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Welcome to the Vocational Placement Program. You will have the opportunity to participate in a program that involves structured assessable workplace learning which is a mandatory part of your formally accredited or recognised vocational course. 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 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 structured workplace learning that prepares you for the workforce. The experience in the workplace will help you to better understand theory learnt off the job by putting it into practice in the workplace.

It is different from work experience in that instead of just observing what goes on, you will be given the opportunity to undertake tasks that relate to your vocational course.
What are vocational placements about?

What are the advantages for me?

By participating in vocational placements and completing this compulsory part of your training, you have the 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 and assist with credit transfer to further education and training;
- gain knowledge of employers’ expectations;
- make contacts with employers;
- be assisted in career planning.

How do I choose my vocational placement?

Your TAFE SA vocational placement coordinator may select your placement for you. As employers receive many requests for placements, unless otherwise instructed by your TAFE SA vocational placement coordinator, it will be better if you do not contact a potential Host Employer yourself until arrangements have been made by the TAFE SA vocational placement coordinator.

If you have a preference, you may suggest the name of the placement to your TAFE SA vocational placement coordinator. However, when selecting your placement you need to take into account the following:

- the skills that you need to acquire for your course;
- the skills that the placement can offer.

A personal student checklist is included in Appendix 3 of this package if you require information about your placement prior to contacting a potential Host Employer.
What are my responsibilities?

While in your vocational placement, you will be expected to behave like a new employee as much as possible 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 when unsure because it is better to ask a silly question than to make a silly mistake;
- 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;
- avoid distracting other employees unnecessarily from their work;
- 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, afternoon tea and lunch breaks and return promptly to your work;
- contact your workplace supervisor and your vocational placement coordinator immediately if you are unable to attend your placement;
- account for any absences to the workplace supervisor and the TAFE SA vocational placement coordinator because you may be required to make up the lost hours at another time;
- attend your placement for the normal hours of work for that job, unless you have negotiated otherwise.

An attendance record appears in your logbook that may need to be signed by your workplace supervisor. Your TAFE SA vocational placement coordinator will inform you if this is necessary.

Safety

You will be required to comply with any occupational health and safety guidelines.

- You may be required to wear protective clothing and safety equipment.
- You will need to take care to protect yourself and other employees by working in a safe manner.
- You need to report any accidents to your workplace supervisor and TAFE SA vocational placement coordinator immediately.
- You should notify your workplace supervisor if you see any hazards in the workplace.

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. In some cases, employers may want you to sign a confidentiality contract.

Find out from your workplace supervisor what is considered confidential.
Some employers may require you to obtain a Criminal History Check, particularly if some of your tasks include handling cash or valuables.

If required, a Criminal History Check is obtained at your expense.

Enquiries for a Criminal History Check may be made at any police station.

The Host Employer will determine whether the content of the Criminal History Check impacts on your proposed placement.

Let your TAFE SA vocational placement coordinator and workplace supervisor know if you suffer from any medical condition or disability that may affect your work performance.

In some cases the Host Employer may wish you to have a medical examination before you can start your vocational placement.

As a student on a vocational placement, you will be covered by the TAFE SA insurance arrangements while you are in the workplace. Your TAFE SA vocational placement coordinator should advise you of the insurance details (which must also be attached to the Vocational Placement Agreement Form).
What if there is a misunderstanding?

If there is a misunderstanding during your vocational placement you should discuss it with your Host Employer or workplace supervisor first and then inform the TAFE SA vocational placement coordinator. If you find it difficult to discuss the misunderstanding with the Host Employer or workplace supervisor, speak to your TAFE SA vocational placement coordinator.

Misunderstandings may include the following:

- unsafe occupational health and safety practices;
- inadequate supervision or learning opportunities provided in the workplace;
- unreasonable work requests by the Host Employer or workplace supervisor;
- problems regarding assessment.

What do I do if I need to terminate/vary my placement?

If you wish to terminate or vary your placement, you should contact your TAFE SA vocational placement coordinator. You may be required to put your request in writing.

What happens if I am in an accident at the workplace?

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

- Report it to the Host Employer or workplace supervisor immediately.
- Contact the TAFE SA vocational placement coordinator as soon as possible.
- Complete an Accident Report Form and give it to the TAFE SA vocational placement coordinator.

Keep all the relevant medical certificates and accounts for any insurance claims that may be made.
Do I need to consider any industrial relations issues?

Your TAFE SA vocational placement coordinator should be able to assist you with this information.

TAFE SA will notify the appropriate union of the proposed placement.

