



Work Placement Program Information Bulletin

**For
Work placement providers, students and
parents/guardians.**

Work placement

Definition of work placement and outcome

The aim of a work placement requirement is to provide learners with industry specific training, combined with adequate time in a real workplace to gain skills, knowledge and behaviours to enable transition into employment. A work placement student should be exposed to real workplace conditions that enable them to develop competency, make informed decisions about their career pathway and build networks with an opportunity to gain future employment and understand employer expectations within specific industry areas. Work placement can apply to accredited courses, pre- apprenticeship programs or any other formal training requirement.

Principles of work placement

South Regional TAFE is required to ensure that student work placement incorporates the following principles:

- Work placement exposes the student to real work place conditions. Real work place conditions include but are not limited to: the physical environment, stress and noise levels, degree of safety or danger, customers and clients and commercial outputs.
- Work placement contributes to the competency requirements and employability skills relevant to the course /qualification.
- Work placement contributes to the occupational outcome of the student's relevant course/qualification.
- The employer's premises where the student undertakes the work placement, and the tasks allocated to the student, are assessed by the college as safe and suitable for the work placement using the Employer Capacity to Support Training process.
- Real or simulated work tasks and projects compliment and contextualise the units of competency for easy understanding of the requirements for the student.
- Where the student is also enrolled at school, South Regional TAFE will:
 - work collaboratively with the school to arrange the work placement;
 - ensures that it complies with the school sector's duty of care requirements for school students; and
 - may be required to provide relevant documentation to the school to satisfy the school sector's duty of care requirements.

The placement

Coordinating the work placement

South Regional TAFE must:

- assist the student to match them with potential employer/s;
- assist the student to contact suitable employer/s and arrange the on-the-job work placement;
- outline with the employer/s the aim of the program, their roles and responsibility;
- prepare and assist the student with their on-the-job work placement; and
- provide evidence of the above for audit purposes.

Note: While South Regional TAFE is responsible for arranging and coordinating the work placement, in some instances the student or the parent or school may choose to arrange the work placement directly with the employer. This must be done in consultation with South Regional TAFE, and the employer must be deemed suitable for the students work placement, meeting the requirements of the training package. South Regional TAFE must ensure that the student's work placement is covered by appropriate insurance, and evidence of this must be retained for contract audit purposes.

The on-the-job work placement will be based on the student attending a work place at least one day a week for the duration of the training or as a block release arrangement - this will be negotiated between all parties.

Student Contact

The student will contact the employer in the week prior to their placement commencement to discuss placement details (working hours, clothing etc.). A pre-placement meeting can be arranged with the student at this time if required.

Employer

Please liaise with the College representative on all matters pertaining to work placement.

- All required South Regional TAFE Paperwork i.e. insurance has been completed and returned prior to the first day of attendance.
- Induct the student into your work place including your Occupational Safety and Health policies and procedures
- Ensure that the student always has adequate supervision relevant to the hazard level of the task.
- Assist the student to gain a greater understanding of the realities of work by making it possible for them to meet and work with other employees.
- Explain to the student how your organisation fits into the wider world of your industry.
- Provide opportunities for the student to participate in a range of tasks and activities that are appropriate and worthwhile and hence allow a good overview of this occupation.
- Ensure that you inform the student of your workplace expectations in terms of local policies/arrangements such as smoking policy, working hours, scheduled breaks, confidentiality issues, policies on telephone usage, computer access.

During the work placement

Student

As a student and representative of South Regional TAFE, you are expected to make every effort to work within the College's Student Code of Conduct, the workplace's Staff Code of Conduct and be mindful of safety to avoid unsafe acts.

To ensure you get the best experience from your placement:

- Be punctual. If for some reason you cannot attend, notify your host employer and then your TAFE lecturer/work placement coordinator.
- Be responsible. Use your time efficiently and accept that work placement involves undertaking all tasks with enthusiasm, including those tasks considered mundane.
- Use your initiative. Learn the basics of the job quickly so that you can carry on with limited assistance. If you are uncertain about a task or direction, ask for a further explanation. Ask for work; don't wait to be given it.
- Work safely by abiding by all workplace OSH policies and procedures.
- Show professionalism by being courteous, listening attentively and responding politely.
- Always wear suitable clean clothing including PPE or uniform as required.
- Keep good records. Complete all required documentation such as the work placement journal, and time sheets.
- Time management. Make sure you manage your time using work placement employer guidelines.
- Complete their work placement logbook at the completion of each work day and regularly seek feedback from their employer/supervisor.
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Remember that this is an educational experience, not full employment. Your host employer has given you a valuable experience to put your learning into practice as this opportunity can be a potential disruption to their business. You should expect no payment and there is no obligation by the employer to offer employment. Use the experience as an opportunity to stand out to possibly receive an industry reference. Take a positive and responsible attitude toward the employer and the business as this may enhance your chance of employment.

