

CHC43015 – Certificate IV in Ageing Support
PLACEMENT AGREEMENT

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

1. Seek authorisation, via email, from your primary trainer to undertake the field placement
2. Complete all questions in Sections 1 and 2 as well as the Learner's signature in Section 5
3. Provide this form to your organisation for signing in Section 5, and
4. Return the form to the college for processing and please allow 5 working days for processing this request.

THE LEARNER IS TO COMPLETE SECTIONS 1 & 2 OF THE AGREEMENT AND THE TRAINER IS TO COMPLETE SECTION 3.

SECTION 1. LEARNER DETAILS & PLACEMENT DETAILS

Family name:
First name:
Other names:
Date of birth: / /

Phone number:
Email address:

Section 2. FEILD PLACEMENT ORGANISATION DETAILS

The field placement has been arranged with the following organisation:

Contact name:
Organisation name:
Organisation mailing address:

Telephone number:
Email address:
ABN number:

SECTION 3. TRAINER TO COMPLETE

Course Code	Course Title
CHC43015	Certificate IV in Ageing Support

Trainer's name: _____

Trainer's signature: _____ Date: _____

Section 4. FIELD PLACEMENT GUIDELINES

The purpose of this document is to set out the obligations of your organisation, the field placement Learner and ACCSC in relation to field 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 primary trainer in the first instance on 1300 511 455.

FIELD PLACEMENT

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

The nature and purpose of this placement is to:

1. Enable the Learner to apply knowledge gained from their program of study in a workplace setting
2. Allow the Learner to gain practical experience relevant to their studies
3. Provide opportunities to explore career options or make informed decisions on their career development and
4. Increase the Learner's employability skills.

The parties do not intend to create an employment relationship during the course of the placement. If the Learner is already working in the organisation, if suitable and approved, they are able to complete their field placement at that site. If the Learner is on field placement in a voluntary capacity and not an employee of the organisation, they will not receive remuneration or payment of similar benefit for the field placement.

ORGANISATION'S OBLIGATIONS

1. The placement will be of a minimum of 120 hours
2. 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 supervision of a suitably qualified and responsible person
3. 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>
4. Your organisation will not require the Learner to function as an employee of the organisation
5. Your organisation will provide an induction process for the Learner including workplace health and safety, and
6. The organisation will provide appropriate on the job training and supervision for a Learner.

WORKPLACE HEALTH AND SAFETY

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

Your organisation must have:

1. 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
2. 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, and
3. Basic first aid and personal protective clothing/ equipment for a Learner (where appropriate).

If a Learner reports an incident or dangerous situation or if there is a safety breach by your organisation related to the 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 placement. Your organisation will be responsible for deciding on a Learner's suitability prior to offering them placement.

INSURANCE

1. ACCSC's Public Liability Insurance Policy indemnifies all Learners of the College in situations where 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 Learners in their study.
2. The College's Public Liability Insurance Policy applies irrespective of whether the activities are conducted on a College site or elsewhere, provided the activities are officially sanctioned.
3. Any incident that requires attention of the College insurers, should be notified directly to the Trainer responsible, Ph: 1300 511 455 or email principal@accsc.com.au

LEARNER'S OBLIGATIONS

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

Learner's must:

1. Become familiar with the Fair Work Guidelines for unpaid work: <http://www.fairwork.gov.au/pay/unpaidwork>
2. Adhere, at all times, to ACCSC's Code of Conduct: www.accsc.com.au/policies
3. Comply, at all times, with the code of conduct of the field placement organisation
4. 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 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 placement if they consider, on reasonable grounds, that the Learner's conduct during the placement is inappropriate.

The Learner should use their best endeavours to complete the placement, though is free to withdraw from the unpaid placement at any time.

INTELLECTUAL PROPERTY

Your organisation guarantees that any intellectual property created by a Learner during a 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 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.

Section 5. LEARNER, ORGAISATION AND TRAINERS SIGNATURES

LEARNER

I, _____ (insert name of Learner) as a Learner of ACCSC, have read and will abide by the guidelines set out in this Agreement

Learner's signature

Date

ORGANISATION

I, _____ (insert name of authorised Person of the organisation) as an authorised person on behalf of

_____ (Insert Organisation's legal entity)

_____ (Insert ABN) on

_____ (Insert date) have read and will abide by the guidelines set out in this Agreement

Organisation's authorised person's signature

Date

TRAINER

By signing this form, you are confirming that the Learner will benefit academically from this field placement. 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 field placement.

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

Trainer's signature

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.