

VOCATIONAL PLACEMENT

STUDENT INFORMATION BOOKLET

<Insert Qualification Code and Name>

Copyright © TAFE SA 2015

Contact details

TAFE SA Vocational Placement Working Party
PH: (08) 8463 5157

Disclaimer

No part of this publication may be reproduced in any form, or stored in a database or retrieval system, or transmitted or distributed in any form by any means, electronic, mechanical, photocopying, recording or otherwise without written permission from TAFE SA.

Every effort has been made to provide accurate and complete information. However, TAFE SA assumes no responsibility for any direct, indirect, incidental, or consequential damages arising from the use of information in this document.

CONTENTS

Overview	3
What is a vocational placement?.....	3
How does vocational placement work?.....	3
What are the advantages?.....	4
Criminal History Screening Checks/Police Checks.....	4
Medical Conditions/Immunisations.....	5
What if I have special needs?.....	5
Attitudes & Behaviours.....	6
Legislative Obligations.....	6
What happens if I have an accident?.....	7
What are the insurance arrangements for a student on vocational placement?.....	7
What if I misplace my Vocational Placement Logbook or other assessment/feedback document?.....	8
Confidentiality.....	8
Are there any industrial/union issues to consider?.....	8
What if there is a misunderstanding?.....	8
Can a placement be terminated?.....	8
Can a placement be varied?.....	8
Can a placement be cancelled?.....	8
What is a student logbook.....	9
What skills do I learn in the workplace?.....	9
How is my workplace learning structured?.....	9
How are the skills I gained recorded?.....	9
Do I receive any feedback?.....	10
What do I do when the placement has finished?.....	10
Can I provide feedback on my experience?.....	10
Vocational Placement Student Personal Injury Claim Form	11
Vocational Placement Public Liability Claim Form (to be completed by students, Placement Providers or third parties as applicable i.e. who has suffered the loss)	13

Overview

Welcome to the TAFE SA Vocational Placement Program. You have the opportunity to participate in a program that involves structured assessable workplace learning, a mandatory part of your qualification. Your work-based learning will focus on linking your knowledge and skills with situations in the workplace. It will provide you with the opportunity to put theory into practice and make you more ready for work.

This *Vocational Placement Student Information Booklet* contains important information on your rights and responsibilities and the skills to be learned and how they will be assessed. You should read it carefully as it will help you get the most out of your placement.

What is a vocational placement?

A vocational placement is any structured, assessable workplace learning that prepares you for the workforce and is linked to specific units of competency within your program of study. This experience in the workplace will:

- help you link knowledge and skills with jobs;
- help you to better understand theory they have learnt by putting it into practice;
- give you hands-on experience in the workplace; and
- be **an assessable part** of your course.

It is generally different from work experience. Instead of just observing what goes on, you are given the opportunity to undertake practical tasks to demonstrate skills related to your program under the supervision of a workplace supervisor. You will be briefed on your role and responsibilities by the TAFE SA Vocational Placement Coordinator (a TAFE SA Vocational Placement Coordinator may be your lecturer, a course coordinator or an administrative officer with general responsibilities for vocational placement, or a designated vocational placement coordinator, within your area of study).

How does vocational placement work?

By now, a TAFE SA Vocational Placement Coordinator will have discussed with you how a placement opportunity is initiated. This may be undertaken on your behalf or you may be required to initiate contact with a potential Placement Provider yourself (where you are required to initiate contact with a potential Placement Provider, you need to understand and advise the potential Placement Provider that the placement cannot commence until it is confirmed and finalised (i.e. the Vocational Placement Agreement has been appropriately signed by TAFE SA) by your Vocational Placement Coordinator.

The TAFE SA Vocational Placement Coordinator will ensure the workplace is suitable for the placement (e.g. work health and safety compliant, able to provide the practical training required) and negotiate and agree to placement arrangements that suit both your needs and those of the Placement Provider. The TAFE SA Vocational Placement Coordinator will also negotiate the practical activities/specific tasks you are to be given by the placement Provider and/or a workplace supervisor if the Placement Provider has nominated one to supervise you.

