Welcome to the Practical Placement Program. This leaflet contains important information on your rights and responsibilities. It will help you get the most out of your placement.

#### What is a practical placement?

A practical placement is an important component of your course and allows you to prepare for the workplace by applying what you have learned in your course to the work environment. It involves more than just observing what is happening in the host workplace as you will have specific learning outcomes or activities to undertake while on the placement.

Where a practical placement is undertaken onshore by international students, there must be full compliance with the requirements of the *Guidelines for Applications for Approval of Work-Based Training in Courses for Overseas Students, the ESOS Act 2000 and the National Code* 2007.

Your teachers will tell you about the assessments you will need to complete to successfully pass the placement.

#### What are the advantages?

You have the opportunity to:

* apply knowledge learned during your course in the workplace;
* gain skills that are recognised by industry;
* get to know employers’ expectations;
* increase your employment options and employability skills; and
* make contact with employers.

#### How is a practical placement found?

The University usually makes contact with employers to determine if they are willing to have students on placement, and if they would be appropriate host employers.

While every effort is made to place students with their preferred employer and location, some students may be required to attend placement outside of their local area.

#### What are the costs of placements?

You will be required to pay for your own transport to and from placement. You may be asked by the host employer to dress to a set dress code. The University will not buy uniforms for students on placement. Talk to your teachers if the required dress code will place a financial burden on you.

#### Will I be paid?

Students are not required to be paid as a result of the Secretarial Order from the Department of Education and Early Childhood Development (DEECD) that came into effect on 1 January 2011 - [(attached details of Order)](http://tls.vu.edu.au/vucollege/LiWC/resources/LIWC%20PRACTICAL%20PLACEMENT%20GUIDELINES%202011.pdf).

Any specific arrangements will be made at the discretion of the Host Organisation in consultation with the University and student.

#### Disability and medical conditions

It is your responsibility to inform the University if you have a disability or medical condition that may impact on your placement. Talk to your teacher about any requirements or adjustments that might need to be made.

Information about your disability will only be shared with your workplace supervisor with your approval.

#### Attitude

The right attitude is very important. You will need to:

* be willing to learn;
* take initiative;
* complete the tasks assigned by the University;
* complete the tasks assigned by the workplace supervisor (in so far as they are in keeping with your course and your level of skill);
* listen to instructions and ask questions;
* be polite, courteous and well-mannered;
* dress appropriately; and
* follow workplace policies and procedures.

#### Attendance and punctuality

Employers expect you to be punctual. You will be required to:

* start your placement on time each day;
* take only the allocated time for lunch and tea breaks; and
* contact your workplace supervisor and your placement teacher immediately if you are unable to attend your placement.

You may be required to make up any lost time caused by absences and provide a medical certificate to your placement teacher.

#### Safety

Your personal safety in the workplace is of utmost importance. You must comply with any occupational health and safety requirements of the host employer, including:

* wearing protective clothing and safety equipment;
* working in a safe manner;
* reporting any hazards or unsafe practices that you observe; and
* reporting any accidents to your workplace supervisor and placement teacher immediately.

#### What about WorkCover insurance?

The Practical Placement Agreement must be signed by you, the University and the Host Employer, to activate the WorkCover insurance. You will be covered by the Department of Education’s WorkCover insurance if all the forms are completed and signed before you start placement.

The absence of this agreement may result in you not receiving compensation if injured whilst on placement.

*Note: Practical Placements outside the State of Victoria are not covered under these arrangements.*

#### What if there is a problem?

It is important that you should feel safe and well supported during the placement, and are provided with opportunities to undertake the required tasks.

If you feel unsafe, unsupported, harassed, or that you are not provided with opportunities to learn, contact your placement teacher immediately. Any problems with your placement should be resolved as early as possible.

#### What if I need to change the placement arrangements?

If you are unable to complete the placement in the required time or need to stop the placement, contact your placement teacher immediately. New arrangements can be organised by the placement teacher, but they must be made in writing.

#### What if I’m injured?

If you are injured during placement you must inform your workplace supervisor and University contact as soon as possible. You will then need to complete and sign a Worker’s Claim for Compensation with the assistance of your host employer.

#### What responsibilities are involved?

The respective roles and responsibilities of the Host, University and Student are all defined in the terms and conditions of the Placement Agreement.