

Practical Placement Procedure

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Purpose

This procedure describes the responsibilities and practices for TAFE Gippsland to meet its obligations with respect to arranging practical placements and in accordance with the *Education Reform Act 2006 (the ETRA)* and other regulatory requirements.

This procedure is to be read in conjunction with **TLN032POL - Practical Placement policy** and with reference to supporting documentation.

Scope

This procedure applies to all staff, students and employers in relation to their obligations in arranging practical placements including structured workplace learning as part of a VCE VM program.

This procedure does not apply to:

- students enrolled in VDSS programs; and
- work experience or training placements of international students undertaking a post-secondary education course.

Procedure

TAFE Gippsland will provide students with the opportunity to apply theoretical skills in the work environment where this can be arranged and implemented in a safe and practical manner that has the mutual support of TAFE Gippsland and external businesses and in accordance with applicable legislative requirements.

Initiating Practical Placements

Step	Action	Responsibility
1	Discuss Practical Placement with students at Orientation: <ul style="list-style-type: none"> • options; • what is involved; • location; • areas of interest. • confirming any previous injury, medical, family, community or other considerations impacting on the capacity of the student to participate in their practical placement • agree suitable start and end dates. 	Placement Coordinator

Step	Action	Responsibility
2	Initiate contact with potential host employers. Employer sources include: <ul style="list-style-type: none"> • teacher's or student's own contacts • other teacher's or Institute contacts • our own Institute i.e. other departments or teams • local newspapers, trade directories, yellow pages, local community telephone books • main "contact file" (file of previous successful placement names) 	Placement Coordinator / student (for select courses)
3	Once potential employers have been identified provide students with detailed information about the Practical Placement program including: <ul style="list-style-type: none"> • learning outcomes; • obligations of students and host employers; • insurance arrangements outlined in TLN032POL - Practical Placement policy; • workplace assessments; and • remuneration arrangements (if applicable). 	Placement Coordinator
4	<ul style="list-style-type: none"> • Contact potential employer and provide with TLN032REF1 - Practical Placements a Guide for Employers and discuss duty of care including in relation to bullying and harassment; • supervisory arrangements; • general wellbeing arrangements to support the student; • confirming Nursing Placement venues meet the National Safety and Quality Health Service Standards and Aged Care facilities meet the standards of the Aged Care Quality and Safety Commission (ACQSC) • workplace culture; • legislative and regulatory requirements including but not limited to; <ul style="list-style-type: none"> ○ health and safety; ○ workplace bullying; ○ anti-discrimination; ○ sexual harassment; and ○ child safety; • insurance arrangements; • work health and safety expectations; • monitoring arrangements; and • assessment arrangements. Complete TLN032CHK1 - Practical Placement Checklist	Placement Coordinator

Step	Action	Responsibility
5	Organise interview with the employer where required and document any work health and safety qualifications required to work in this workplace. Confirm student can meet work health and safety qualification requirements.	Placement Coordinator
6	Practical Placement position confirmed Student file update and TLN032CHK1 - Practical Placement Checklist	Placement Coordinator and Employer
7	Advise all relevant educators of placement allocations.	Placement Coordinator

Suitability of the Workplace

Step	Action	Responsibility
1	Apply professional judgment and due diligence to the consideration of risk in the workplace. Advise the Placement Coordinator that the workplace is suitable for the proposed practical placement. If there is uncertainty as to the types of hazards or risks or standards request the Manager Wellbeing Health and Safety will provide advice.	Educators
2	Consider the hazards and risks and determine if: <ul style="list-style-type: none"> a plan to address issues can be implemented; or rectification cannot occur in a timely manner and the workplace will not be used. 	Manager Wellbeing Health and Safety

Practical Placement Agreement

Step	Action	Responsibility
1	Complete TLN032FOR2 - Practical Placement Request form if required	Student
2	Provide relevant supporting documentation to Placement Coordinator (i.e. Police Check, Working with Children Clearance, etc.)	Student

