

## CHC52015 Diploma of Community Services WORK PLACEMENT CHECKLIST

The following checklist is to ensure the facility or community organisation meets the conditions as set for the training requirements for the qualifications “CHC52015 Diploma of Community Services”.

Please ensure all items are ticked off as being completed.

### **Workplace Supervision**

An induction including emergency procedures and tour of facility/organisation and introduction

to appropriate personnel is conducted prior to commencement of any work experience (use attached induction checklist on P3, or induction process used by organisation)

A mentor/work partner provided if available

A suitably qualified or experienced person with relevant knowledge and skills is available to oversee the learner’s work placement

### **Workplace Tasks**

The learner has access to work tasks relevant to their future role as a worker.

including but not exclusive to-

Interactions with people from a diverse range of backgrounds

Mental health specific tasks

Involvement in team meetings

### **Workplace Facility and Equipment**

The learner has access to all relevant policies and procedures

The learner has access to:

1. client records

2. individualised case plans,

3. referral forms

4. intake forms

5. assessment materials

6. intervention and prevention program materials

7. Workplace health and safety reporting documents

The learner has access to an appropriate workspace to practice skills of the role at placement (student may require computer and internet access for record management)

The learner has access to appropriate space to do recordings for evidence of practicals in the workplace

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**The workplace provides the following:**

- Personal protective equipment including masks, gloves, and hand sanitisers where appropriate
- protective aids: alert and safety devices: emergency call systems, key safe, I.D.

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**Learner Induction Checklist**

Item	Notes	Completed (√)
<b>Starting and finishing times, break times</b>		<input type="checkbox"/>
<b>Names and roles of key personnel</b>		<input type="checkbox"/>
<b>Location of organisation: Head office? (if applicable)</b>		<input type="checkbox"/>
<b>Work Health and Safety procedures used e.g.:</b> <ul style="list-style-type: none"> <li>• Emergency procedures</li> <li>• Risks/hazards</li> </ul>		<input type="checkbox"/>
<b>Maintaining confidentiality</b>		<input type="checkbox"/>
<b>Overview of student's duties</b>		<input type="checkbox"/>
<b>Other relevant information about the organisation</b>		<input checked="" type="checkbox"/>



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Learner  
name:

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Signature:

Date:

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Supervisor  
name:

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Signature:

Date:

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