <ul style="list-style-type: none"> a) The appointment of persons, firms or corporations as Host Employers of enrolled students for the practical placement periods for a particular course; and b) The attendance of each enrolled student at the premises of a Host Employer for practical placement periods. 	Education Manager or delegate
4.2.0	<p>Provides a copy of the signed agreement to the student and the Host Employer for their records.</p>	

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No.	Phases and steps	Name of role who actions
4.2	Student and Host Preparation for placement	
4.2.1	Ensure practical placement participants are briefed/given induction about their placement responsibilities and rights. Ensure participants are made aware of the consequences if they do not complete the placement as arranged.	PPC
4.2.2	Send the Host Employer the Employer Practical Placement information package, pre-signed and ready for signature by the Host Employer. The Agreement must be signed prior to the placement.	PPC
4.2.3	Ensure the Host Employer is aware of their role in providing feedback to Participants on their performance of tasks while on placement. Explain how the Log Book is to be used and the requirements for Host Employer Staff to complete sections and provide written feedback.	PPC
4.2.4	Ensures, as part of a pre-placement session, the student is aware of the practical placement requirements and that all learning and/or assessment objectives are specified in the activities (e.g. completion of placement logbook/diary) that the student will undertake and a written copy provided to students. NOTE: The logbook/diary contribute to the evidence gathered for a student to be resulted as competent (Skills Assessment)	PPC
4.2.5	If the placement does not to proceed, provide written advice to the participant and the host. Provide the participant with advice as to how they can request a replacement placement and any fees associated with a rescheduled placement.	PPC
4.3	Ensuring safety prior to Placement	
4.3.1	Maintain WorkCover Insurance coverage for students undertaking practical placement through the Higher Education and Skills Group.	Risk and Legal
4.3.2	Visit the Host Employer's workplace and conduct a Workplace Health and Safety (WH&S) check yearly.	PPC / Assessor
4.3.3	Contact the Host Employer in writing, if the site is deemed not suitable. Follow this letter promptly with a phone call or visit in an effort to resolve the matter. If the matter cannot be resolved the placement will not go ahead with that Host. A replacement Host Employer will need to be sources for those participants scheduled to take part in placement at that venue.	PPC

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No.	Phases and steps	Name of role who actions
4.3.4	Ensure practical placement participants receive or have received WH&S training and Manual Handling training where applicable prior to taking part in practical placement.	PPC
4.4	Ensuring Safety During Placement	
4.4.1	Establish any entitlement to compensation (e.g. WorkCover Insurance Policy), if a student is injured during a placement.	PPC
4.4.2	Any student or Host Employer wishing to make a WorkCover claim under the WorkCover Insurance Policy should process the same through the office of the Organisational Capability Group.	Student / Host Employer
4.4.3	<p>In the case of the participant sustaining an injury during Placement, complete and sign a Worker's Injury Claim form with the assistance of the Host Employer, and the PPC if required.</p> <p>NOTE: The Workers Injury Claim Form (a form for injured workers to lodge a work injury claim) and Employer Injury Claim Report (a form to provide details on an employer injury claim report for Worksafe. This report can be used to lodge a workers compensation claim) are available from the WorkSafe Victoria Website https://www.worksafe.vic.gov.au/ .</p>	Student
4.4.4	Receive, complete and sign the Worker's Injury Claim form.	OHS Manager & Education Manager in consultation with Host Employer
4.4.5	Complete the Employer Injury Claim Report in full, signs and dates the form and forwards both the Workers Injury Claim Form and Employer Injury Claim Report, together with any accompanying medical certificates or accounts, to the PPC .	Host Employer