Step	Action	Responsibility
3	<p>When the workplace has been confirmed:</p> <ul style="list-style-type: none"> meet with the employer or workplace supervisor and discuss placement arrangements and ensure placement meets the checklist; give the employer or workplace supervisor a copy of the placement booklet and discuss the elements that the student needs to address on placement should be discussed; update/complete TLN032CHK1 - Practical Placement Checklist arrange for TAFE Gippsland representative and student to complete and sign TLN032FOR1 - Practical Placement Agreement form; email advice to the host employer for signature together with TLN032REF1 - Practical Placements a Guide for Employers reference 	Program Manager/Educators
2	<p>Return executed Agreement to TAFE Gippsland</p> <p>Note: this may occur via the student.</p>	Host employer representative
3	<p>Attach fully executed TLN032FOR1 - Practical Placement Agreement form to the student documents in SMS.</p>	Program Manager/Educators

Commencement of Practical Placement

Step	Action	Responsibility
1	<p>Provide the student with:</p> <ul style="list-style-type: none"> Employer's Report form (where relevant) for the employer to complete at the end of the practical placement period - this can be posted. Third Party Report (where applicable) for the workplace supervisor to complete. (Refer: TLN036POL - Assessment policy and associated document. 	Placement Coordinator
2	<p>Provide the student with Practical Placement Logbook downloaded from TA Toolbox (where applicable) for the employer and student to complete throughout the practical placement period</p>	Educator
2	<p>Schedule monitoring arrangements with host employer - mid-placement interview and end of placement</p>	Educator

Monitoring Practical Placement

Step	Action	Responsibility
1	<p>Mid-Placement Interview</p> <p>Organise a mid-placement interview with the student and employer/supervisor.</p> <p>Record Student's progress and identify any potential barriers to the student addressing their placement goals. Implement strategies to overcome potential difficulties.</p> <p>Liaise with the student and workplace supervisor to ensure strategies to overcome potential difficulties are effective and modify if necessary.</p> <p>Update student file/Placement Logbook with record of interview and other instances of liaison with the employer.</p> <p>Advise the Placement Coordinator of any issues/concerns that should be noted/considered for future placements.</p> <p>End of placement</p> <p>Organise an end of placement interview towards the end of the placement with student and employer/supervisor. Record achievements against the placement goals and make recommendations for future learning/professional development.</p> <p>Update student file/Placement Logbook with record of interview.</p> <p>Advise the Placement Coordinator of any issues/concerns that should be noted/considered for future placements.</p>	Educator

Injury to student during practical placement

Step	Action	Responsibility
1	<p>On advice an injury has occurred to a student, immediately report the injury via the Workplace Injury, Disease and Hazard Reporting System can be completed via the Staff Point Home Page and, where the injury is deemed more serious, immediately phone/email the Manager Wellbeing Health and Safety.</p> <p>Proactively communicate with the student and the employer to ensure the wellbeing of the student and support to the employer if necessary.</p>	Placement Coordinator, Program Manager, Educator
2	Review the incident report within 24 hours of receipt and liaise with the teaching area to identify if the incident results in a WorkCover claim.	Manager Health Safety and Wellbeing
3	<p>Review TLN032FLO1 - What to do in case of a Practical Placement injury flowchart.</p> <p>If the incident or injury results in a WorkCover claim, assist the student as required to complete a WorkCover Worker's Injury Claim Form. is filled in by the injured student and returned to the Manager Workplace Health and Safety.</p>	Student Program Manager

Step	Action	Responsibility
4	Return the WorkCover Worker's Injury Claim form to the Manager Wellbeing, Health and Safety.	Program Manager
5	<p>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.</p> <p>Mark both forms 'VRQA practical placement claim' or 'ASQA practical placement claim' as appropriate. Enter the employer scheme registration number of 1624618 and the employer's reference number of 9573347 on both forms.</p> <p>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</p> <p>All original documents to be forwarded to: Gallagher Bassett 2/333 Collins Street Melbourne Vic 3001</p> <p>All ongoing documentation (post submission of a new claim) relating to the claim is be emailed to Gallagher Bassett at: educlaimscorporate@gbtpa.com.au</p> <p>Retain duplicates of all documents and create a secure workers' compensation file.</p> <p>Update student file.</p>	Manager Wellbeing, Health and Safety
6	Visit and re-assess suitability of the workplace prior to the student returning to the workplace.	Program Manager Educator