The TAFE SA Vocational Placement Coordinator will speak with the Placement Provider about the placement requirements, how you are to be assessed and any special conditions required of you by the Placement Provider, before a student placement can be formalised (through the TAFE SA Vocational Placement Agreement) and commence e.g.:

- attendance requirements (dates and start/finish times) and duration of the placement;
- particular safety or clothing item requirements;
- any required skills the placement Provider requires you to have as a minimum;
- any Criminal History Screening Check/Police Check requirements;
- any immunisations or medical/health checks that are required; and/or
- any pre-reading required of you before the placement commences e.g. relevant workplace policies or procedures.

During the placement, your TAFE SA Vocational Placement Coordinator and/or another TAFE SA staff member whom you have been advised will assist you during your placement, will also:

- support you and the Placement Provider/workplace supervisor;
- act as a liaison between you and the Placement Provider;
- assess your performance while on placement and grade you accordingly; and
- answer any queries you may have.

The Placement Provider may also wish to interview you before the placement commences to make sure that you will fit in with the Placement Provider's workplace.

You will then undertake a placement in accordance with the Vocational Placement Agreement in order to undertake the agreed activities/tasks to practice the skills that you will subsequently be assessed on. These skills will generally not be any different to those currently undertaken by employees in the workplace.

What are the advantages?

Your participation in a vocational placement and completing this compulsory part of your training, will give you opportunity to:

- learn, develop and apply knowledge and skills relevant to the workplace;
- achieve skills that are recognised by industry;
- achieve skills that will assist you in seeking employment;
- gain knowledge of employers' expectations; and
- make contacts with potential employers;
- to claim advanced standing or recognition of prior learning for further training programs; and
- to support applications for employment

Criminal History Screening Checks/Police Checks

Some Placement Providers, particularly those within the Community Services and Hospitality sectors and other sectors working with underage persons or persons who are vulnerable, disabled or aged, will require you to provide a criminal history screening check(s) or police check (National Police Certificate) before accepting you for a vocational placement. These requirements are generally consistent with the requirements of employees for each sector.

In engaging with Placement Providers about the potential placement of TAFE SA students, TAFE SA Vocational Placement Coordinators will identify any Criminal History Screening Check(s)/Police Check (National Police Certificate) requirements. Placement Providers may require one or more of the following Department for Communities and Social Inclusion (DCSI) screenings: Child related, Vulnerable Person, Disability Services, Aged Care, Employment Probity and/or a Police Check (National Police Certificate).

Your TAFE SA Vocational Placement Coordinator will advise you of any Criminal History Screening Check(s)/Police Check requirements for vocational placement during course induction processes and class discussions on the vocational placement requirements of the course, including the processes for undertaking any required check(s), whether TAFE SA or the Placement Provider is to be the Requesting Organisation for the purposes of a DCSI Screening Application and whether a copy of the DCSI clearance letter is to be given to the Placement Provider or the original provided for the Placement Provider to sight. This will generally provide you with reasonable lead time to obtain the necessary approvals and apply for the required check(s). Where such a check(s) is required by a Placement Provider, any fees associated with the requisite application(s) must be borne by you.

To obtain a Criminal History Screening Check(s), you must complete the appropriate application form (refer [Application forms and payment](#)) and submit it, with the requisite fee, to Australia Post, who will redirect the request to the Department for Communities and Social Inclusion (DCSI) Screening Unit. For TAFE SA student applications, the DCSI Screening Unit requires either TAFE SA or the Placement Provider to be the Requesting Organisation. This should be pre-determined through the initial liaison between the Vocational Placement Coordinators and the Placement Provider.

Where TAFE SA is the Requesting Organisation, TAFE SA Vocational Placement Coordinators are authorised to be the Requesting Officer for the purposes of the application. It should be noted that no signature is required unless the Requesting Organisation is paying the required Application Fee (**NB - TAFE SA does NOT pay the required fee on your behalf**). Where the Placement Provider is to be the Requesting Organisation, a representative from the Placement Provider must be the Requesting Officer.

