



Australian Institute of
Vocational Development

PRACTICAL PLACEMENT HANDBOOK

HOST EMPLOYER



Welcome and Congratulations!

As a valuable client and a highly regarded provider in the community, we are delighted that you have agreed to work with us by hosting our students during their practical placement program. As you would be aware, practical placement is a valuable opportunity for our students that provides them with the opportunity to practically apply their skills and knowledge in a workplace setting.

The purpose of this guide is to support you and your organisation by providing information about practical placement in Vocational Education and Training (VET). This guide also includes the requirements for host employers and students to ensure that the practical placement experience is meaningful for all parties.

As a Registered Training Organisation (RTO) we, Australian Institute of Vocational Development Pty. Ltd. (trading as Australian Institute of Vocational Development (AIVD)), are responsible for providing you with support whilst our students are placed with your organisation so, please feel free to contact us at any time.

PRACTICAL PLACEMENT COORDINATOR DETAILS	
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Definitions	
Host Employer	The organisation that is allowing the student to complete their practical placement hours and tasks in their workplace setting.
Employer	The organisation who has employed the student to undertake paid work and hours in a given industry.
Traineeships	<p>For those students undertaking a traineeship to complete their qualification, the host employer and employer can or may be the same organisation with TWO (2) separate functions:</p> <ol style="list-style-type: none"> 1. Employer where paid work is undertaken as part of the traineeship 2. Organisation where practical placement tasks and hours are conducted <p>If students are employed to undertake paid work with the same organisation that they intend to complete their practical placement hours and tasks with, they will still be required to complete the same practical placement documentation to satisfy the course requirements.</p>
If you have any queries about this process, please contact studentsupportvic@aivd.com.au	

What is Practical Placement?

Practical placement is a requirement of some Nationally Accredited Qualifications and involves students being placed in an actual workplace environment for a structured period. Practical Placement is coordinated between AIVD and the host employer with the purpose of providing students with exposure to a real workplace environment.

Practical placement in Vocational Education and Training (VET) is structured workplace learning where the student must participate and actively apply themselves in the given tasks and activities under direct supervision by a competent person. Students will have specific learning outcomes in which they must achieve, and these outcomes will be clearly documented and discussed with you prior to the commencement of the placement.

How does the host organisation benefit from practical placement?

As the host organisation you may have already identified benefits towards the business and staff. By participating in this program, it will enable you to develop and improve productivity in your industry by assisting in making training programs more relevant along with having exposure to staff who are inducted and familiar with the organisation. Additionally, AIVD students will start practical placement with all necessary checks (such as Working with Children's Check, NDIS Check, Police Check) along with manual handling training and COVID safe practices.

Practical Placement Process

The program is broken into **FIVE (5)** key components where AIVD, the student and your business all play a significant part. These key components are as follows:

1. Arranging the placement
2. Preparing students and host employers
3. Undertaking and monitoring practical placement
4. Documentation and reporting requirements AND
5. Debriefing and evaluation.

We will liaise closely with you prior to and during the practical placement program ensuring that the components are all followed and applied effectively.

Arranging the Placement

AIVD encourages students to make initial contact with the host employer to gain experience and develop different employability skills such as organising, planning, problem solving and communication. Prior to the student making contact, AIVD will communicate with the employer and monitor student's interactions so that the employer is not inundated with student enquiries.

Interview

We ask that you interview the student formally either face to face or over the phone. By doing this it is providing students the experience and practice in attending an interview and the opportunity in developing their employability skills.

Preparing Students and Employers

Suitability Inspection

Prior to the agreement AIVD is responsible for arranging a site visit to conduct a suitability inspection. This inspection is to confirm all necessary resources and equipment are made available and to inspect the safety of the premises for the student's welfare. AIVD will liaise with you directly and answer any questions you may have on this process.

Agreement

As the RTO, we are responsible for the development of an agreement between AIVD, the host employer and the student which sets out the following:

- Details of all parties involved
- Duration of placement including weekly and total hours, commencement, and conclusion dates
- Skill requirements relevant to the units of competencies;
- Insurance details AND
- Responsibilities required by all parties.

