

VOCATIONAL PLACEMENT

STUDENT INFORMATION BOOKLET

<Insert Qualification Code and Name>

Copyright © TAFE SA 2023

First edition 2015

Second edition 2016

Third edition 2023

Contact details

TAFE SA Vocational Placement Team

Email: vocationalplacement@tafesa.edu.au

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	4
What is a Vocational Placement	4
How does Vocational Placement work?	4
Is a Vocational Placement Agreement necessary?	5
What are the advantages?	5
Screening Checks (Department of Human Services/Police)	5
Medical Conditions/Immunisations	6
What if I have special needs?	6
Attitudes & Behaviours	7
Legislative Obligations	7
What if there is an incident or accident?	8
What are the insurance arrangements for a student on Vocational Placement?	8
What if I misplace my Vocational Placement Logbook or other assessment/feedback document?	9
Confidentiality	9
Are there any industrial/union issues to consider?	9
What if there is a misunderstanding?	9
Can a placement be terminated?	9
Can a placement be varied?	10
What is a student logbook	10
What skills do I learn in the workplace?	10
How is my workplace learning structured?	10
How are the skills I gain recorded?	10
Do I receive any feedback?	11
What do I do when the placement has finished?	11
Can I provide feedback on my experience?	11
Vocational Placement Student Personal Injury Claim Form	12
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)	14

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 you 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 (who could 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 Screening Check (Department of Human Services//Police) 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 Vocational Placement Agreement is finalised to make sure you will fit in with the Placement Provider's workplace.

The placement will then commence and progress 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 employees in the workplace.

Is a Vocational Placement Agreement necessary?

A Vocational Placement Agreement is required **for every placement** which is part of a Training Assessment Strategy, to ensure that both you and the Placement Provider are aware of your respective responsibilities and the expectations TAFE SA has of you and the Placement Provider during the placement.

The Vocational Placement Agreement must be signed by all parties before the placement starts.

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;
- claim advanced standing or recognition of prior learning for further training programs; and
- support applications for employment

Screening Checks (Department of Human Services/Police)

Some Placement Providers, particularly those within the Community Services and Hospitality sectors and other sectors working with children or young people or persons who are vulnerable e.g. disabled or aged, will require you to provide one or more of the following:

1. Working With Children Check (valid for 5 years);
2. National Disability Insurance Scheme (NDIS) Worker Check (valid for 5 years);
3. Aged care Sector Check (valid for 3 years);
4. Working with Vulnerable People Check (valid for 3 years);
5. General Employment Check (valid for 3 years); and/or
6. National Police Check (point in time check only),

before accepting you for a Vocational Placement. These requirements are generally consistent with the requirements of employees for each sector.

Screening Checks 1 – 5 above are undertaken through the South Australian Department of Human Services Central Screening Unit (DHS).

Screening Check 6 (National Police Check) can be accessed through SAPOL or fit2work.

In engaging with Placement Providers about the potential placement of TAFE SA students, TAFE SA Vocational Placement Coordinators will identify any DHS Screening Check(s) or National Police Check requirements.

Your TAFE SA Vocational Placement Coordinator will confirm any DHS Screening Check(s) or National Police Check requirements that you will need to source and provide to a Placement Provider and whether a copy of the Check outcome is to be retained by the Placement Provider, in order for the placement to proceed, during course induction processes i.e. prior to enrolment, with reinforcement of the requirements given to students during class/individual discussion on Vocational Placement prior to a placement occurring.

The process for initiating a DHS Screening Check or National Police Check will also be outlined to you at induction. This will generally provide you with reasonable lead time to 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.

Applying for a DHS Screening Check

To obtain a DHS Screening Check(s), students must complete the appropriate application form (refer <https://screening.sa.gov.au/applications/application-information-for-individuals>) and submit it and pay the requisite fee online.

A DHS screening process will generally take about 20 business days, but may take longer in peak periods (e.g. January – April) or when DHS 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.

Applying for a National Police Check

To obtain a National Police Check, students can apply at any Police Station or online through <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check> or through [Background Screening - Police Checks | fit2work \(equifax.com.au\)](#).

Depending on how it is applied for and through which platform, a National Police Check may take up to 15 business days.

Notification of DHS Screening Check/National Police Check Outcomes

You will be sent a DHS Screening Unit clearance email confirming the outcome of your screening check(s). Where an issue is identified by the DHS Screening Unit, you should raise this with your Vocational Placement Coordinator or lecturer to discuss the issue of concern.

In relation to National Police Check outcomes, you will receive a letter or email from SAPOL (or Fit2Work if acting on the student's/TAFE SA's behalf) confirming any Disclosable History.

Where a Disclosable History is identified in a DHS or SAPOL (Fit2Work) Screening Check outcome which may impact on your placement opportunity, the TAFE SA Vocational Placement Coordinator should advise you of the appropriate process to follow to determine if the placement can proceed.

