

## CHC43115 – Certificate IV in Disability

### WORK PLACEMENT AGREEMENT

Learners who have arranged with an organisation to undertake field placement should complete this form.

Seek authorisation from your Trainer to undertake field placement.

*Completion of this form will enable the Australian College of Community Services and Care ("ACCSC") to provide confirmation to the host organisation regarding insurance provisions pertaining to your work placement.*

1. Learner to fill out details for section 1 and 2.
2. Then provide this form to the organisation for declaration (**SEE SECTION 4**)
3. Return the form and copy of supervisor's qualification to the College for processing.
4. Please allow five (5) working days for processing this request.

- I. **ORGANISATION TO SIGN AND COMPLETE SECTION 4 DECLARATION:** Please attach a copy of qualification for person who will be directly supervising the learner
- II. **LEARNER TO COMPLETE SECTIONS 1 & 2**
- III. **ACCSC TRAINER TO COMPLETE SECTION 3**

### Section 1. LEARNER DETAILS AND PERIOD OF PLACEMENT DETAILS

Family Name	
First Name	
Other Names	
Date of Birth	

Phone Number	
Email Address	

Mailing Address	
No. and Street	
Suburb / Town	
State	
Country	

Work Placement Details	
Period of Unpaid Work Experience	
From: __ / __ / __	To: __ / __ / __
Hours of Work Per Week	

## Section 2. PLACEMENT ORGANISATION DETAILS

The placement has been arranged with the following organisation

Contact Name & Job Title		Telephone Number	
Organisation Name		Email Address	
Organisation Mailing Address		ABN Number	

## Section 3. TRAINER TO COMPLETE

Course Code	CHC43115
Course Title	Certificate IV in Disability

Trainer Name		Date	___ / ___ / ___
Signature of the Trainer		Email Address	<a href="mailto:enquiries@accsc.com.au">enquiries@accsc.com.au</a>

## Section 4. DECLARATION

### LEARNER

I, \_\_\_\_\_ (Insert the Name of the Learner) as a learner of ACCSC, have read and will abide by the guidelines set out in this Agreement.

Learner Signature	
Date	

**ORGANISATION REPRESENTATIVE:** *(Please attach a copy of qualification for person who will be directly supervising the learner)*

I, \_\_\_\_\_ (Insert Name of the authorised Person of the Organisation) as an authorised person on behalf of;

Organisation's Legal Entity	
ABN	
Date	

have read and will abide by the guidelines set out in this Agreement.

Signature of Authorised Person in the Organisation	
Date	

### TRAINER

By signing this form, you are confirming that the learner will benefit academically from this work placement experience. As long as the Trainer section of this form is signed by a Trainer then the College Insurance Program will extend to protect the learner and the College whilst undertaking the work experience/community placement.

I, \_\_\_\_\_ as an authorised person on behalf of the Australian College of Community Services and Care (ACCSC)

Signature of the Trainer	
Date	

## PROTECTING LEARNER PRIVACY

ACCSC collects, stores and uses personal information only for the purposes of administering learner and prospective learner admissions, enrolment and education. The information collected is confidential and will not be disclosed to third-parties without your consent, except to meet government, legal or other regulatory authority requirements.

## WORK PLACEMENT GUIDELINES

The purpose of this document is to set out the obligations of your organisation, the work placement learner and ACCSC in relation to work placements which are a requirement of a learner's program of study.

Should either party require further information about this agreement please contact the Learner's course Trainer in the first instance on 1300 511 455 or email at [enquiries@accsc.com.au](mailto:enquiries@accsc.com.au)

## THE WORK PLACEMENT

The primary aim of the work placement is to provide course related work experience to the learner.

The nature and purpose of this work placement is to:

- enable the learner to apply knowledge gained from their program of study in a workplace setting;
- allow the learner to gain practical experience relevant to their studies;
- provide an opportunity for the learner to explore career options or make more informed decisions on their career development;
- increase the learner's employability skills.

The parties do not intend to create an employment relationship during the course of the work placement.

The learner will not be an employee of the organisation for the duration of the work placement and will not receive remuneration or payment of similar benefit for the placement.