A DCSI screening process will generally take about 20 business days, but may take longer in peak periods (e.g. January – April) or when DCSI identify a risk which requires further assessment of the applicant (more investigation and/or analysis) or if information provided is illegible, incorrect (e.g. spelling) or not provided at all. In such cases, the screening process may take up to 8 weeks or more. You should be extremely precise about the content of your DCSI Screening Application to avoid unnecessary delays.

The standard timeframe to process a Police Check (National Police Certificate) is generally between 5 and 15 business days.

Where you have been required to undertake a DCSI screening process and the DCSI Screening Unit does not identify any issue with your screening, you will be sent a DCSI clearance letter confirming this. An email advising that no issues were identified will be sent to the Requesting Organisation.

Where an issue is identified by the DCSI Screening Unit, contact will initially be made with you and then with the Requesting Organisation's Authorised Officer. Where TAFE SA is the Requesting Organisation, the Authorised Officer

will then liaise with the relevant Business Unit/Workgroup Manager regarding the impact of the screening outcome on you and your studies.

If the Requesting Organisation is the Placement Provider, an individual will have been nominated by that organisation to be an Authorised Officer for screening purposes and DCSI will liaise with that person after notifying you.

Police Checks (National Police Certificates) can be applied for, by students, through <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check> or at any Police Station.

The DCSI Screening Unit website states that a clearance letter is valid for 3 years from the date of issue and that clearance letters are designed to be portable across relevant organisations within South Australia. A Police Check (National Police Certificate) only reflects the completeness and accuracy of the records accessed on the date of issue.

Placement Providers have the final say in determining whether to accept a DCSI clearance letter or a National Police Certificate and/or whether the content of your Criminal History Screening Check(s)/Police Check will prevent your proposed placement with that Placement Provider.

Medical Conditions/Immunisations

Pursuant to the Vocational Placement Agreement, you are obligated to advise your TAFE SA Vocational Placement Coordinator and the Placement Provider of any known medical factors/conditions, including medication or treatment being taken/given in relation to the condition, that may affect you and/or be a safety issue to the Placement Provider and its staff, while you are on placement.

In some cases, a Placement Provider may require you to have a medical examination before a proposed placement can commence. Should this occur, any medical costs incurred are to be borne by you.

Some Placement Providers e.g. SA Health clinical (Nursing/Dental/ Aged Care/General Health/ Allied Health/ Pathology) facilities, require students proposing a placement in their facility to be appropriately immunised before the proposed placement can commence. This is generally required to meet clinical facility accreditation standards and to protect staff and patients/clients from vaccine preventable diseases.

The following site http://in.tafesa.edu.au/programs/community/educational_staff.php details the protocols and documents relating to immunisation requirements of SA Health clinical facilities.

Should you refuse to have the requisite immunisations (whether for medical, religious or other reasons), you may be prevented from undertaking a placement with a SA Health clinical facility. A refusal to have the requisite immunisations may impact on your ability to complete a vocational placement module and receive a qualification and may also impact on your future employability in SA Health clinical facilities.

Where you refuse to have the Placement Provider required immunisations, an alternative non-SA Health placement may be sourced or you may be referred to the proposed Placement Provider for further discussion. It should be noted that it may be difficult to source a Placement Provider which does not require the recommended immunisations.

Your TAFE SA Vocational Placement Coordinator will discuss any immunisation requirements for a vocational placement with you at induction and during class/individual discussion regarding vocational placement.

What if I have identified additional needs?

TAFE SA is committed to ensuring its practices are fair and equitable and its working and learning environments are non-discriminatory and compliant with legislative provisions and government guidelines.

If you have any identified additional needs (e.g. you have: cultural language or learning barriers; literacy/numeracy challenges; are pregnant; a disability or significant medical condition and/or any substantiated reason that may impact on your ability to carry out your vocational placement requirements), you should discuss these needs with your TAFE SA Vocational Placement Coordinator before you begin a vocational placement

This will enable your Vocational Placement Coordinator to consider and plan how your additional needs may be managed while on placement. With your consent, this may involve discussion with a proposed Placement Provider to arrange a placement opportunity with reasonable adjustments or assessment procedures.