Employer

On the first day, the student is required to complete your site induction process.

For students to gain maximum benefit from their involvement at your workplace please expose them to real life work experience so they can put their learnings into practice and understand the relevance when transitioning into industry / employment.

- If the student is absent, please notify the work placement administration at South Regional TAFE.
- Employers/supervisors should familiarize themselves with the student's work placement logbook as some work log books may require specific tasks.
- Employers/supervisors are required to review tasks, discuss progress with the student and sign all entries regularly
- If the students' behaviour is inappropriate, please notify the lecturer or work placement administration at South Regional TAFE

- Transporting students during their work placement must be done in vehicles that comply with the Road Traffic Act and drivers must have a current driver's license.
- Payment - employers are not expected to make payment to the students. If you wish to pay the student a wage, you will need to cover the student under Employers' Indemnity Insurance for Workers' Compensation and Common Law liability.
- Students cannot expect payment as work placement is an industry experience where students are putting learnings into practice, that has been organised for the benefit of the student to achieve the qualification.

Monitoring the work placement

South Regional TAFE is required to:

- provide the student with educational support services as required;
- conduct site visit/s and contact the employer to monitor and track the student's progress and provide evidence of the above for audit purposes.

Note: South Regional TAFE must engage an appropriately skilled staff member to undertake site visits and monitor the work placement to ensure the work placement meets the objectives of the program. If more than one work placement is arranged for a student, South Regional TAFE must be satisfied that each work placement is suitable.

Evidence of the work placement component

A work placement logbook or similar form of evidence of the students' work placement must be kept and include:

- dates and details of each work site attended (e.g. RTO workshop, employer work place, industry site visit);
- work place induction;
- work place tasks/projects undertaken;
- employer signoff of the total hours of on-the-job work placement; and
- RTO supervisor sign-off where off-the-job simulated work placement is part of the work practice component. It is the responsibility of the RTO to ensure the logbook is updated by the pre-apprentice. A copy of the updated log book must be held by the RTO for contract audit purposes.

For school students, the work placement logbook evidence must be shared with their schools on request, so that the students can receive credits towards their senior secondary certificate.

Electrical pre-apprentices

- Pre-apprentices must hold a training licence to perform or carry out any type of electrical work.
- Supervision must be carried out by a person licensed to carry out the electrical work without supervision.
- Electrical pre-apprentices may perform electrical work appropriate to their status and only under the **direct and constant supervision of an electrical tradesperson**.
- All testing is to be carried out on de-energised circuits and apparatus, or when this is not possible, the work must be carried out under the direct and constant supervision of the Supervising Electrician i.e. the supervisor is physically present in proximity to the pre-apprentice.

Refer: Energy Safety Safe Working Guidelines and Assessment for Electrical Apprentices

After the work placement – feedback

The employer will be asked to evaluate the student's performance on the job and to provide constructive feedback to enhance the student's learning experience. Then the student is also required to reflect on and evaluate their own performance to assist them in improving their employability skills. This is an essential part of the work placement program, it provides valuable information for both South Regional TAFE and the student.

Parents/guardians

Student 18 and over

The student is responsible for all aspects of their work placement arrangement but may nominate a parent/guardian as a contact person if they choose to do so.

Student under 18

A parent or guardian must provide written permission for the student to participate in work placement program and should inform South Regional TAFE if there are any special requirements to be considered for the arrangement (such as working hours, permission to use vehicles, health requirements etc.) with the nominated College contact person before work placement is commenced.

- It is important that all negotiations with host employers be left to South Regional TAFE staff, unless you have the lecturer's permission to assist the student in obtaining a host employer.
- Work placement has been organised for the benefit of the student to put their class room learnings into practice, payment should not be expected.
- Please give positive encouragement and support to the activities that your son/daughter/young person undertakes and be responsive to discussion about the experiences they have at work.
- South Regional TAFE staff involved in work placement will be pleased to discuss with you any aspect of the program, training, safety or work placement.

Roles and responsibilities related to work placement

Arrangements made by South Regional TAFE, the following apply:

- Contact person - for illness/accident; absences; poor behaviour is the Work placement administration officer.
- Insurance – covered by South Regional TAFE RiskCover insurance policy.
- Monitoring of work placement taken outside school hours – is the responsibility of South Regional TAFE staff.
- The work placement logbook – used by South Regional TAFE to confirm the required hours are completed and used as evidence of work placement.

Arrangements made by the school, the following apply:

- Contact person - for illness/accident; absences; poor behaviour is the school VET coordinator
- Insurance – covered by the Department of Education insurance policy
- Supervision/monitoring of placement taken outside school hours – is the responsibility of the school
- Logbook – used by the school and South Regional TAFE to confirm completion and as evidence of completion of the required hours of work placement. If using school logbook, please ensure it meet South Regional TAFE requirements.
- Placement paperwork must be shared with South Regional TAFE to compliant with the DTWD pre-apprentice business rules
- Placement will not be endorsed by South Regional TAFE until a capacity to support training assessment has been completed and endorsed by a South Regional TAFE representative.