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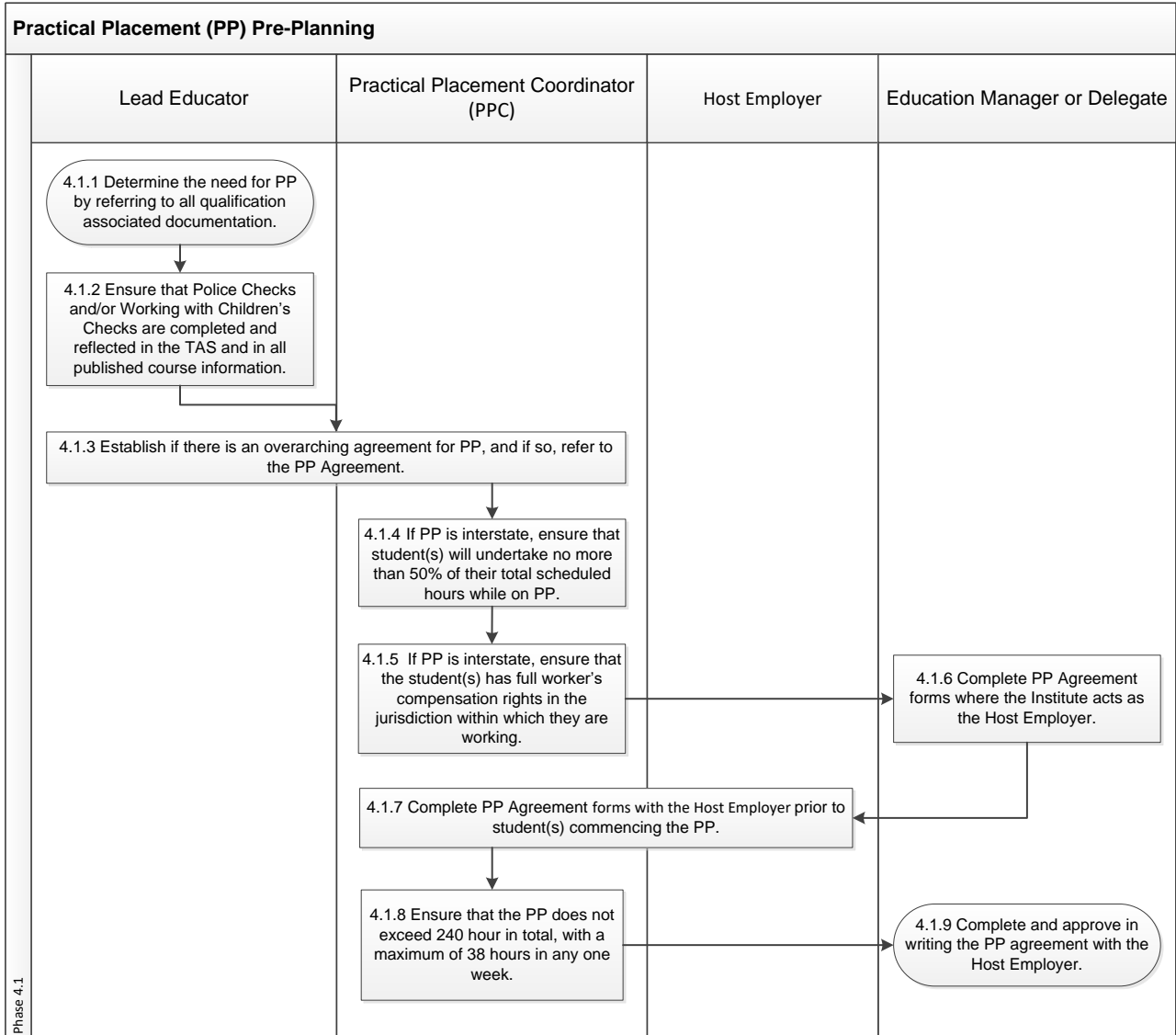
No.	Phases and steps	Name of role who actions				
4.4.6	<p>Forward all original documentation including all forms, medical accounts etc., except the Practical Placement Agreement which is retained by the Institute and a certified copy of the agreement is supplied to:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Melbourne</th> <th style="width: 50%; text-align: left;">Bendigo</th> </tr> </thead> <tbody> <tr> <td>CGU Centre GPO Box 2090S Melbourne Vic 3000 Freecall: 1800 066 204</td> <td>CGU Insurance GPO Box 608 Bendigo Vic 3550 Freecall: 1800 814 095</td> </tr> </tbody> </table> <p>NOTE: it is mandatory that the Institute forwards these forms to CGU within 10 days of receiving the forms from the Host Employer.</p>	Melbourne	Bendigo	CGU Centre GPO Box 2090S Melbourne Vic 3000 Freecall: 1800 066 204	CGU Insurance GPO Box 608 Bendigo Vic 3550 Freecall: 1800 814 095	OHS Manager
Melbourne	Bendigo					
CGU Centre GPO Box 2090S Melbourne Vic 3000 Freecall: 1800 066 204	CGU Insurance GPO Box 608 Bendigo Vic 3550 Freecall: 1800 814 095					
4.4.7	Retain a copy of all documents in Practical Placement WorkCover file.	OHS Manager				
4.5	Starting Work Placement					
4.5.1	Issue student with current Practical Placement Log Book and undertake a pre-placement preparation class with all students, to ensure they have a comprehensive understanding of the requirements of their placement.	PPC				
4.5.2	Record in student file that Student Log Book has been issued to individual student.	PPC				
4.5.3	Maintain contact with both student and Host Employer throughout duration of placement in line with training package requirements and the TAS.	PPC				
4.5.4	Arrange a face to face assessment of student on site with Host Employer and student at workplace. Log Book to be updated signed and dated (where applicable).	PPC and/or Teacher				
4.5.5	Record student attendance using appropriate attendance roll or by updating the Student Logbook.	Student				
4.5.6	Follow the process for handling grievances, if a grievance arises, as detailed in Student Complaints and Grievance Policy (where applicable).	PPC Student				
4.5.7	Conduct (where appropriate), a debrief interview with the student and/or Host Employer . Maintain a record of de-brief interview in the Student files.	PPC				