In some cases the Placement Provider may wish you to have a medical clearance before you can start your vocational placement.

Attitudes & Behaviours

You will need to:

- attend the vocational placement at the times detailed on the Vocational Placement Agreement, unless otherwise varied (it is suggested that you arrive at the placement up to 10 minutes before the scheduled start time to ensure you start on time);
- take only the allocated time for meal breaks and rest pauses and return promptly to your work;
- ensure you do not undertake any personal activities (including using mobile phones or other communication technology for personal purposes) during unscheduled meal and rest breaks;
- contact the Placement Provider/workplace supervisor and your TAFE SA Vocational Placement Coordinator immediately if you are unable to attend or arrive for the scheduled placement commencement (you will be required to submit documentary evidence such as a medical certificate to substantiate more than one day's absence);
- account for any absences to your workplace supervisor and the TAFE SA Vocational Placement Coordinator as you may be required to make up the lost hours at another time. Some qualifications mandate the number of vocational placement hours which must be undertaken. Regardless of why you have not attended vocational placement, you will need to make up ANY outstanding hours and complete the learning experiences you have missed (this may necessitate your Vocational Placement Coordinator arranging for a variation to your Vocational Placement Agreement). Remember that (where mandated in your qualification) failure to complete the number of hours required will impact on your academic progression for the course and could result in additional financial costs to you;
- show enthusiasm and initiative;
- accept and complete duties assigned;
- be willing to learn;
- act respectfully;
- listen to instructions and ask questions;
- appreciate the time and energy staff commit to your learning;
- assist in the planning of your program;
- accept and act on advice given;
- ask for jobs when you have nothing to do;
- be polite, courteous and well-mannered;
- display safe practice by abiding by the policies and procedures of the placement provider;
- avoid distracting other employees unnecessarily;
- dress appropriately to industry standards; and
- maintain your Student Logbook or any other document that your Vocational Placement Coordinator requests you to maintain during the placement.

NOTE: Some industry sectors, such as health and hospitality will require students to attend vocational placement as per the shift roster e.g. at night; weekends and during holiday periods.

TAFE SA (including on your behalf) and the Placement Provider may cancel/terminate a *Vocational Placement Agreement* at any time by written notice due to inappropriate attitudes and behaviours.

Any inappropriate student behaviour shall be managed under the relevant behavioural misconduct provisions of the TAFE SA Student Conduct and Disciplinary Policy.

Legislative Obligations

In line with the *Work Health and Safety Act 2012 (SA)*, a Placement Provider also has an obligation to ensure the workplace the placement is to take place at is a healthy and safe environment for students undertaking vocational placement.

Placement Providers must ensure that you:

- receive adequate information, training and supervision in relation to the activity being carried out;
- are familiar with the safety requirements of the workplace and aware of any dangers or risks;
- do not perform work which is prohibited or regulated by law on the basis of the student's age, sex or lack of qualifications; and
- are in a workplace that is free from harassment and unlawful discrimination on the grounds of gender, race and impairment

You must:

- act in a manner that does not endanger the health and safety of yourself or any other person in the workplace;
- ensure that you are familiar with the safety requirements of the workplace and obey all workplace safety rules and the lawful instructions of your Placement Provider/workplace supervisor;
- not perform work which is prohibited or regulated by law on the basis of your age, sex or lack of qualification;
- notify your TAFE SA Vocational Placement Coordinator as soon as possible, should serious injury, illness or a dangerous event involving yourself (e.g. sustained by, or caused by, you) occur while you are on placement; and

- immediately report any circumstances where you consider you are being subjected to harassment or discrimination on any grounds, or where you believe the Placement Provider is not meeting its responsibilities/obligations, to your TAFE SA Vocational Placement Coordinator.

Placement Providers have a legal responsibility, under legislation relating to equal opportunity, anti-discrimination, sexual harassment and racial harassment, to ensure that you are not subjected to such behaviour during the placement.