Occupational safety and health

Work placement is a good opportunity to learn how you can protect your health and safety on the job. Everybody knows that it is essential to learn how to do the job correctly, but it is just as important to do that job safely and to be able to recognise what a safe and healthy work environment looks like.

Students undertaking work placement will be required to comply with all the occupational health and safety initiatives of the company they are placed with. This may include mandatory or random drug testing.

Your host employer has a legal duty to provide a healthy work place that is free from hazards to your health. However, as a student you have an equally important legal duty to protect yourself and make sure you do not adversely affect the health or safety of your workmates.

Here are some ideas, to help ensure you can meet your job safety and a healthy work environment requirement

- During your theory training at South Regional TAFE, make sure you understand the safety concepts being taught. If anything is unclear, ask your lecturer.
- Find out about the basic safety laws, especially the ones that affect your placement.
- Ask your work placement host employer about health and safety.

Ensure you find out about:

- The hazards in the workplace and the ways that have been found to control these hazards. Hazards may include high noise levels, electrical hazards, the use of chemicals, welding fumes, lifting of heavy or awkward loads or repetitive tasks;
- Emergency procedures: what are the procedures for fire safety or the emergency evacuation of the workplace?
- What first aid facilities are available?
- What protective gear is available and when must you use it?

If you think there is a danger to your health or safety speak to the work place supervisor, safety officer or representative, or contact your work placement host employer directly. Alternatively, contact your College lecturer.

Employers, please consider when assigning tasks to young workers:

- The size and level of physical maturity of the young person.
- Their behaviour and psychological maturity.
- Their level of training.
- Their ability to make mature judgments about their own safety and the safety of others.
- Their ability to cope with stressful situations.
- The same situation could affect a young worker differently than a mature adult.
- There is adequate supervision provided.

If you are not sure if a task is suitable for a student, please do not hesitate to contact the TAFE lecturer for clarification

Work placement insurance arrangements

South Regional TAFE insurance coverage is placed with Western Australian Government self-insurance managed fund - RiskCover. South Regional TAFE provides both personal accident and public liability insurance for students engaged in unpaid work placement duties allocated or arranged by the College.

Student personal accident cover

This covers students for death and personal injury by accident occurring during the unpaid work placement period allocated or arranged by South Regional TAFE, including direct travel (without any substantial deviation or substantial interruption from the travel made for any reason unconnected with the work placement program) to and from the host employer's premises. Second Schedule benefits in accordance with the Workers' Compensation Injury Management Act 1981 for permanent disability, and medical benefits ("gap costs" over and above what is payable by Medicare or private health insurance) are provided by this cover.

The cover provided is inclusive of such ancillary costs arising from the injury as dental, chiropractic, pharmaceutical, ambulance fees and other medical, optical and therapeutic services.

Any compensation payable under this policy shall be reduced by such amount as the insured person is entitled to receive as damages from any other source whatsoever.

Student personal accident exclusions

This policy is only valid when the student is on UNPAID work placement and has the endorsement of South Regional TAFE.

Host employers who choose to pay students a wage or gratuity MUST make arrangements under the Workers' Compensation Injury Management Act 1981 to cover such students. The College policy is not applicable to students whose work placement is arranged privately, or by a school.

The College policy excludes cover for death, injury or disability which is directly attributable to or consequential upon intentional injury or suicide or attempt thereof; disease or illness, natural causes, a covered person's own criminal act including provoked assault or fighting (except in bona fide self-defense), HIV and/or HIV related illness including AIDS unless caused by an accident arising out of or in the course of official duties, business or activities arranged or allocated by the College; Injury directly or indirectly caused by, arising from or traceable to any pre-existing physical defect or infirmity. No compensation shall be payable unless the student procures and follows advice from a legally qualified medical practitioner or dentist as soon as possible after the injury.

Coverage is provided subject to RiskCover fund terms, conditions and guidelines. In the event of a claim RiskCover may require a copy of a placement register to demonstrate that the student was undertaking work placement allocated by the College at the time of the incident.

Accidents to South Regional TAFE students on work placement

Should an accident occur that involves a student on work placement, the following steps should be considered:

1. MEDICAL ASSISTANCE MUST BE SOUGHT IMMEDIATELY – preferably at a public hospital
2. The host employer should notify the student's parent/guardian in the first instance (for students under 18) and then the relevant South Regional TAFE delegated contact person.
3. With the assistance of the host employer's representative, the supervising lecturer must complete a College 'OSH Accident and Hazard Report form' or 'obtain a copy of the Host Employers Accident Investigation Report' within 48 hours of the incident.
4. Either the student (or parent/guardian if applicable) should obtain a medical certificate or statement from the doctor attending to the student. The student (or parent/guardian if applicable) should forward a copy of this certificate to the delegated College contact person and inform the employer of the student's ability or inability to return to work placement.