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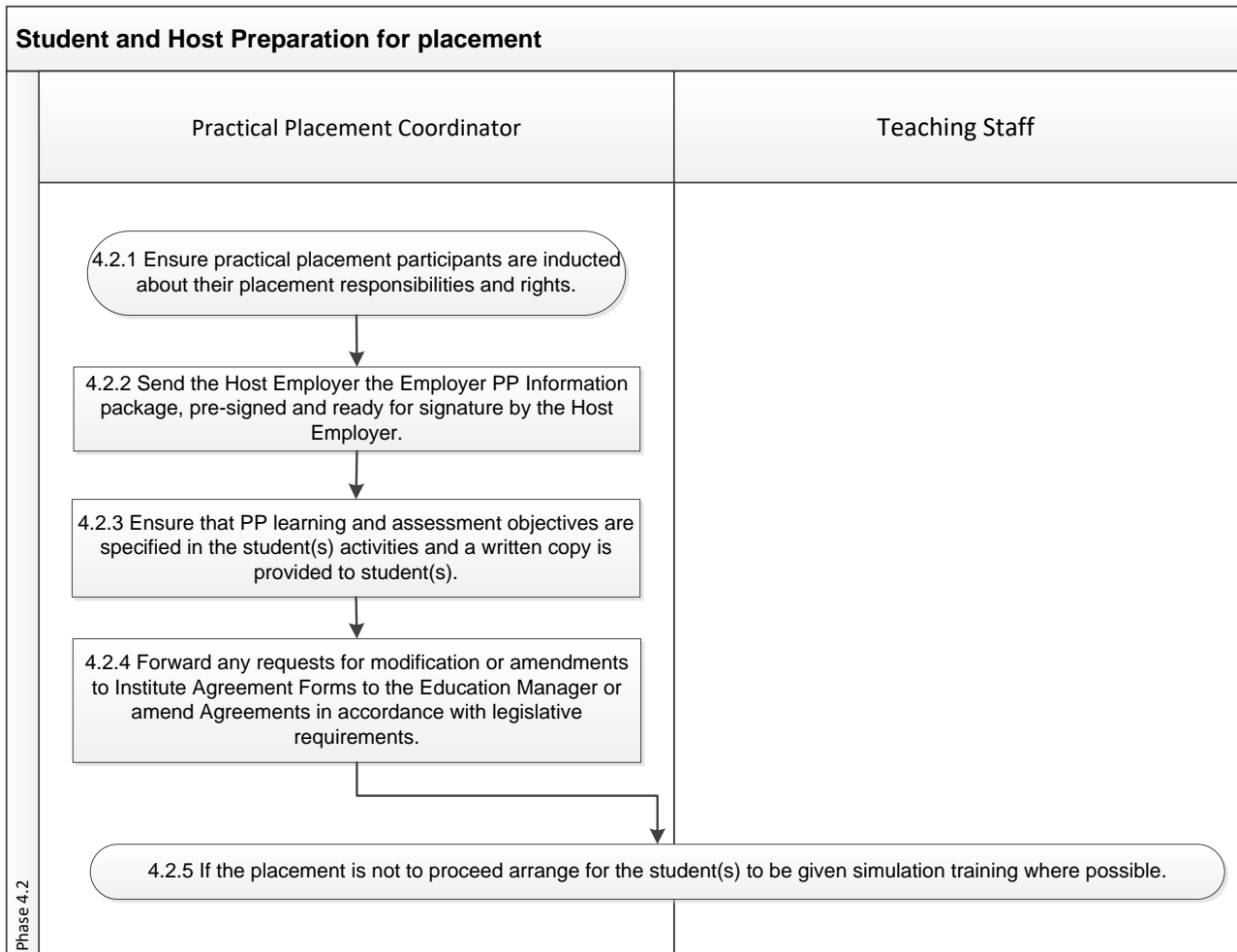
No.	Phases and steps	Name of role who actions
4.5.8	Ensure that areas for improvement (if required) are discussed with the student, Host Employer and Education Manager where necessary and an appropriate plan is put in place, documented and monitored.	PPC
4.6	After Placement	
4.6.1	Forward letter of thanks to Host Employer.	PPC
4.6.2	Ensure that all practical placement records including learning and/or assessment objectives (e.g. Logbook/Diary), accident reports and the results of assessments undertaken during practical placements are signed, dated and filed in the relevant teaching school's records.	PPC
4.6.3	Maintain checks on currency of dates, if there is an overarching agreement; at least two months prior to expiry, commence negotiations for the next agreement by phone, letter or visit.	Education Manager, Host Employer
4.6.4	Review Log Book and ensure all appropriate documentation and assessment requirements have been met prior to placement sign-off at the completion of each placement. Sign and date Log Book after review.	Teacher
4.6.5	Return Log Book for scanning and filing if there are further placement requirements for the course.	PPC
4.7	Records Management	
4.7.1	Retain completed Practical Placement Agreement Forms in Departments to facilitate associated Department processes.	Teaching Department