Your TAFE SA Vocational Placement Coordinator will discuss these legislative obligations with you as part of vocational placement discussions.

What happens if I have an accident?

Make sure you are familiar with the procedures required. The following steps should be taken.

- report it to your workplace supervisor immediately;
- seek medical assistance, as required, informing the treating practitioner that you are not a worker for the purposes of workers compensation and any account issued should be in your name;
- obtain a medical certificate; and
- contact your TAFE SA Vocational Placement Coordinator, as soon as possible after the accident/incident, to discuss the accident/incident, complete a *Hazard and Incident (Accident) Report* and any necessary claim form/provide relevant supporting documentation, if you intend to claim under the TAFE SA insurance arrangements.

What are the insurance arrangements for me while on vocational placement?

TAFE SA provides the following insurance arrangements in relation to its vocational placement program:

(a) Personal Accident Cover

TAFE SA will provide limited personal accident cover to students undertaking vocational placement which includes:

- 1.1 reimbursement/payment for out-of-pocket medical expenses (hospital, ambulance, dental, optical, physiotherapy, chemist and other related health care expenses), up to \$2,500 in aggregate, following initial pursuit of expense reimbursement/payment from Medicare/private health/other insurance policies/Health Care Card or other health care claim sources;
- 1.2 a death benefit, payable to dependents and in alignment with Section 44 of the *Workers Rehabilitation and Compensation Act 1986* (SA) **but NOT payable under that Act**;
- 1.3 lump sum payments for permanent injury, similar to Section 43 of the *Workers Rehabilitation and Compensation Act 1986* (SA) **but NOT payable under that Act**;
- 1.4 up to \$300 for loss or damage of personal property as a result of an accident/incident which causes personal injury to the student or a third party and for which reimbursement/payment has been made under the TAFE SA insurance cover; and
- 1.5 cover for personal injury suffered while travelling between their place of study (TAFE SA Campus) and the site of the vocational placement or between various sites of the Placement Provider for the purposes of the placement i.e. cover does **NOT** extend to travel from the student's home or lodgings to the placement site.

Benefits payable under this personal accident cover may be denied should a student undertaking a vocational placement sustain injury or loss due to their direct or indirect serious or wilful misconduct.

(b) Public Liability Indemnity Cover

- 2.1 Placement Providers must certify on the Vocational Placement Agreement that they hold their own public liability insurance cover or self-insure against this risk. This is to cover a student should the negligent actions of the Placement Provider or its employees cause injury or loss to the student. TAFE SA will provide an indemnity to the Placement Provider, of up to \$15 million, for the legal liability of a Placement Provider with respect to a student who is injured as a result of the Placement Provider's negligence and chooses to pursue litigation, following initial pursuit of the claim with the Placement Provider's own public liability insurer(s);
- 2.2 TAFE SA will indemnify TAFE SA staff or students for their legal liability, up to \$15 million, to third parties for personal injury or property damage resulting from TAFE SA's or the student's negligence. Third parties include a Placement Provider, its employees and site visitors.

Further details about the TAFE SA insurance and the necessary claims process can be obtained from your TAFE SA Vocational Placement Coordinator and are also detailed in the Schedule of Insurance attached to the Vocational Placement Agreement.

What if I misplace my Vocational Placement Logbook or other assessment/feedback document?

In the event that you misplace your Student Logbook or other documentation provided to you by your TAFE SA Vocational Placement Coordinator, you must **immediately** notify them so that another Student Logbook/other documentation can be issued to you. **Please note** that any tasks/skills that have been previously signed off by the placement Provider/workplace supervisor will need to be re-signed to demonstrate that you have satisfactorily completed these tasks/skills.

In the event that the Placement Provider/workplace supervisor is not prepared to sign off your reissued Student Logbook/other documentation, please discuss with your TAFE SA Vocational Placement Coordinator.

Confidentiality

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. Through signing the Vocational Placement Agreement you are agreeing to maintain this confidentiality of any personal information you may be exposed to.