It is paramount that you read and understand the agreement, sign, and return to AIVD prior to the commencement of the placement. In some cases, this agreement activates the Department of Education's Work Cover insurance. Our RTO Representative will then review and sign the document and email a copy to the Host Employer for their reference.

Induction

We both have a duty of care for the student and need to work together to ensure the safety during the program. As part of this process students must be provided with an induction familiarising the student with the business, environment, culture, facilities, people, risks, policies, and procedures. The following points should be addressed during the induction:

- Description of the business including the values, objectives, structure, customers, and culture;
- Job roles and responsibilities;
- Student responsibilities;
- Introduction to key personnel;
- Work conditions such as uniforms, personal protective equipment, hours, breaks etc.;
- Tour of the workplace and facilities; and
- Relevant procedures such as attendance, safety (risks, emergencies, reporting), confidentiality, grievance.

To assist you in conducting the induction we will provide you with an **A-762.1 Practical Placement Induction Checklist**. Please ensure the checklist is completed, signed by the student and returned to AIVD for recording purposes. Remember that some students may have never worked or been exposed in a workplace environment.

Insurance

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.

Each of the education sectors maintain insurance and indemnity arrangements to cover injury to students, loss or damage occasioned by students and indemnity arrangements for host employers. Conditions apply. As is standard business practice, host employers must have current public liability insurance coverage.

Coverage for students and staff of AIVD engaged in practical placement is provided through AIVD's public liability policy to the extent that that policy provides cover, and the host employer must also hold public liability insurance for not less than \$10 million cover per event. The placement co-ordinator must view and check off the currency of the host employer's public liability policy prior to the placement commencing.

Participating in and Monitoring Practical Placement

Attendance

Attendance is an important part of the placement where students must undertake mandatory hours which are outlined in their practical placement agreement. Attendance must be recorded in the Daily Activity Training Log (found in the Practical Placement Workbook) signed by the allocated supervisor during every shift. If the student is absent or late for their rostered shift or break times this must also be logged.

Any time the student is absent will have to be made up in the student's own time and within the timeframe of the training specified on the student's training plan. Students must also produce a medical certificate if they are absent from the placement due to illness which must be forward to AIVD within two business days.

Negotiating Changes in the Agreement

It is necessary for any changes to the agreement in terms of hours, tasks, locations etc. to be communicated directly to AIVD immediately and a new agreement must be signed by all parties.

Payment

Practical Placement is an unpaid student activity; therefore, no money should be paid to the student by the host employer. For further information please refer to the Fair Work Ombudsman Vocational Placement Fact Sheet which can be found at: https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements#vocational_placement.

Rosters

Students need to be provided with a roster clearly outlining the times, hour and dates they are required to attend the workplace. The host employer is responsible for communicating this roster allowing students enough time to plan. At no time is a student expected to attend night shifts, weekend work or public holidays.

Supervision

The host employer has a duty of care and supervision by a competent person must be provided at all times. Therefore, the supervisor allocated to the student must hold the same (or equivalent) qualification being undertaken by the student as a minimum requirement. AIVD asks for all relevant staff who are allocated this duty to demonstrate their ability to take on this responsibility.

During the placement, the allocated staff member is required to coach and mentor the student providing on the job training to perform tasks relevant to the agreement. The student will rely on this person to provide support, guidance, and assistance in learning how to perform tasks to the standard expected in the workplace. This person must be fully informed of their duties and relevant documentation that needs to be completed. All Practical Placement Supervisors will be provided with **D-563.1 Supervisor Information Fact Sheet** with information about the roles and their responsibilities.

An effective supervisor who trains, coaches and mentors must:

- Build rapport with the student encouraging communication and confidence
- Provide a safe and secure environment
- Be supportive and encouraging
- Provide ongoing constructive feedback in a supportive manner
- Understand how the student learns to support their development and provide instruction to meet these needs
- Demonstrates how to conduct tasks as per current industry standards
- Allows the student to practice tasks regularly
- Allow students sufficient time to complete their logbook
- Completes all documentation accurately
- Hold the qualification (or an equivalent qualification) to that the student is currently undertaking.

Each supervisor will need to evaluate the students' performance in areas including although not limited to:

- Number of hours worked
- The student's ability to follow instructions and work safely
- Being able to perform tasks consistently AND
- Work effectively with a variety of colleagues and clients.