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5.0 Procedural Swimlane Flowchart

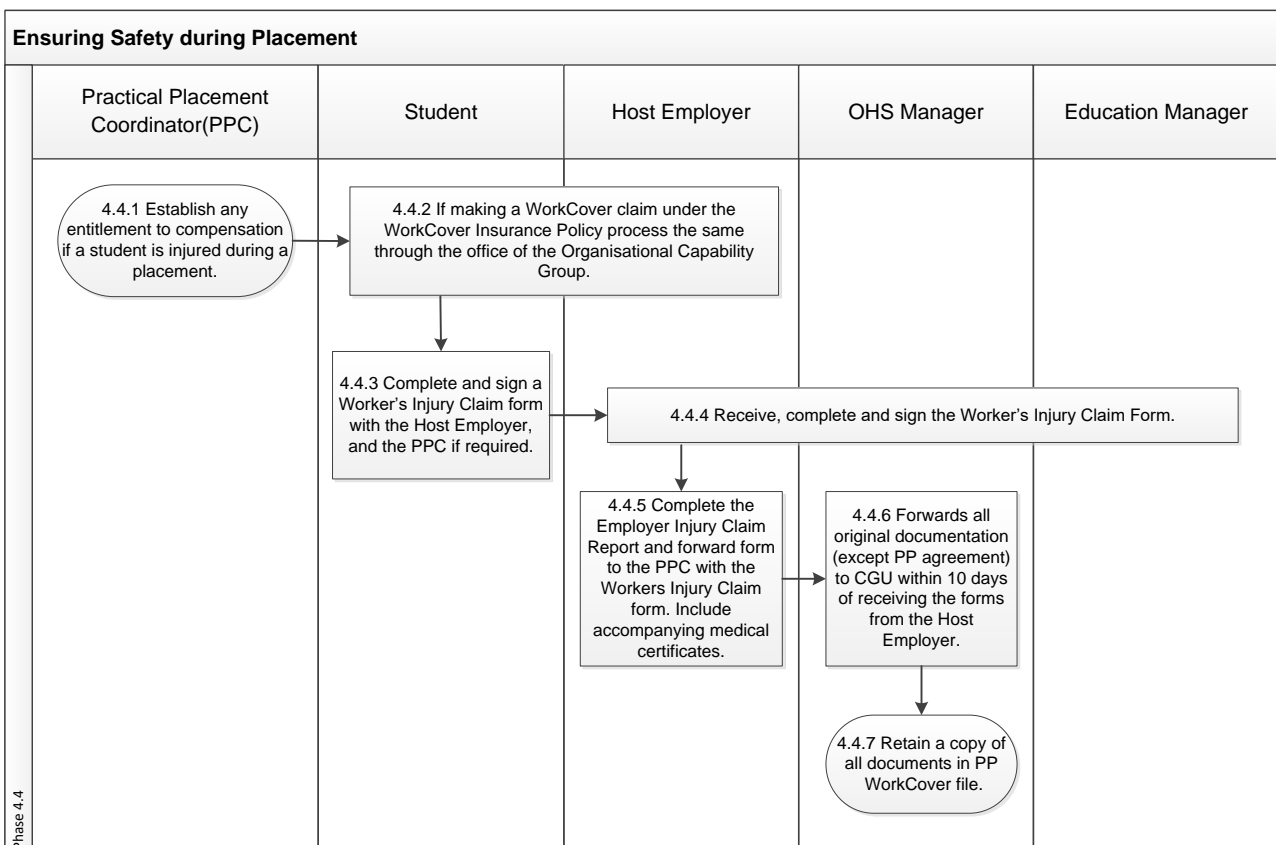
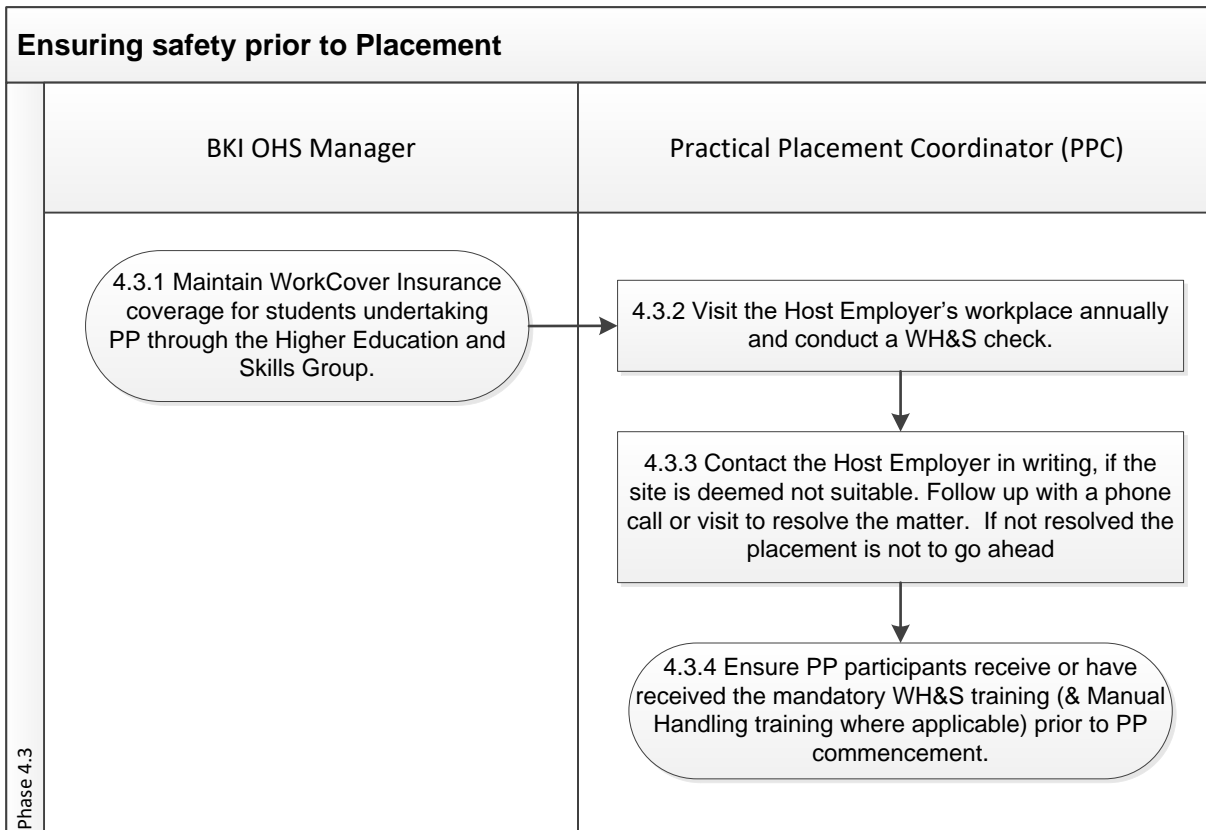