Breaches of confidentiality will be dealt with in accordance with the TAFE SA Student Conduct and Disciplinary Policy.

Are there any industrial/union issues to consider?

While on a vocational placement, you must not be used by the Placement Provider to replace an employee, or used to reduce an employee's hours, or be used to replace employees on industrial action.

You should contact your TAFE SA Vocational Placement Coordinator immediately if you have any concerns relating to industrial issues/disputes or on site/personal safety issues relating to your placement.

What if there is a misunderstanding?

If there is a misunderstanding during your vocational placement you should discuss it with the Placement Provider/workplace supervisor first and then inform your TAFE SA Vocational Placement Coordinator. If you find it difficult to discuss the misunderstanding with the Placement Provider/workplace supervisor, speak to your TAFE SA Vocational Placement Coordinator, first.

Misunderstandings may include the following:

- unsafe work health and safety practices;
- inadequate supervision or learning opportunities provided in the workplace;
- unreasonable work requests by the Placement Provider/workplace supervisor; and
- problems regarding signing your log book or providing assessment/feedback.

Can a placement be terminated?

A placement may be terminated at any time by TAFE SA (including on your behalf), by notice in writing to you and the Placement Provider.

A Placement Provider may also wish to terminate the placement, with or without cause. Where a Placement Provider wishes to terminate a placement due to your alleged behavioural issues, this should generally only occur after you have been given notice of the proposed termination, the rationale for the decision to terminate and an opportunity to respond, through your TAFE SA Vocational Placement Coordinator, to the allegation(s) against you.

Any inappropriate behaviour identified while on placement will be managed in accordance with the *TAFE SA Student Conduct and Discipline Policy*.

Notwithstanding this general approach, a placement may be terminated instantly, at the instigation of any party, in the event of a critical incident.

Can a placement be varied?

A placement may be varied at any stage prior to or during the placement e.g. amending attendance patterns, relocation to a different site within the organisation's structure, with the agreement of TAFE SA, you and the Placement Provider. The variation(s) should be clearly identified on, or as an attachment to, the Vocational Placement Agreement and initialled/countersigned by TAFE SA (through your Vocational Placement Coordinator), you and the Placement Provider.

Can a placement be cancelled?

Vocational placement often involves the provision of supervision and other support by/to organisations outside of TAFE SA. It is possible that as a result of unforeseen or unavoidable factors impacting an organisation e.g. staff absences,

changes in the environment, industrial actions and other factors that may affect your learning experience, a Placement Provider may need to cancel or reschedule a vocational placement that has been arranged, sometimes at short notice.

In such circumstances, your TAFE SA Vocational Placement Coordinator will notify you and initiate alternative placement arrangements as soon as possible and it is strongly recommended that you are flexible and maintain a professional attitude in order to facilitate alternative arrangements.

What is a Student Logbook?

Certain TAFE SA programs require a Student Logbook to be used during a vocational placement. It is a record of skills and attitudes that you have demonstrated during your vocational placements. This information can be used to:

- monitor your progress by the TAFE SA vocational placement coordinator and the Placement Provider;
- form part of your assessment for units;
- claim advanced standing or recognition of prior learning for further training programs;
- support your applications for employment.

You will be advised of the need for and, if so, provided with, a Student Logbook, by your TAFE SA Vocational Placement Coordinator. It is your responsibility to maintain the Logbook by recording details of activities performed on a daily basis and ensuring your workplace supervisor signs and dates skills achieved. You need to take your Logbook with you every placement day.

If you lose your Logbook, inform your TAFE SA Vocational Placement Coordinator immediately.

If a Student Logbook is not used, it is possible that your TAFE SA Vocational Placement Coordinator will require you to record your demonstrated skills and attitudes via an alternative document. This document will be provided by your Vocational Placement Coordinator and should be used for the same purpose and treated in the same manner as a Student Logbook.

What skills do I learn in the workplace?