Work Health and Safety

Inexperienced and/or young workers may lack the knowledge, skill, and confidence to undertake tasks that may be at risk. As the host employer it is important that students are not placed in situations which may put them and/or others at risk during their journey. Listed below are examples of tasks or situations students should not be exposed to:

- Use of machinery or equipment which may be dangerous to operate unless the following occurs:
 - Firstly, undertake a risk assessment with the student identifying the hazards, level of risk and control measures.
 - Ensure the equipment is in safe working order.
 - Provide student with necessary information, instruction, PPE, and training including practice under strict supervision.
- Any work of an unethical nature.
- Any work requiring a licence, permit or certificate of competence unless:
 - The student holds the licence, permit or certificate of competence; and
 - The activity is directly related to the learning outcome of the placement.

Working with Minors

Should the student be required to work with minors during the placement AIVD will require the host employer to communicate with the parent of the minor and obtain a written agreement. For further information on this process please communicate with AIVD directly.

Accidents and Injuries

In the unforeseen circumstance the student injures themselves during the placement, the host employer must seek medical assistance and inform AIVD immediately. AIVD will provide an **A-760.1 Practical Placement Accident Report Form** to be completed and returned to AIVD for recording purposes.

RTO Visits

The AIVD trainer is required to schedule regular visits throughout the placement. These visits will be communicated with both the host employer and the student. Whilst onsite the AIVD trainer will confirm and discuss progress with the employer and the student and conduct assessments. Generally, the trainer will discuss:

- How student's skills are progressing;
- Issues/concerns re student performance;
- General skills that have been addressed over the last two weeks;
- General skills to be addressed over the next two weeks;
- General industry feedback about the program, units, assessments, etc.

Note: Assessments will only take place when deemed appropriate by the host employer and when the student is ready to be assessed. At no time will assessments impact on the operation of the business or be conducted by the host employer.

Third-Party Reports

Whilst assessments are the responsibility of AIVD, the host employer will be expected to complete third-party reports confirming the student's ability to apply various skills and knowledge during their placement. This evidence will be supplementary assisting the assessor in making an informed decision of the students' competence.

Student Progress

Should there be individual concerns with the students' progress in work activities AIVD must be contacted immediately.

Removal from Practical Placement

Students are reminded that any unprofessional or unsafe conduct may warrant removal from placement. Students may also be removed from placement if their mental, emotional, or physical health may affect client care, safety, or placement performance. Students must not attend placement under the effects of alcohol or illegal substances. Such conduct is in breach of AIVD's Code of Conduct. If you feel the student is at breach, please contact AIVD immediately.

Confidential Information

All students are required to sign a **A-761.1 Practical Placement Confidentiality Agreement** prior to the placement. If the host employer requires an internal agreement to be signed by the student as well, we ask for this agreement be provided during the student induction.

Documentation and Reporting Requirements

In Vocational Education and Training we thrive on documentation and so does our regulator. With this in mind, we must ensure that all documents provided as part of the program be completed accurately, dated, signed, and returned by the due date to AIVD. As the host employer we expect you to communicate the importance to relevant staff who may be responsible. If at any time there is a query regarding how and/or why, we recommend that you speak directly to AIVD for clarification. General documentation we need the host employer to complete are as follows:

- **D-010.1** Practical Placement Agreement
- **A-761.1** Practical Placement Confidentiality Agreement
- **A-760.1** Practical Placement Accident Report Form (if required)
- **A-762.1** Practical Placement Induction Checklist
- Daily Activity Training Log (found in the Practical Placement Workbook)
- Rosters
- Evaluation Form

Police Check/Working with Children Check/NDIS Check

Students are informed during enrolment on mandatory police and/or working with children checks. AIVD will provide these to you prior to commencement of the placement. Should your business have any further requirements such as immunisation records, we ask that you inform us immediately to avoid any delay in the process.

Debrief and Evaluation

As part of AIVD's continuous improvement process, we ask that you attend a debrief session to discuss and evaluate the program. This session will be arranged immediately after the placement with the student, the host employer and facilitated by AIVD.

We wish to thank you again for your commitment in AIVD and for participating in this program.

We look forward to working closely with you and your staff over the coming weeks.