

VET Student Work Placement Handbook 2022



What are my responsibilities when on work placement?

While on your work placement you will be expected to behave like an employee by following the rules of the workplace and the directions of the workplace supervisor and other employees. Refer to Appendix 3 *Roles and Responsibilities*.

The right attitude

You will need to:

- show enthusiasm and initiative;
- accept and complete duties planned by the workplace supervisor;
- be willing to learn;
- listen to instructions and ask questions if you are unsure about what is required;
- assist in the planning of your program;
- accept and act on advice given by workplace supervisors;
- ask for jobs when you have nothing to do;
- be polite, courteous and well-mannered throughout the placement with all staff members and customers;
- avoid distracting other employees unnecessarily from their work; and
- dress appropriately to industry standards and the workplace.



Attendance and punctuality

Work placement days should be considered as workdays. Appointments should not be made for times during work hours.

You will be expected to:

- be prepared to start your placement on time each day;
- take only the allocated time for morning tea, afternoon tea and lunch breaks, and return promptly to your work;
- account for any absences to the workplace supervisor and your VET coordinator because you may be required to make up the lost hours at another time; and
- attend your placement for the normal hours of work for that job, unless you have negotiated otherwise.



If you **cannot attend work placement** for any reason (eg illness or injury) you **must telephone your employer and your VET Coordinator** before the designated start time for the day.

Workplace safety and supervision

Preliminary checks are carried out by the VET Coordinator to ensure that the workplace complies with the relevant workplace health and safety requirements and that a current accident and emergency policy exists.

Your safety and that of other employees is important.

On work placement you:

- will be required to comply with any workplace health and safety guidelines;
- may be required to wear protective clothing and use safety equipment;
- will need to take care to protect yourself and other employees by working in a safe manner; and
- need to report any accidents to your workplace supervisor and college/school VET coordinator.



You will be subject to the direction and control of the supervisor in the workplace and will be expected to obey all reasonable rules governing safety and behaviour.

The expectation is that both students and staff in the workplace behave in a professional manner. This includes treating each other with dignity and respect during all workplace activities. Teasing, bullying, aggression, violence, offensive behaviour or pressure to behave inappropriately is not acceptable.

If you experience inappropriate behaviour in the workplace report it to your VET Coordinator immediately.

In the event of illness or injury your parent/guardian shall be notified as soon as possible but authorisation is given to the person in charge, where it is impracticable to communicate with the parent, to consent to your receiving medical and surgical treatment (including administration of an anaesthetic) as may be deemed necessary by a legally qualified medical practitioner.

Confidentiality

On work placement you may be exposed to information about the business and clients that will be confidential. You will be expected to maintain privacy by not repeating any of this information. In some workplaces you will be asked to sign a confidentiality agreement.

Character check

Some VET programs require you to obtain a *Good Character Check and/or Working with Vulnerable Persons* and/or a *Working with Children Registration*, particularly if some of your tasks include handling cash or valuables or working with young children. Your VET coordinator will outline associated costs and the process, if required.

Personal presentation and dress

Clothes worn on work placement should be clean and neat and standards of personal hygiene should be high. Your standard of dress should be appropriate to the workplace. In general, dress conservatively.

There may be particular uniform requirements in some industry areas. Your VET coordinator will advise you about what is appropriate dress for your placement or any set uniform requirements.



Behaviour

All students are required to adhere to all college/school policies and protocols relating to behaviour. Details of these can be advised by your VET coordinator. Failure to abide by these rules could result in a review of enrolment.

Costs

There are costs associated with going to work. Students need suitable clothing for work on each day of the placement and they need money for meal and travel costs each day. If you have any concerns about these work related costs, please contact your VET Coordinator at the College/School.

Travel

It may be necessary, on occasion, for you to travel to and from the place of work during the working day, via various modes of transport, for purposes of training and/or experience.

Insurance

As a student on work placement, you are covered by Personal Accident and Legal Liability insurance while you are in the workplace. The Tasmanian Risk Management Fund is responsible for the Department of Education insurance coverage of VET students undertaking work placement.

The insurance coverage, however, does not cover the cost of any medical expenses normally covered by Medicare or private health funds. Students or their parents therefore are responsible for the payment of any such costs associated with medical treatment received. Students or their parents also are responsible for the “gap” between Medicare/private health fund payments and the fee(s) charged. The Tasmanian Risk Management Fund insurance covers the loss of body function as a result of an accident whilst a student is on work placement, as well as the repair or replacement of equipment accidentally damaged or destroyed by the student.

If an accident occurs when a student is on work placement, the workplace’s accident and emergency procedures will be followed and parents will be responsible for payment of any costs associated with the treatment of injuries. Any bills that may be claimed through Medicare or a private health fund will be sent directly to students or their parents.

Students should be aware that intentionally malicious conduct resulting in loss or damage of property, or personal injury to themselves or others, will not be covered by the above insurances.

A copy of the insurance details for students undertaking work placement can be obtained from the following Department of Treasury websites.

