

Purpose

This *Practical Placement Agreement* has been established to document the particulars of the Practical Placement of a Learner enrolled at Selmar Holdings Pty Ltd (Selmar) and is made pursuant to section 5.4.20 of the Education and Training Reform Act 2006 (ETRA). The signing of this agreement by the parties represents the acceptance of all terms and conditions as set out in this agreement and *Practical Placement Handbook*.

This *Practical Placement Agreement* must be completed **prior to commencement of practical placement** and submitted to Selmar. A copy of completed *Practical Placement Agreement* will be held by the Registered Training Organisation (RTO) and a copy provided to the Employer/Host Organisation and Learner. This agreement is made between the parties described below as the 'RTO', the 'Employer/Host Organisation' and the 'Learner'.

Placement

The RTO places the Learner with the Employer/Host Organisation for the purposes of enabling the Learner to undertake the practical experience as required by the training package and described below. Particulars of the placement are as follows:

- Learner can undertake their placement on days as negotiated with the Employer/Host Organisation between the placement start and end date
- Learner must attend **minimum of 2 days per week** during placement period. Hours must be logged within a variety of age groups.
- Learner can attend placement for a **maximum of 38 hours per week** and **minimum of 7 hours per day** (excluding lunch break) including a variety of shifts. For example, shift could be between 8am - 4pm or 9.30am - 5.30pm. The shift hours must be within centre operational hours and at times agreed by the centre.
- Learner is eligible to claim under the Department's workers' compensation insurance policy only for the periods logged on the RTO approved log sheet

Select the qualification	Required hours	These hours contribute to the following units of competency
<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care	180	CHCECE005 Provide care for babies and toddlers CHCECE003 Provide care for children CHCECE007 Develop positive and respectful relationships with children CHCECE010 Support the holistic development of children in early childhood
<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care	280	CHCECE005 Provide care for babies and toddlers CHCECE003 Provide care for children CHCECE007 Develop positive and respectful relationships with children CHCECE019 Facilitate compliance in an education and care service CHCECE024 Design and implement the curriculum to foster children's learning and development CHCECE017 Foster holistic development and wellbeing of the child in early childhood

Placement details

Placement block:	<input type="checkbox"/> Block 1 (60 h) <input type="checkbox"/> Block 2 (60 h) <input type="checkbox"/> Block 3 (60 h) <input type="checkbox"/> Block 4 (100 hours for Diploma)
Placement start date:	Placement end date:
Placement days:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday

Learner details

Full name:			
Address:			
Email:		Phone:	
Does Learner have any medical conditions?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, will this condition affect their ability to perform workplace duties as required by this role? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide details		
Emergency contact name:		Relationship:	
Emergency contact phone:			

RTO details

RTO:	Selmar Institute of Education Pty Ltd (RTO ID 121531)		
Address:	Level 2, 80 Dorcas Street, Southbank, VIC 3006		
Contact person name:	Kylie Jackson	Role title:	Work Placement Coordinator
Email:	Kylie.jackson@selmar.edu.au	Phone:	0400 826 244 or 03 9516 6625

Employer/Host Organisation details

Employer name:			
Address:			
Contact person name:		Role title:	
Email:		Phone:	

Practical assessment strategy

<input type="checkbox"/> Strategy 1	Learner works/is completing placement in a direct childcare role at an approved Early Childhood Education and Care Centre and a trainer/assessor is able to observe the learner on-the-job
<input type="checkbox"/> Strategy 2	Learner works/is completing placement in a direct childcare role at an approved Early Childhood Education and Care Centre and a qualified supervisor is able to observe the learner on-the-job

RTO responsibilities

- Make contact with the Employer/Host Organisation and negotiate the work placement program, including the Learner selection process and the type of training placed Learners will undertake
- Ensure the Employer/Host Organisation place of employment has been inspected to ensure the workplace meets the Health and Safety Standards and ensure the Learner has access to required resources to complete their course
- Ensure the agreement is completed, signed and held at the RTO prior to the Learner starting their placement. Provide copies to the Learner and Employer/Host Organisation
- Make sure the Learner has fulfilled any industry specific requirements, for example Criminal History Checks or Working with Children Checks
- Assist the Learner to prepare for the placement, ensuring that work placement requirements are fully understood
- Provide the Learner and employer with the Practical Placement Handbook
- Provide the Employer/Host Organisation and Learner with the contact details of a suitable contact person at the RTO
- Provide all required documentation to Learners and Employer/Host Organisation such as Agreements, Work placement logs, and any other required documentation to support the work placement
- Maintain contact with the Employer/Host Organisation and Learner during the placement to monitor progress and provide support as required
- If the RTO contact person is made aware of any accident or incident they are required to ensure that the Learner and employer complete an incident form for the accident or incident that occurs within the workplace during the Work Placement.
- Terminate the program immediately if there is any concern that the Learner's physical or emotional health and safety is placed at risk
- Follow the Insurance Arrangements
- Monitor and provide feedback to the Learner and Employer/Host Organisation on Learner's progress
- Conduct 'Workplace Observations' for each Learner to assess competency