## ORGANISATION'S OBLIGATIONS

- The work placement period will not exceed 30 days or 120 hours, including part days and hours worked must be outside study contact hours;
- It will provide the learner with tasks and exposure to organisational business directly linked to the learner's field of study, at a level suitable to their study level and under

the supervision of a person such as a registered nurse, enrolled nurse, facility manager, line manager;

- It complies with the Fair Work Act 2009 (Cth) and current Fair Work Ombudsman's guidelines on unpaid work experience: <http://www.fairwork.gov.au/pay/unpaidwork>;
- Your organisation will not require the learner to function as an employee of the organisation;
- Your organisation will provide an induction process for the learner including workplace health and safety; and
- Provide appropriate on the job training and supervision for the learner.

## WORKPLACE HEALTH AND SAFETY

Your organisation will ensure that the workplace, and any facilities and equipment used by the learner during the work placement, complies with current general and industry specific workplace health and safety legislation prior to the learner using the workplace, facilities and equipment.

Your Organisation must have:

- A system for risk management that includes identification of hazards, assessment and control of risks, a system for reporting, recording and investigation of accidents/incidents and risk management procedures and training for staff;
- Documented safe work procedures (e.g. Standard Operating Procedures). For small businesses of fewer than 5 employees, evidence of informal safe work procedures is acceptable
- Basic first aid
- Personal protective equipment for the learner (where appropriate)

If the learner reports an incident or dangerous situation or if there is a safety breach by your organisation related to the work placement, your organisation will, where requested by ACCSC, provide a copy of any report, recording or investigation and advise the College of the outcome of any incident or investigation.

Your organisation will comply with current anti- discrimination legislation, including without limitation, bullying, harassment, racial, gender and any other form of discrimination.

## ACCSC's RESPONSIBILITIES

ACCSC does not make any representations about the learner's suitability or ability to undertake the work placement. Your organisation will be responsible for deciding on the learner's suitability prior to offering them a work placement.

**Insurance:**

- ACCSC's Public Liability Insurance Policy indemnifies all learners of the College in situations where the learners are undertaking unpaid activities required by the

College as part of their prescribed program of study or approved by the College as of benefit to the learner in their study;

- The College's Public Liability Insurance Policy applies irrespective of whether the activities are conducted on a College site or elsewhere, provided that the activities are officially sanctioned;
- Any incident that requires attention of the College insurers, should be notified directly to the Trainer responsible, Ph: 1300 511 455 or email at [enquiries@accsc.com.au](mailto:enquiries@accsc.com.au)

## LEARNER'S OBLIGATIONS

While on work placement, learners must acknowledge that they have voluntarily and willingly entered into the work placement agreement in good faith:

Learner's must:

- familiarise themselves with the Fair Work Guidelines for unpaid work <http://www.fairwork.gov.au/pay/unpaid-work>;
- adhere at all times to ACCSC's Code of Conduct: (See Learner Handbook);
- comply at all times with the code of conduct of the work placement organisation;
- report any concerns or serious incidents in the workplace to ACCSC.

## ISSUES ARISING DURING PLACEMENT

Should any impediment, problems or concerns arise at any stage during the work placement, the party with the concern must notify the other party without delay to attempt in good faith to mutually resolve any problems.

An organisation may exclude a learner from a work placement if they consider on reasonable grounds that the learner's conduct during the work placement is inappropriate.

The learner should use their best endeavours to complete the work placement but is free to withdraw from the unpaid work placement at any time.

## INTELLECTUAL PROPERTY

Your organisation guarantees that any intellectual property created by the learner during a work placement remains the property of the learner, unless otherwise agreed between your organisation and the learner in writing prior to the commencement of the placement.

## CONFIDENTIAL INFORMATION

Your organisation acknowledges that it is solely responsible for ensuring that the learner is fully aware of your rules and requirements relating to confidential information.

A party will not, except as expressly authorised in writing by the other party or required by law, disclose to any third party any confidential information provided by the other party during the work placement for this course.

## INDEMNITY

In no event will ACCSC be liable to indemnify your organisation for any loss of profits, business revenue, goodwill or anticipated savings or for any special, incidental or indirect damages or for any economically consequential damages.