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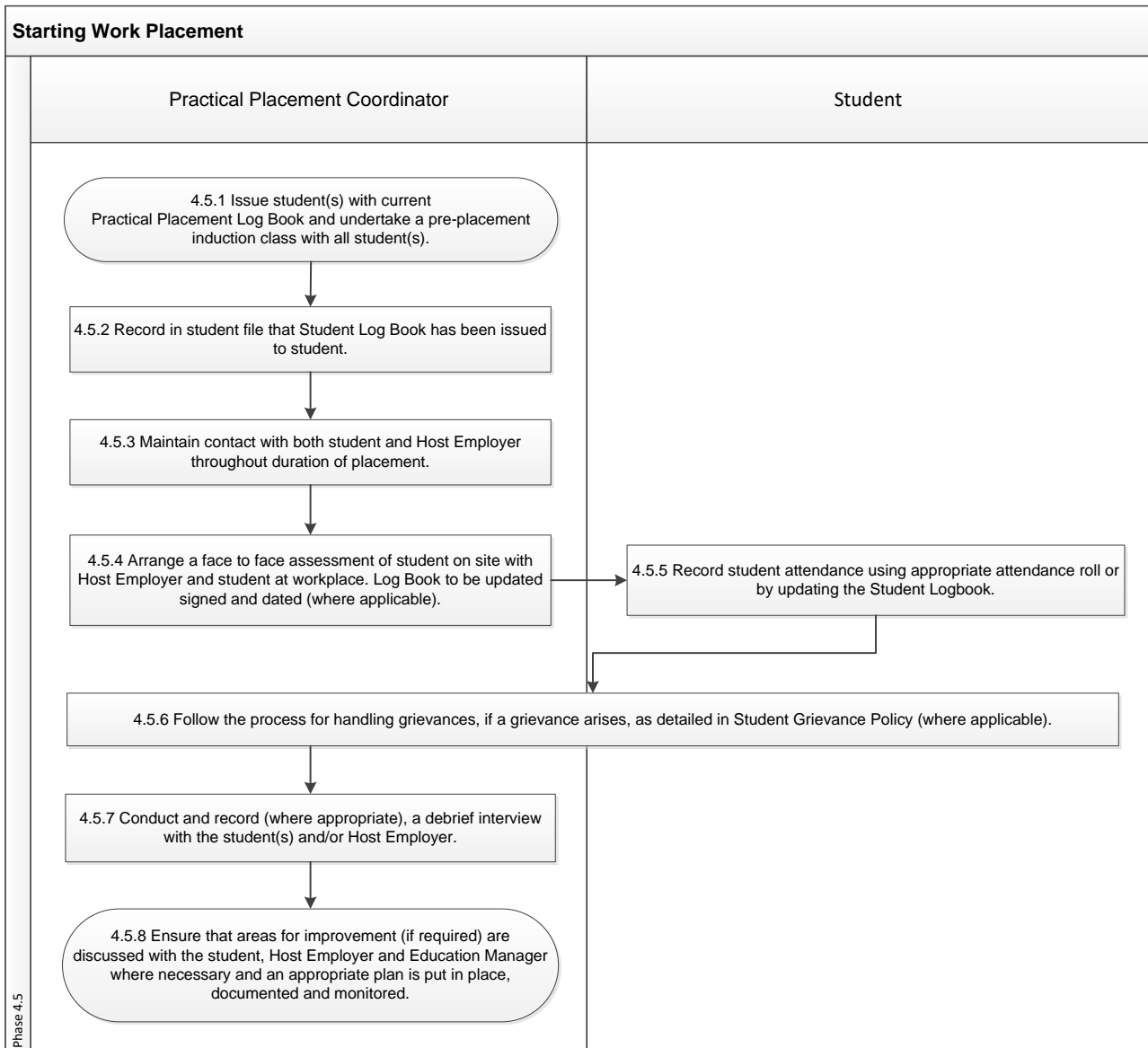