Note: Students are not Workers' Compensation patients and should not be treated administratively by the doctor or hospital as such. Be sure to tick NO in the Workers' Compensation Box.

The work placement coordinator or the parent/guardian may contact the College on 08 6371 3000 to obtain a RiskCover personal accident claim form, should reimbursement of expenses be sought.

If the student suffers, or is likely to suffer, a permanent disability or loss, full details must be submitted to the College.

Forms can be found on the Insurance Commission of WA website: www.icwa.wa.gov.au/government-insurance/forms

Public liability

This covers the College in respect of their legal liability as a result of injury or loss or damage as a result of an occurrence arising from the placement of work placement students and their actions in such placement, where negligence can be proven, subject to certain terms and conditions. This cover extends to include the personal liability of the student whilst engaged in the work placement activities.

Damage to host employer's equipment

It should be noted that there is no College insurance coverage for accidental damage caused by the student to the host employer's premises, plant, equipment or other property, where negligence on the part of the student has not occurred.

Injury from motor vehicle accident

In the event of an injury being the result of a motor vehicle accident the student (or parent/guardian in the case of students under 18 years old) should claim directly from the Insurance Commission of Western Australia (Compulsory third party division – CTP). However, South Regional TAFE should be advised if there is likelihood that permanent injury could be suffered. Any policy operating in respect to the College's formal work placement programs conducted in accordance with South Regional TAFE regulations and only where the employer makes **no payment to the student**.

Insurance claim forms are available from South Regional TAFE. The telephone number is 6371 3888.

Medical expenses (Personal accident)

The RiskCover personal accident Insurance Policy covers medical expenses up to certain limits not covered by Medicare or the student's private health insurance organisation - e.g. the gap between Medicare payment and the medical bill, dental, chiropractic, physiotherapy, chemist, ambulance transport and other 'ancillary' medical, optical and therapeutic services incurred by the student for personal injury occurring during the work placement.

To recover all expenses, the following procedure is a guide that may be considered:

Where doctors bulk bill and there is no additional charge then it will not be necessary to follow this procedure except in the case of ancillary benefits such as pharmaceutical products.

- Obtain copies of all medical accounts, receipts, etc. to submit with the insurance claim form
- Retain all the medical certificates and receipts.
- Request reimbursement of expenses from Medicare or private health insurance organisations by completing the appropriate forms.
- Question A on the **Medicare Form** must be ticked 'No'.
- When Medicare or a private health insurance organisation reimburses you, send the payment plus the **balance** to the medical service provider i.e. doctor or dentist if payment has not already been paid.

To claim or recoup the **balance**, send the following information to:

Manager Finance, South Regional TAFE, PO Box 1224, BUNBURY WA 6231

- A statement of payments made to the medical service provider and a statement of payments received from Medicare or the student's private health insurance organisation
- A copy of the statement portion of the cheque issued by Medicare or the student's private health insurance organisation (if possible)
- The medical certificate/s
- A completed RiskCover personal accident claim form.
- Please retain copies of the above items for your records.

Related documents

Policy: Work Placement

Related references

Department of Training and Workforce Development - Western Australian Pre-Apprenticeship Program Business Rules 2021 - EFFECTIVE: 1 JULY 2021 - VERSION: 2.0

CERTIFICATE OF CURRENCY



This Certificate is issued for information purposes only and does not confer any rights upon the Certificate holder and does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority: South Regional TAFE

Cover Number: R/207333

Cover: Personal Accident – Work Experience

Situation of Risk: Worldwide

Covering: Persons engaged in unpaid work experience duties authorised by the Public Authority.

Capital Sum: \$251,000

Expiry Date: 30 June 2024

Conditions: Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with RiskCover (managed by the Insurance Commission of Western Australia).

Date Issued: 4 July 2023



Insurance Commission
of Western Australia

CERTIFICATE OF CURRENCY



This Certificate is issued for information purposes only and does not confer any rights upon the Certificate holder and does not amend, extend or alter the coverage provided by the Cover detailed below.

Public Authority: South Regional TAFE

Cover Number: R/207333

Cover: General Liability (including Products Liability).

Situation of Risk: Worldwide

Covering: The legal liability of the Public Authority in respect of claims for compensation resulting from an occurrence.

Limit of Liability: \$800 million any one occurrence.

Excess: Nil

Expiry Date: 30 June 2024

Conditions: Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with RiskCover (managed by the Insurance Commission of Western Australia).

Date Issued: 4 July 2023



Insurance Commission
of Western Australia