Employer responsibilities

- **Ensure Learner is provided access to all age groups whilst completing the practical placement**
- Complete and return to RTO a signed *Work/Practical Placement Agreement* for each Learner that will be conducting work placement within the Employer/Host Organisation's workplace
- Ensure that the Learner receives an appropriate induction into the workplace, including tour of premises, introduction to work colleagues, identification and explanation of all OH&S requirements, confirmation of hours, duties, and reporting procedures
- Assign qualified supervisor for each Learner and ensure Learner is supervised during the work/practical placement
- Allow RTO trainers and assessors access to the Learner for workplace observations
- Ensure the Learner DOES NOT perform duties that are outside the role of an assistant Educator or untrained Diploma Educator
- Provide a safe working environment
- Have appropriate employee insurance arrangements, **NB: this agreement does not replace and employers' responsibilities regarding insurance.**
- Sight a copy of Learner's current Working With Children Check
- Participate in the training and assessment processes as required and directed by the RTO trainers and assessor's. This will involve providing support and guidance in the development of specific skills and knowledge and providing support in the assessment process, including completing Third Party observation documentation where appropriate
- Ensure that Learners can contact their parent/guardian if under 18 years of age or RTO representative if necessary
- Provide the Learner with ongoing feedback
- Ensure that Learners participating in work placements are not subjected to any form of sexual harassment, victimization or discrimination, in accordance with equal opportunity and anti-discrimination acts and other similar legislation, and at common law
- Whilst the Learner is completing Practical Placement report all incidents/accidents immediately to the RTO contact person. Complete an incident report for each incident/accident on the form provided by the RTO
- Verify all hours the Learner completes as part of Work Placement via a Learner's Work Placement Log
- Ensure compliance in Occupational/Work Health and Safety, by ensuring that Learners take a minimum 30 minute lunch break
- This agreement does not replace and employers' responsibilities regarding insurance and

Learner responsibilities

- Read this agreement and the Practical Placement Handbook in full
- Provide accurate and timely information where requested to satisfy all requirements prior to commencing a work placement
- Advise the RTO & Host Organisation of any medical or other factors that may adversely affect personal health and/or safety or the health and safety of others while on placement
- Before entering the Host Organisation premises, provide a current Working with Children check to the Employer/Host Organisation and RTO
- Understand all conditions of placement arrangements while on placement
- Participate in an induction on the first day of the placement or as required by the Employer/Host Organisation
- Follow the Employer/Host Organisation's rules and follow all reasonable instructions of the Employer/Host Organisation and their staff
- Be punctual, courteous and act in a manner appropriate to a workplace. For example, telephone the employer if you are going to be absent, preferably in advance, otherwise as early as possible
- Complete any assessment requirements set by the RTO trainers/assessors, including gathering evidence of competence. Comply with all legislative requirements of the Host Organisation. Such requirements may include occupational health and safety matters, maintaining commercial confidentiality or privacy of personal information
- Adhere to the relevant policies and procedures of the Employer/Host Organisation
- Ensure that you do not make comments in relation to the Employer/Host Organisation or the workplace on social media sites (such as but not limited to Facebook, Twitter) for the duration of and after completing work placement.
- 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
- Whilst completing Practical Placement report all incidents and accidents to the employer and the RTO as soon as possible after the event. A RTO incident form must be completed to document this, as well as any other reporting requirements of the Employer/Host Organisation

Signatures

RTO

By signing below on behalf of the RTO, I confirm that I understand and agree to the terms and conditions of this agreement and the RTO responsibilities.

Name:		Position:	
Signature:		Date	

Employer/Host Organisation

By signing below on behalf of the Employer/Host Organisation, I confirm that I have received the Practical Placement Handbook and understand and agree to the terms and conditions of this agreement.

Name:		Position:	
Signature:		Date	

Learner

By signing below I confirm that I have received the Practical Placement Handbook and confirm that I understand and agree to the terms and conditions of this agreement.

Name:		Position:	
Signature:		Date	

Parent/Guardian: If Learner is under 18 years

Name:		Position:	
Signature:		Date	

OFFICE USE ONLY

Copy of the signed agreement has been provided to:	<input type="checkbox"/> Employer	<input type="checkbox"/> Learner
Signed agreement has been uploaded to Go1 or Wisenet:	<input type="checkbox"/> Yes	<input type="checkbox"/> No, if not, ensure it is done urgently
Staff name:		
Position:		Date: <input type="text"/>