Phase 4.2

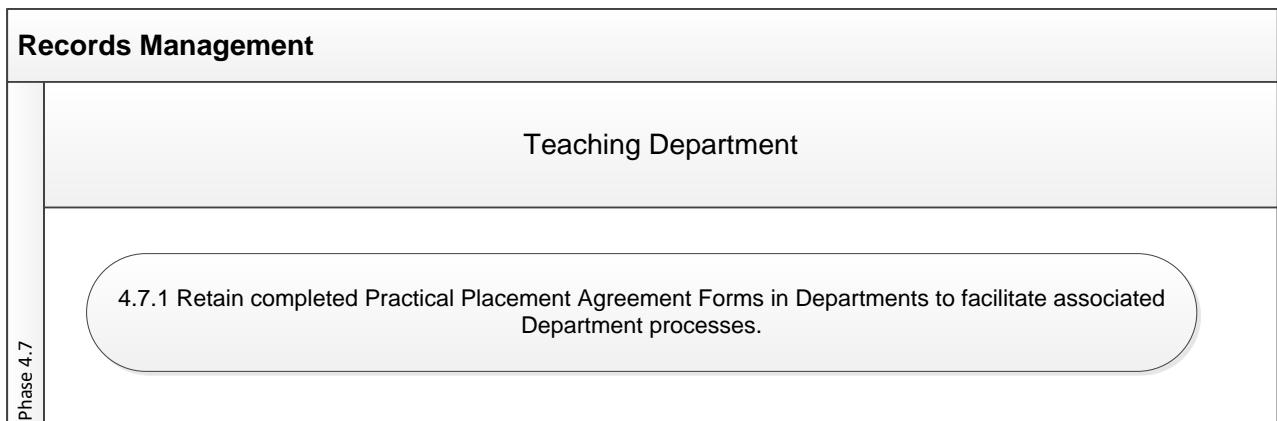
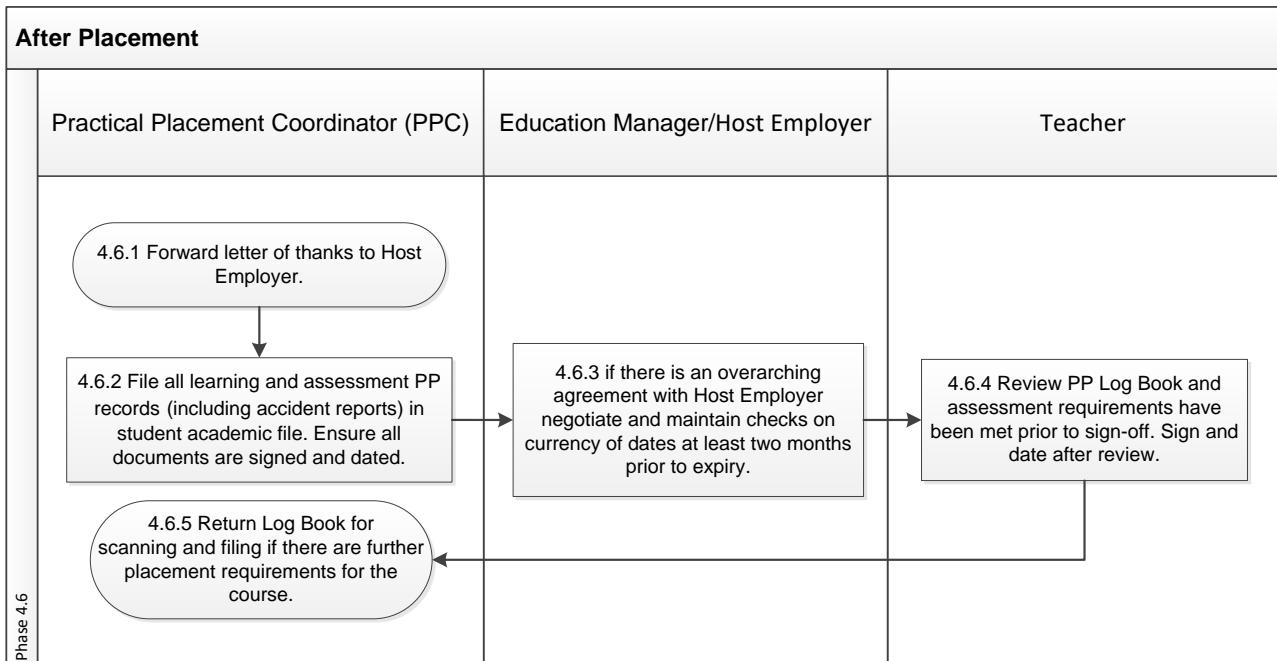
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6.0 Roles and Responsibilities

Role	Responsibilities

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7.0 Definitions

Word/Term	Definition
Agreement	Shall mean the agreements specified in the Practical Placement Agreement Form (IF 3.36.3)
Co-ordinator	The Practical Placement Co-ordinator(s) appointed by an School/Department
Course	Course refers to either a nationally recognised qualification or an accredited course
ETRA	Means the <i>Education and Training Reform Act 2006</i> (Vic).
Host Employer	A person, workplace, firm or corporation providing an approved practical placement program for BKI students
Overarching agreement	Contract between BKI and external facility
Registered Training Organisation	A training organisation registered under Part 4 of the <i>Education and Training Reform Act 2006</i> (ETRA)
Post-secondary Student	Under ETRA, a post-secondary student means a student who is enrolled in a post-secondary education course at a body registered under section 4.3.10 of ETRA (broadly, this means any registered training organisation).
Prescribed	Prescribed by BKI or any educational authority controlling the curriculum for courses of study at BKI
Practical Placement	<p>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 pursuant to section 5.4.14 of ETRA</p> <p>Undertaken by BKI students and intended to develop job-related skills in the area of particular post-secondary course. They vary widely in duration and content from course to course. May also refer to work placement or field placement, however the regulatory framework for VET students is governed by the Practical Placement requirements determined by the Department of Education and Training. There may be specific licensing or registration requirements, (eg Engineering, Electrical, Nursing and Early Childhood Education and Care) that mandate Practical Placement to ensure compulsory demonstration of competency in a work place setting. Regulatory bodies may also nominate minimum hours, specific work environments, etc.</p>
	<p>A structured program for enrolled students conducted in accordance with:</p> <ul style="list-style-type: none"> a) Curriculum requirements; and b) The provisions of these procedures <p>Programs are conducted at the premises of a Host Employer.</p>