Withdrawing a Student from Placement before Completion

Step	Action	Responsibility
1	<p>Withdrawal sought by the employer:</p> <ul style="list-style-type: none"> inform the student the employer is seeking for the student to be withdrawn from the placement and the reasons for the request; meet with the employer/supervisor and the student separately; document the nature of the request; assess the severity of the complaint and the impact on both student and employer and whether the issues can be resolved; and if the issues cannot be resolved agree on the effective date of the withdrawal. <p>Update the student file to record the withdrawal from the placement and attach all documentation.</p> <p>Send a letter to the student and employer confirming the decision and setting out reasons for the withdrawal.</p>	Program Manager
2	<p>Withdrawal sought by student:</p> <ul style="list-style-type: none"> inform the employer the student is seeking to be withdrawn from the placement and the reasons for the request; meet with the employer/supervisor and the student separately; document the nature of the request; assess the severity of the complaint and the impact on both student and employer and whether the issues can be resolved; and if the issues cannot be resolved agree on the effective date of the withdrawal. <p>Update the student file to record the withdrawal from the placement and attach all documentation.</p> <p>Send a letter to the student and employer confirming the decision and setting out reasons for the withdrawal.</p>	Program Manager
3	<p>Withdrawal sought by Program Manager/Educator:</p> <p>Where the employer seeks to withdraw a student on placement due to concerns that the student is a safety risk to themselves or the employer's clients, invite the student to provide comment and defer to the wishes/decision of the employer.</p>	Program Manager

Related Legislation/Regulation

- [Education and Training Reform Act \(Vic\)](#)
- 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 7th October, 2022
- [Child Wellbeing and Safety Act 2005 \(Vic\)](#)
- [Victorian Child Safe Standards](#)
- [Workplace Injury Rehabilitation and Compensation Act 2013 \(Vic\)](#)

Related Policy and Procedures

- TLN032POL - Practical Placement policy
- PAC003POL - Child Safety policy
- TLN036POL - Assessment policy
- CMT006POL - Complaints, Appeals and Reviews policy

Related Documents

- TLN032FOR1 - Practical Placement Agreement form
- TLN032FOR2 - Practical Placement Request form
- TLN032FLO1 - What to do in case of a Practical Placement injury flowchart.
- TLN032REF1 - Practical Placements a Guide for Employers reference
- TLN032CHK1 - Practical Placement Checklist
- [TAFE Gippsland Child Safe Documents](#)

Definitions

Term	Definition
Staff	Means TAFE Gippsland employees or workers, Board members, volunteers and persons performing work at the direction, on behalf of or in connection with TAFE Gippsland (including contractors, subcontractors, secondees, agents and temporary staff).
Employee	For the purpose of this procedure, an employee is deemed to be a staff member of the Institute who is employed under an implied or written contract of employment and is paid through the PAYG payroll process.
VCE VM	Victorian Certificate of Education Vocational Major
Employer	Means a person or organisation hosting a post-secondary student on a practical placement.
Practical placement	<p>Refers to the placement of a student of a RTO with an employer pursuant to a practical placement agreement under section 5.4.14 of ETRA.</p> <p>Practical Placement is not where students undertake part or all of their training in a workplace as employees of the workplace.</p> <p>For the purposes of the <i>ETRA</i>, VCE VM and G-tec students are regarded as post-secondary students of TAFE Gippsland.</p>
ETRA	Means the <i>Education and Training Reform Act 2006</i> (Vic).
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.
Student file	<p>A record of all correspondence relating to each practical placement held in:</p> <ul style="list-style-type: none"> • Student management system; or • Shared drive; or • Student's hardcopy physical; or • Some other TAFE Gippsland approved software application

Version Control

Item	Summary of Update	Version	Review Date
1	Original Procedure Developed	1.0	31/10/2014
2	<ul style="list-style-type: none"> Changed Role Titles of stakeholders Included new procedure table to make the procedure clearer with timelines and responsibilities Added new legislation, updated old legislation Changed the procedure relating to insurance cover Changed the process for lodging a claim Updated forms and templates Included new information for the agreement requirements Made reference to 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 (Updated Practical Placement Guidelines) as at 10 April 2017.” 	2.0	30/10/2017
3	Rebranded from Federation Training to TAFE Gippsland	3.0	13/06/2019
4	Updated to reflect role of Placement Coordinators	4.0	23/09/2021
5	Updated to include Child Safe requirements for students under 18	5.0	17/03/2022
6	Review to align to Guidelines issues 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 th October, 2022. Adoption of new template, naming conventions. Separation of policy and Procedure.	6.0	16/02/2023
7	Correction: Reference to ‘policy’ replaced with ‘procedure’	6.1	11/09/2023

Appendices

Nil.