<http://www.treasury.tas.gov.au/tasmanian-risk-management-fund/incident-management/liability/legal-liability-incident-management/legal-liability-cover>

<http://www.treasury.tas.gov.au/tasmanian-risk-management-fund/incident-management/personal-injury/personal-accident-incident-management/personal-accident-cover>

You and your parents should take the time to read the information to ensure that you are fully aware of the coverage provided.

What happens if I am in an accident at the workplace?

The following steps should be taken:

- report the accident to the workplace supervisor or host employer immediately;
- contact your college/school VET coordinator as soon as possible;
- complete an Accident Report Form in conjunction with your VET coordinator; and
- keep all relevant medical certificates and accounts for any insurance claims that may be made.



ACCIDENT REPORT

Appendix I



Preparing for your work placement

It is very important to complete the following “checklist” before your first day of each placement.

Check that you have the following information:

1. Name of the business
2. Address of the business
3. Telephone number and any other contact details (eg. email address)
4. Name and title/position of your workplace supervisor
5. The dates of your work placement

Make contact with your workplace.

Introduce yourself and find out the following information:

1. Starting and finishing times
2. Clothing required or dress standard expected
3. Lunch arrangements
4. Which entrance you should use, and if there are security arrangements
5. If relevant, car parking details

Plan your first day:

1. What are your travel arrangements?
2. What time will you leave home?
3. How will you introduce yourself?
4. How will you approach your fellow workers?
5. What will you do if you encounter the following?:
 - monotonous tasks
 - unrealistic expectations on the part of the employer
 - unfriendly work-mates
6. Do you have your VET coordinator’s phone number in case there is a problem?
7. What will you do for meals?

Also use the work placement checklist provided over the page

Appendix 2



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Student Work Placement Checklist

Before the placement commences:

- Check name, address and telephone number of your allocated employer.
- Find out some information about your potential workplace.
- Organise an interview with the employer if required.
- Have some questions to ask the employer.
- Obtain a copy of your Training Record Book from your coordinator.

During the placement:

- Ensure you are covering the appropriate skills in the workplace.
- Ask for feedback from the workplace supervisor.

If an incident/accident occurs during placement:

- Report it to the employer/workplace supervisor and VET coordinator immediately.
- Complete an accident form and give it to your VET coordinator.
- Keep all relevant medical certificates and accounts for any insurance claims that may need to be made.

End of placement:

- Ensure achieved skills are signed and dated by the supervisor.
- Go through assessment with employer/workplace supervisor to get feedback.
- Hand the assessment record to your VET coordinator.
- Give feedback to VET coordinator on the placement.
- Thank employer and staff at the workplace.
- Write a thank you letter and give this to your VET Coordinator to post with a certificate of appreciation.

Appendix 3

Roles and Responsibilities

The Workplace Supervisor agrees to:

- Induct the student into the workplace.
- Assign appropriate workplace tasks to the student.
- Provide adequate supervision of the student while on work placement.
- Provide a safe working environment and observe safe working practices.
- Acknowledge that the student is not covered by workers' compensation but is covered by the Department of Education's Insurance Cover for Workplace Learning.
- Advise the VET coordinator if the student does not appear to be progressing at a reasonable rate.

The School/College shall:

- Ensure that a VET coordinator is available to liaise with you and oversee the program organisation.
- Ensure all student administrative details are completed.
- Provide supervisor induction as required.
- Act as a first contact to support the workplace supervisor.
- Ensure that all conditions of insurance are met prior to placing a student into a placement.
- Ensure that students are prepared for the placement in accordance with curriculum/training package requirements.
- Ensure that personal information is collected only when it is directly related to the function of the organisation. Information will be collected in a fair and legal manner, and subjects will be informed why it is being collected and for what it will be used.
- Ensure that personal information is stored securely, so that its confidentiality is maintained, and disclosed only to those with a demonstrated need due to their function or responsibilities. The use of personal information will be limited to the purpose for which it was obtained, and staff will ensure that only accurate and up-to-date information is used.

Student's rights and responsibilities:

The student is required to:

- demonstrate an acceptable code of conduct within the work environment including honesty, punctuality, preservation of confidentiality and respect for others;
- be engaged in and complete all aspects of the program in both on-the-job and off-the-job components;
- respond positively to direction from supervisors (or other workplace assistants) during the periods of placement;
- undertake an induction process prior to entering each period of placement;
- undertake appropriate workplace health and safety training and agree to follow the workplace procedures for safety at work; and
- contact workplace supervisors prior to commencement of each placement.

It is the student's responsibility to organise transport arrangements to and from placements.

If a student is unable to attend his/her placement for whatever reason, they are required to:

- contact their workplace supervisor immediately;
- contact their college VET coordinator; and
- make and be prepared to follow through any alternative arrangements suggested by the workplace supervisor.

If any misunderstandings or disputes arise in the workplace, the student should immediately contact their college VET coordinator.