The skills that you will be learning in the workplace will be negotiated between TAFE SA and the Placement Provider. They will form part of your vocational course and appear in your Student Logbook (or other document) provided by your TAFE SA Vocational Placement Coordinator. You may wish to discuss with the workplace supervisor when these skills will be covered. If you are having trouble getting the opportunity to cover the skills agreed to in your Logbook/other document, discuss this with your workplace supervisor.

How is my workplace learning structured?

A training plan may be established to help you and the workplace supervisor structure your work placement and help you to identify skills that you need to acquire. Use your plan to discuss your progress with your workplace supervisor.

How are the skills I gained recorded?

Assessment is an important part of your vocational placement program and can happen at two stages.

1. Before your placement: If you have gained skills identified in your Logbook/other document through education and training, work experience and/or life experiences, you may receive recognition for these. Your TAFE SA Vocational Placement Coordinator will inform you on how you can gain recognition for prior learning so you do not have to repeat what you already know.
- 2.
3. During your placement: As you practise the skills during your work placement, your workplace supervisor will determine when you are ready to demonstrate them for assessment. The workplace supervisor will watch you demonstrate the skill and if completed successfully, he/she will initial and date the relevant skill in your Logbook/other document. This can take place during or towards the end of your placement.

Evidence will be gathered during placement to assess your competence. Methods utilised to gather evidence may include:

- Oral questioning;
- Observation of specific tasks in a real or a simulated work environment;
- Interviews;
- A reflective diary; and/or
- A portfolio of evidence.

Example: Your workplace supervisor/assessor may observe you performing a specific skill, question you about the procedure and/or then ask you to reflect on your performance. The workplace supervisor/assessor will then be able to make an appropriate and accurate statement on your placement/practice which will inform your lecturer's decision with regard to your final result.

Do I receive any feedback?

It is important that you receive feedback on your progress from your workplace supervisor throughout the placement and not just at the end. Feedback is an essential part of continuous professional development. On placement you will be receiving lots of constructive feedback about your performance, all designed to help you learn and grow. Feedback may be positive or negative and the following are some helpful tips on how to receive and use feedback.

Listen to feedback - Be clear about what is being said. Avoid jumping to conclusions or becoming defensive. Make sure you understand the feedback before you respond. Comments made should not be taken as personal criticism but viewed as a way to help you gain the skills you require for your course. A useful technique can be to paraphrase or repeat the feedback, to check that you have understood and discuss how you can use this feedback to enhance your placement experience.

Ask for the feedback – We all get busy so sometimes you may need to approach your placement provider/workplace supervisor for feedback during the placement.

Decide what you will do as a result of the feedback - You can use this feedback to help you achieve your goals and successfully complete your placement. Assess its value, the consequences of ignoring it or using it and then decide how you will use it.

Thank the person giving the feedback – Sometimes it is just as hard to give feedback as it is to receive it, but it is a valuable practice to reinforce in any relationship.

What do I do when the placement has finished?

It is important to realise that vocational placement is an **assessable** part of your qualification. Once placement is completed you are required to submit your *Vocational Placement Student Logbook* or the documentation provided to you by your Vocational Placement Coordinator for the Placement Provider's assessment and feedback on your placement, to your TAFE SA Vocational Placement Coordinator.

Your TAFE SA Vocational Placement Coordinator may conduct a debriefing session with you and other students. This session will give you the opportunity to discuss:

- the benefits and problems of your placement;
- ideas on how to negotiate learning and assessment procedures;
- any difficulties and the successes of your placement.

TAFE SA will generally provide a letter of thanks to your Placement Provider for providing you with the opportunity to use their workplace for your learning. You are also encouraged to thank the Placement Provider/workplace supervisor for giving you the opportunity to undertake the placement.

You may also like to ask the Placement Provider/workplace supervisor for a written reference.

Can I provide feedback on my experience?

You may be provided with evaluation forms, surveys or questionnaires to comment about your placement. This is an important way for you to offer constructive feedback about your placement experience. The TAFE SA Vocational Placement Officer will endeavour to address any areas of concerns you may identify.

Vocational Placement Student Personal Injury Claim Form

The issue or acceptance of this form is not to be construed as an admission of liability by TAFE SA.