You should note that Placement Providers have the final say in determining whether your DHS Screening Check(s) or Disclosable History will prevent the 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, patients/clients while you are on placement.

In some cases, Placement Providers in the Community Services and Health sectors (in a health facility environment) may require students to:

- have a medical examination before a proposed placement can commence. Should this occur, any medical costs incurred are to be borne by the student; or
- be fitted for a respirator mask as a measure to mitigate contracting or spreading Covid-19; or
- be appropriately immunised before the proposed placement can commence.

These requirements are generally required to meet a health facility's accreditation standards and to protect staff, students and patients/clients from accident, injury and/or vaccine preventable diseases.

The SA Health website ([Health care worker immunisation and screening requirements | SA Health](#)) details the immunisation requirements of SA Health clinical facilities.

Should you refuse to be fitted for a respirator mask or to have the requisite immunisations (whether for medical, religious or other reasons), you may be prevented from undertaking a placement within 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 your future employability in SA Health clinical facilities.

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

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 additional needs (e.g. cultural language or learning barriers; literacy/numeracy challenges; are pregnant; have 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 (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 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 has an obligation to ensure the placement site(s) provides 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 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 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 if there is an incident or accident?

When arranging a placement, your Vocational Placement Coordinator will provide you, and the Placement Provider, with their contact details e.g. work mobile no./work email, to facilitate contact during the placement, including outside of normal business hours in the event that an accident/emergency arises.

In induction/orientation/pre-placement discussions, Vocational Placement Coordinators should broadly discuss with you and Placement Providers what constitutes an emergency contact requirement e.g. an accident requiring immediate medical treatment/hospitalisation, the sexual abuse, assault, bullying or harassment of you by someone on the Placement Provider's site, or a notifiable incident.

Your Vocational Placement Coordinator should also advise you that if medical treatment is required, you are not an employee and any charges should be made out to you, upon which you may then initiate a claim in accordance with the TAFE SA insurance arrangements. Any medical certificates provided to you by an attending doctor should be non-Workers Compensation related.

Should you be injured in an accident or subjected to bullying or harassment, assault or sexual misconduct while on a placement, you should try to liaise with the Placement Provider supervisor as soon as possible. However, if you do not feel comfortable raising the issue with their Placement Provider supervisor, you should advise your Vocational Placement Coordinator as soon as possible.

Where you are injured, it is the Placement Provider's responsibility to ensure that you obtain appropriate medical treatment immediately. Where appropriate, the SA Ambulance Services (SAAS) should be called to provide paramedics or an ambulance for medical attention and/or to convey you to a medical facility for treatment. SAAS has procedures if a student refuses to be treated or taken by ambulance to a medical facility.

Your Vocational Placement Coordinator may need to alert your emergency contact.

You will be required to assist your Vocational Placement Coordinator to complete a TAFE SA *Accident-Incident Report*, preferably within 2 working days of an incident or accident. Your Vocational Placement Coordinator will be able to access and provide this form to you from the TAFE SA Workplace Health and Safety intranet.

If you intend to lodge a claim with TAFE SA for reimbursement of medical or other expenses incurred as a result of an accident, you will need to follow the appropriate steps (see **What are the insurance arrangements for me while on Vocational Placement?** below).

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:

1. Personal Accident Cover

TAFE SA will provide the following limited personal accident cover to you during the Vocational Placement:

- reimbursement/payment of 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;
- lump sum and death benefits, similar to employee entitlements under sections 58 and 61 of the *Return to Work Act 2014* (SA) (**but NOT payable under that Act**);
- personal property loss or damage, up to \$300, resulting from an accident/incident which causes personal injury to you and for which reimbursement/payment has been made under the TAFE SA insurance cover.; and

This cover includes personal injury suffered while travelling between your place of study (TAFE SA Campus) and the site of the Vocational Placement or between various Placement Provider sites for the purposes of the placement i.e. cover does **NOT** extend to travel from your home or lodgings to TAFE SA or 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.

2. Public Liability Indemnity Cover

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 you should the negligent actions of the Placement Provider or its employees cause injury or loss to you.

TAFE SA's public liability insurance provides cover for loss or damage in connection with TAFE SA activities, where TAFE SA is deemed legally liable for such things as third party property damage, personal injury and/or death, etc. TAFE SA does not automatically provide liability cover for costs arising from accidental damage to private property. Claims may be met under TAFE SA's public liability insurance if, on the basis of legal opinion, the damage attributable to a wrongful act or omission on the part of TAFE SA.

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*.

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.

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.

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 you have demonstrated during your Vocational Placement. 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 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 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. 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, 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 regarding your final result.

Do I receive any feedback?

It is important 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 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 Coordinator 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 a claiming 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:

Name(s) and Address(es) of Injured Person(s):

[illegible]

☐ Yes ☐ No

Name(s) and Address(es) of owners of property:

[illegible]

☐ Yes ☐ No
