

48. STUDENTS WORK PLACEMENT POLICY (S)

GTPS ensures that your work placement is conducted in accordance with the most recent published **“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”** and that practical placements are sufficient and appropriate.

GTPS will obtain work placement for you. This is done in consultation with you and the placing Facility/Organisation. You must appreciate that it is a very challenging task to find work placement and much cooperation and understanding is requested on your part. To ease the whole process, we require you to inform the Placement Coordinator of the following:

- ✓ Suburb you live in and the Aged Care Facilities or HAC/Disability Organisations nearby
- ✓ Any Nursing Home Facility, HAC/Disability Organisations you would like to be placed in so efforts to do so can be made by the Placement Coordinator.
- ✓ Forward the details of a Nursing Home Facility, HAC/Disability Organisations you may have contacted so we can formalise the arrangements
- ✓ Be flexible to do placement in a neighbouring suburb if your choice Suburb organisation has no vacancy or is unwilling to have you
- ✓ Inform of availability for the placement e.g. every day of the week, one day a week etc. Please note that majority of hosting organisations will require at least minimum 3 x days a week.
- ✓ Ensure you have the following documents which are mandatory for your placement needs
 - Police Check
 - First Aid Certificate
 - Manual Handling Certificate
 - Working with children check for all students completing Health Services Assistance and Disability qualifications
 - Guidestar Training Placement Book duly signed
 - Placement uniform as required by the hosting organisation

The Placement Coordinator is willing to walk with you the journey of getting ready for placement. Please Cooperate

On our part GTPS will:

- ✓ Contact the placing Nursing Home Facility, HAC/Disability Organisations and negotiate suitable times for you
- ✓ Do follow up phone calls on your performance during placement
- ✓ Send in a Clinical Assessor at least once a week or as agreed with the Facility, HAC/Disability Organisation, if they require more than a weekly visit
- ✓ Provide needed insurance and other documentation for your placement
- ✓ Provide any feedback to and from Hosting organisation or from you as needed
- ✓ Deal with all admin related issues for the placement

On a minimum, GTPS written practical placement agreement includes:

- Our RTO details including address and contacts
- Placing organisation or company's details including address
- Course of study you are completing with GTPS
- The relevant skills you are required to obtain as part of your course
- The start and finish dates and the total length of the practical placement expressed in hours, and the maximum hours per week
- Clarification that you are not required to be paid for the practical placement as per the ministerial practical placement payment order
- Agreement space for the Placing organisation, RTO and yourself to sign
- Evidence that the placement is sufficient and appropriate to meet the vocational outcomes of the unit/module

You must ensure that you:

- ✓ Complete the placement book as per requirement
- ✓ Consult with Placement Coordinator and/or Clinical Assessor if unclear
- ✓ Behave as per the laid-out guidelines in the placement book
- ✓ Get back with any concerns that Placement Coordinator and/or Clinical Assessor needs to address
- ✓ Liaise with the Clinical Assessor on any matters that need attention during your placement.

Person responsible: Operations Manager or Designate

Forming part of this policy is:

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Authorised: CCR Executive Board Member	M.N.I	Date	Jan 2019
Approved: CCR Executive Board Member	F.O.A	Date	Jan 2019
Reviewed by (SMT)		Date	
Implementation applicable to (circle)	All, Employees, Volunteers, SMT, Student, Other		