While on your vocational placement, you should not:

- replace a paid employee, excluding employees who are on paid annual leave or sick leave, or reduce the hours which a paid employee would otherwise be paid to work;
- replace employees engaged in industrial disputes.
How will my Training proceed?

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

If required to use a student logbook, 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 or training provider immediately.

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 Host Employer. They will form part of your vocational course and appear in your logbook. 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, discuss this with your workplace supervisor.
A training plan will 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.

Sample training plans appear in the logbook. Appendix 2 in the logbook provides you with an overall training plan for your placement whereas Appendix 3 in the logbook provides you with a daily training plan similar to a daily diary. Your TAFE SA vocational placement coordinator may indicate the training plan suitable for you.

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

- Before your placement: If you have gained skills identified in your logbook 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.

- During your placement: As you practise the skills during your work placement, your workplace supervisor will determine when you are ready to be assessed. 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. This can take place during or towards the end of your placement.

If the workplace supervisor is too busy to complete the records at the end of your placement, make arrangements to pick up the book at a later date.

It is a good idea for you and the workplace supervisor to go through the assessment together. This will give both of you the opportunity to discuss the assessment results.

It is your responsibility to make sure that the logbook is passed on to the TAFE SA vocational placement coordinator. Make sure your skills are signed off and dated in the logbook.
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. 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. Ask your workplace supervisor to comment orally on your progress.

What do I do when the placement has finished?

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 Host Employer for providing you with the opportunity to use their workplace for your learning. You may also like to ask the Host Employer/workplace supervisor for a written reference.
**Host Employer**
The organisation, company or business (government and non-government) which opens its workplace to students to enable them to practise skills gained with their off-the-job training provider.

**Recognition of prior learning (RPL)**
Refers to the skills and knowledge obtained through prior education and training, work experience and/or life experience being recognised and acknowledged. The student is given advanced standing in a particular course requiring the skills and knowledge.

**Student**
A person enrolled in a TAFE SA and training course or module.

**Student logbook**
A record of the skills the student gains while in the workplace.

**Vocational placement coordinator**
TAFE SA employees who manage, coordinate and supervise students on vocational placement.

**Workplace supervisor**
A staff member appointed by the Host Employer to induct, train and supervise the student during the vocational placement.
# Checklist

## Before the placement commences
- Complete the necessary vocational placement application forms
- Check name, address and telephone number of your allocated Host Employer
- Find out some information about your potential workplace
- Organise an interview with the Host Employer if required
- Complete the personal student checklist, Appendix 3, if necessary
- Have some questions to ask the Host Employer
- Obtain your copy of the student logbook (if required by TAFE SA)

## During the placement
- Make entries on the training plan, Appendix 2 of the Student Logbook
- Have attendance record initialled by workplace supervisor every placement day if necessary, Appendix 4 of the Student Logbook
- Ensure you are covering the appropriate skills in the workplace
- Ask for feedback from the workplace supervisor

## If an incident/accident occurs during
- Report it to the Host Employer/workplace supervisor and the TAFE SA vocational placement coordinator immediately
- Complete a written report and give it to the TAFE SA vocational placement coordinator
- Obtain a medical certificate from the doctor and give it to the TAFE SA vocational placement coordinator

## End of placement
- Ensure achieved skills are signed and dated by the workplace supervisor.
- Go through assessment with Host Employer/workplace supervisor to get feedback
- Return your student logbook to your TAFE SA vocational placement coordinator
- Give feedback to your TAFE SA vocational placement coordinator on the placement
- Thank the Host Employer and staff verbally and in writing. You may wish to ask for a reference.
## Personal Student Checklist

*Complete this sheet before you start your placement.*

*If you have any concerns with the information that has been provided to you, contact your vocational placement coordinator.*

<table>
<thead>
<tr>
<th>Host Employer name and phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company title</td>
</tr>
<tr>
<td>Who do I contact on the first day?</td>
</tr>
<tr>
<td>Hours of work: start and finish times</td>
</tr>
<tr>
<td>Security arrangements</td>
</tr>
<tr>
<td>Confidentiality arrangements</td>
</tr>
<tr>
<td>Safety requirements</td>
</tr>
<tr>
<td>Dress requirements</td>
</tr>
<tr>
<td><em>(Your Host Employer may supply any special clothing otherwise contact your TAFE SA vocational placement coordinator if you have a problem.)</em></td>
</tr>
<tr>
<td>Parking or public transport details</td>
</tr>
<tr>
<td>Time and duration of breaks</td>
</tr>
<tr>
<td>Who do I contact if I am absent?</td>
</tr>
<tr>
<td>Any other points I need to know</td>
</tr>
</tbody>
</table>