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Word/Term	Definition
	Practical Placement can be conducted at BKI where the Institute acts as the Host Employer.
Practical Placement Agreement	Written agreement signed by student, Host Employer and BKI representative to specify the hours of placement and activate insurance cover. Sub-section 5.4 of the <i>Education and Training Reform Act (2006)</i> (Vic) requires placements to be arranged through written agreements between a training organisation and a Host Employer. Skills
Practical Placement Coordinator (PPC)	This is any Bendigo Kangan Institute (BKI) staff member who is charged with the responsibility of coordinating Practical Placement for a course, or Teaching Centre.
Practical Placement Guidelines	(See Attachment 1) Are designed to assist registered training organisations in administering practical placements for students. These guidelines also provide information on the policy and legislative contexts for practical placements, information for registered training organisations, Host Employers and students, and model documents for use by registered training organisations
Structured workplace learning (SWL)	Undertaken by students aged 15 years and over who are enrolled in a VET course and provides students with the opportunity to integrate practical on-the-job experience and learnings in industry with nationally recognised VET undertaken as part of either the VCE or the VCAL; VCE Industry and Enterprise; or VCAL units.
Training and Assessment Strategy (TAS)	Means the document or documents created by the Training Provider which details the Training Provider's plan to deliver training and assessment of a particular course, and for each cohort within that particular course, as described in Clause 5 of Schedule 1 of the VET Funding Contract.
Work experience	Is undertaken by students aged 14 years and over and involves short placements which are part of a student's general secondary education. Students are placed with Host Employers primarily to observe and learn, not to undertake activities which require extensive training or experience. Work experience placements are not a requirement as part of a particular subject or course.
Working with children check	Note: Justice Victoria have advised that an apprentice's employer is exempt from requiring a Working With Children Check (WWCC)

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8.0 Related Documents and Records Management

Documents used in this procedure			Records Management	
Title	Doc. ID.	Location	Retention Time (Min)	Retention Location
Practical Placement Agreement Form		Relevant Department	2 Years	Relevant Department / Central Registry
(Guideline)				

9.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Summary Description of Change	Next Scheduled Review Date	Document Owner

10.0 KI Policy and Procedure Portal / BT BMS Requirements

Category	Key Words

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Appendix 1

**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 10 April 2017**

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 (2011) and Employers in relation to students of technical and further education undertaking practical placements*.

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

- international students undertaking a post-secondary education course
- post-secondary students of training organisations regulated by the Australian Skills and Qualifications Authority (ASQA). However, they provide **information to ASQA regulated training organisations** on insurance coverage for their post-secondary students undertaking practical placements in Victoria.

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 practical 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 practical 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 practical placement are not required to be paid for their work on that placement. A copy of the practical 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 employers in relation to their obligations in arranging practical placements.

3. Purpose

The purpose of these guidelines includes:

- to assist RTOs and Employers to meet their obligations with respect to arranging practical placements, including clarifying their responsibilities.
- to clarify the insurance coverage for post-secondary students of ASQA registered training organisations undertaking practical placements in Victoria.

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 practical placement agreement** between a VRQA regulated RTO and the Employer, that arrangement will be considered a practical 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.

Post-secondary students of an **ASQA regulated RTO** will **not** 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. These students may, however, be covered by the Department's other insurance arrangements.

In addition to the relevant details of the RTO, employer and post-secondary student, a written practical 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 practical placement
- the start and finish dates and the total length of the practical placement expressed as hours, and the maximum hours per week
- clarification that the post-secondary student is not required to be paid for the practical placement (see practical placement payment order),
- the signatures of the employer and the RTO as parties to the practical placement agreement

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.

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- the signature of the post-secondary student as acknowledgement of their agreement to participate in the practical placement.

A voluntary best practice model practical placement agreement is at (**Attachment B**). All RTOs and employers are encouraged to use this model agreement as a starting point for their practical 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 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 practical placement agreement with the employer reflects these requirements.

6. Duration of Practical Placement

The recommended **maximum** duration for a practical 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 practical placement component of the course or unit of competency.

7. Rate of pay

By Order of the Secretary of the Department (practical placement payment order), post-secondary students undertaking a practical placement are **not required to be paid for the**

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work on that placement. This practical placement payment order came into effect on 1 January 2011.

While post-secondary students are not *required* to be paid for a practical 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 practical placement to be a 'worker' for workers' compensation purposes, and deems the Department to be the employer of that post-secondary student (of VRQA registered RTOs only) in respect of the Employment under the Practical Placement agreement.

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

Post-secondary students of **ASQA-regulated training organisations** who are injured while undertaking a Practical Placement are not eligible to make a claim under the Department's workers' compensation insurance policy. However, they may be eligible to make a claim under **other insurance arrangements** the Department has in place if they are assessed as eligible by the Department's workers' compensation insurer. 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 practical 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 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 RTO should clearly mark on both forms '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

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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.courseline@edumail.vic.gov.au.
- Enquiries related to workers' compensation insurance claims for post-secondary students on practical 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

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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 practical 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 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

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Appendix 2



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

Student Practical Placement Procedure

is undertaking.

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* {insert http:link}.
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 Practical 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>
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<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>
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