Questions must be answered in full. If there is insufficient space, a separate sheet of paper must be attached.

Student's Name (in full): _____

Address (in full): _____

Home Telephone: _____ Work Telephone: _____

Mobile No: _____

Email: _____

Date of Birth: _____

Particulars of Accident

State when and where the accident took place:

State as precisely as you can what injuries you have sustained:

Have you ever suffered from a similar injury?

Yes No

If so, give details:

Have you ever had compensation under an Accident or Sickness Policy?

Yes No

State how the accident happened and what activity you were undertaking at your vocational placement at the time of the accident/injury (attach separate sheet if necessary):

State names and addresses of any witnesses to the accident:

State the date you were first unable to attend to your usual duties:

Give details and attach documentation (e.g. copies of bills and refund/refusal of refund notification) of all claims made on other persons, companies, private health or other insurance policies or the Commonwealth Government (Medicare/Health Care Card) relating to this accident.

Will you be receiving further treatment or receiving further accounts regarding this injury after you lodge this form?

Are you still totally incapable of attending to any portion of your TAFE SA studies, including vocational placement? If so, state where you can be visited or contacted by your TAFE SA Vocational Placement Coordinator to check on your status.

If recovered, state from what date you could resume your TAFE SA studies, including any outstanding/make-up component of your vocational placement.

I/we declare that the foregoing statements are true and correct and hereby authorise a Doctor, Hospital, Clinic or other person to give any and all information concerning my current and/or past medical history to the Legislation and Delegations Unit, TAFE SA, to assist with the processing of this claim. A photographic copy of this authorisation shall be as valid as the original.

I/We certify that all expenses, past and anticipated, claimed as a result of this injury are not recoverable from any other source.

Signature: _____

Date: ____/____/____

Definition of Disablement:

- * Total Disablement: Complete inability on the part of the Claimant to engage in or attend to the Claimant's usual profession, business or occupation.
- ** Partial Disablement: The inability of the Claimant to attend to or engage in the Claimant's usual profession, business or occupation in a material degree.

Vocational Placement Public Liability Claim Form (to be completed by students, Placement Providers or 3rd parties as applicable i.e. who has suffered the loss)

The issue or acceptance of this form is not to be construed as an admission of liability by TAFE SA.

Questions must be answered in full. If there is insufficient space, a separate sheet of paper must be attached.

A letter of demand from the Third Party must be attached or forwarded to TAFE SA as soon as it is received.

No repairs are to be carried out without TAFE SA's authority and no admission of liability is to be made to the claimant.

Name of Claimant: _____

Occupation: _____

Private Address (if personal claim):

Telephone: _____

Mobile: _____

Email: _____

Business address (if claiming on behalf of a business):

Telephone: _____

Mobile: _____

Email: _____

Particulars of Accident

Where did loss/damage occur?

Give full details surrounding the occurrence:

Date: _____ / _____ / _____

Day month year

Time: _____ : _____ am pm

Has any claim been made on you?

Yes No

If so, give full details (e.g. conversation or correspondence between Third Party and yourself).

Give name, relationship and addresses of all witnesses (e.g. wife, employee, passer-by):

Do you consider yourself responsible for the loss/damage?

Yes No

Yes No

If so state reasons:

Did police attend?

Yes No

If so give details (e.g. Police Station attending, Police Report No.):

Have you other policies indemnifying you against this loss/damage? Yes No

If so, give details:

Claims Arising Out of Faulty Workmanship

Give full details of work done:

Name(s) and address(es) of person(s) you contracted or subcontracted for all or part of the original job:

What was the nature of this work?

Do contractor(s) and/or subcontractor(s) keep separate policies for public liability?

Yes No

If so give details:

Give full details of work required to rectify damage:

Declaration

I/we declare that the information on this form is a true and faithful account of the loss/damage or injury sustained and that all the conditions pertaining to TAFE SA's indemnity insurance scheme have been complied with.

Declared at:

Signature: _____

Date: ____ / ____ / ____

Organisation: _____