VET Student Work Placement Handbook 2018
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.

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

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.
Safety
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.

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.

Discipline
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.

Insurance
As a student on work placement, you are covered by insurance while you are in the workplace. The Tasmanian Department of Education is responsible for insurance coverage of VET students undertaking work placement.
The Department’s 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 Department’s 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.

A copy of the Department’s Insurance Policy for students undertaking work placement can be obtained from the following Education Department websites.

http://www.treasury.tas.gov.au/domino/dtf/dtf.nsf/8233a5dc9cce9141ca256b95001952ef/6d0e9e79ac86dffeca256f10010d514f?OpenDocument


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.
Appendix 1

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

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.