



Schedule 5 – Student Placement Agreement

Once placement is arranged, it is University / RTO's responsibility to get student to complete the following, and provide copy to the Host Employer prior to the commencement of the work-placement.

Placement details

Type of Placement	e.g. Aged Care		
Proposed Start date		Expected End date	
Shift Start Time		Shift End Time	
Hours per day		Total number of hours	
Placement Address			

University / RTO name			
Student's Name			
Course Enrolled in	Code	Title	
Address			
Mobile phone		Home phone	
Email			
Emergency Contact		Phone	

Responsibilities of Student

The Student must, at all times during and with respect to the placement, comply with all responsibilities below, and any other responsibilities communicated from time to time by the University / RTO or the Host Employer with respect to the placement.

- Ensure any industry specific requirements are fulfilled prior to commencing the placement, for example- police checks, immunisation.
- Provide accurate and timely information where requested to satisfy any host employer or legislation requirements prior to commencing a work-placement.
- Advise the host employer of any medical or other factors that may adversely affect personal health and safety or the health and safety of others while on placement.
- Understand all conditions of employment while on placement.
- Ensure you sign-in / clock in and off-site as required by TLC upon arrival and departure.
- Participate in an induction/orientation on the first day of the placement or as required.
- Follow the host employer's policy & procedures and follow all reasonable and lawful instructions/directions of the supervisor/manager & perform to the best of your knowledge & ability.
- Be punctual, courteous and act in a manner appropriate to a workplace. For example, call the host employer if you are going to be absent, preferably well in advance.
- Ensure that you bring your work placement log-book which is signed off regularly by your supervisor

- Ensure that you wear University / RTO's Student ID Card at all times while on placement and are dressed appropriately while on placement:
 - University / RTO's uniform; or
 - Black pants, plain polo shirt or shirt, enclosed shoes, long hair tied back, no jewellery – facial jewellery to be removed.
- Comply with all legislative requirements of the host employer. Such requirements may include work health and safety matters, maintaining privacy & confidentiality of personal information.
- Comply with all work health and safety policies and legislation, including wearing protective clothing and using safety equipment as directed by the supervisor/manager.
- Take reasonable care to protect your own health and safety and the health and safety of others in the workplace. This includes not consuming alcohol or drugs, which may constitute a risk to personal safety or the safety of others.
- Report all incidents and accidents/injuries to the host employer as soon as possible.
- Obtain all medical treatment deemed necessary by a medical practitioner if injured while on placement. (Note that student is responsible for all medical expenses covered by Medicare and/or private health funds, in respect of injuries, including the gap between the cost of medical treatment and Medicare/private health fund payments).
- Be responsible for their transport to and from the workplace.

NOTE: *Clinical/Vocational placements that meet the definition under the Fair Work Act 2009 (the FW Act) are lawfully unpaid. Students completing vocational placements are not considered to be employees and therefore are not entitled to the minimum wage nor other entitlements provided under the FW Act.*

Student Acknowledgement & Declaration:

The student acknowledges s/he:

- agrees to take part in a practical placement arrangement as part of vocational training, and agree that this does not constitute an employment agreement between the student and the host employer.
- Will carry out all reasonable and lawful directions of the employer and perform their work to the best of their ability.
- Will comply with all reasonable workplace rules and requirements governing safety and behaviour.
- Will attend the workplace on each day at the agreed time.
- Will inform both the employer and the University/RTO as soon as practicable if they are unable to attend work-placement.
- Will promptly inform the employer and the University/RTO of any accident, injury or incident that may occur.
- Will dress in accordance with workplace guidelines.
- Will inform the host employer of any necessary health information, including details of any known medical condition which may affect them and any medication or treatment which may be necessary.
- Will inform the employer and University/RTO of any necessary medical information, including details of any known medical condition which may affect them and any medication or treatment which may be necessary.
- Consent to receiving surgical or medical treatment (including the administering of an anesthetic) as may be deemed necessary by a qualified medical practitioner if on occasion, while on placement student become injured or ill.
- Will respect the confidential nature of any information you receive while on practical placement and not to disclose this.
- Will comply with all Student's Responsibilities as mentioned in this above.

Student Signature		Date	
<i>(If applicable, please attach a list of all known medical factors, medication or treatment that may be relevant)</i>			