



**SOUTHERN CROSS EDUCATION INSTITUTE  
(HIGHER EDUCATION) PTY LTD**

**Student Work Placement Agreement**

|                                   |  |
|-----------------------------------|--|
| Host Employer Name:               |  |
| Placement Type                    |  |
| Student Name:                     |  |
| Student ID:                       |  |
| Date of Work Placement Agreement: |  |
| SCEI-HE Contact Person:           |  |

## **Introduction:**

This Agreement is required for any Work Placement undertaken as part of a course within SCEI-HE (“HEd Provider”). All parties (including HEd Provider, Student, and Host Employer) must sign this agreement to initiate this approved work placement agreement. This agreement is required where the work placement:

- Is directly related to the course of study being undertaken by the student
- managed and organised by SCEI-HE staff; managed and organised by SCEI-HE
- undertaken under the supervision of a host employer

The purpose of the work placement is for students to be able to participate in formal assessment processes. It enables students to observe professionals within the field and gather information to support their learning and complete tasks on the job. It allows the students to be in an environment that is set up to meet requirements of individual units of competency within the accredited program of study.

## **Purpose of the Agreement:**

This work placement agreement sets out the responsibilities of SCEI-HE staff, employers and students for programs delivered by SCEI-HE. This agreement must be completed and signed by all parties prior to the commencement of any work placement arrangement.

### ***Definitions of terms within this Agreement:***

|                                |   |
|--------------------------------|---|
| Practical Placement:           | Any structured workplace learning that is part of a written agreement between a HEd organisation (the SCEI-HE) and an employer/organisation. It includes work observation, work experience and other forms of workplace learning. |
| Host Employer:                 | Workplace providing practical placement activity  |
| Workplace Supervisor           | Employee or owner of the host organisation identified as contact person for student and SCEI-HE.  |
| Practical Placement Agreement: | Written agreement signed by student, host employer and SCEI-HE to specify hours of placement and activate insurance cover.  |

## **STUDENT RESPONSIBILITIES**

### **BEFORE THE PLACEMENT**

1. Be aware of the information in this agreement.
2. Participate in the work placement selection process used by SCEI-HE and the host employer.
3. When applicable, obtain a parent's or guardian's approval to enter into the agreement.
4. Provide accurate and timely information where requested to satisfy any host employer or legislation requirements prior to commencing a work placement.
5. Advise SCEI-HE of any medical or other factors that may adversely affect personal health and safety or the health and safety of others while on placement.
6. Ensure all learning requirements while on placement are understood.
7. Understand all conditions of employment while on placement (Inc. payment, hours, and uniforms etc.)

### **DURING THE PLACEMENT**

1. Participate in an induction on the first day of the placement or as required.
2. Follow the host employer rules and follow all reasonable instructions of the employer and their staff.
3. 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.
4. Complete any assessment requirements set by SCEI-HE Lecturers / Tutors / Staff, including gathering evidence of competence.
5. Comply with all legislative requirements of the host employer. Such requirements may include occupational health and safety matters, maintaining commercial confidentiality or privacy of personal information.
6. Comply with all occupational health and safety policies and legislation, including wearing protective clothing and using safety equipment as directed by the host employer or their staff.
7. 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.
8. Report all incidents and accidents to the host employer and SCEI-HE as soon as possible after the event. A HEd incident form must be completed to document this, as well as any other reporting requirements of the host employer.
9. Obtain all medical treatment deemed necessary by a medical practitioner if you are injured while on placement. (Note that you are responsible for the cost of all medical expenses covered by Medicare, or a combination of Medicare and private health funds, in respect of injuries, including the gap between the cost of medical treatment and Medicare/private health fund payments).
10. Work placement must be undertaken on a voluntary basis so as not to be confused with roles and responsibilities
11. If you are employed in the specified industry and up-skilling your qualifications, then work placement will be covered by SCEI-HE's personal accident insurance policy.
12. At no time during the work placement is the student to be or be deemed to be an employee of the host employer.

### **AFTER THE PLACEMENT**

1. Complete an evaluation form for the placement if requested to do so by SCEI-HE or host employer.
2. Write a letter of thanks to the host employer for hosting the placement.

## **SCEI-HE RESPONSIBILITIES**

### **BEFORE THE PLACEMENT**

1. Provide equal opportunity to all students in accessing placements and provide for reasonable adjustment where necessary. If a student is under 18 years of age, make sure that parent or guardian approval is obtained to enter into a work placement agreement.
2. Make contact with host employers and negotiate the work placement program, including the student selection process and the type of training placed students will undertake.
3. Discuss student safety with the host employer and ensure that a student is not placed in a work situation where there are:
  - a. General unacceptable workplace risks or working conditions.
  - b. Identified OH&S risks or issues
  - c. Specific unacceptable risks or hazards due to the student's age, maturity, ability, disability or medical condition.
4. Advise the host employer in writing of any relevant medical or other factors that may affect the student's health and safety or the health and safety of others while on placement.
5. Ensure that both the host employer and student (and if applicable, parent/guardian) have a copy of, and fully understand, the work placement support materials and the approved work placement agreement.
6. Ensure a work placement agreement is completed, signed and held at HEd facilities prior to the student starting their placement. The host employer and student should also be given copies.
7. Make sure the student has fulfilled any industry specific requirements, for example police checks.
8. Ensure that the host employer certifies in the work placement agreement that they have their own public liability insurance and lists the insurance company responsible for the cover in the agreement.
9. Assist the student to prepare for the placement, ensuring a full understanding of the work placement requirements is understood.
10. Provide the host employer and student with the contact details of a suitable contact person at SCEI-HE.
11. Provide all required documentation to students and employers such as Agreements, Work Placement logs, and any other required documentation to support the work placement.

### **DURING THE PLACEMENT**

1. Make regular contact with the host employer and student during the placement to monitor progress and provide support as required. This may include developing the employer's capacity to coach and train the student.
2. Visit the workplace to monitor the student's progression and working conditions. Assessments will also be conducted to confirm student progress.
3. If a SCEI-HE contact person is made aware of any accident or incident they are required to ensure that the student and employer complete an incident form for the accident or incident that occurs within the workplace during the Work Placement.
4. Terminate the program immediately if there is any concern that the student's physical or emotional health and safety is placed at risk.
5. SCEI-HE acknowledges that at no time during the placement the student will be employed or deemed to be an employee of the host employer.

### **AFTER THE PLACEMENT**

1. Provide the host employer with an evaluation form or other method of giving feedback on the work placement program and send a letter or call the employer to thank them for hosting the student.
2. Keep an accurate record of the work placements and make sure that this is kept in the student file as evidence.

## **HOST EMPLOYER RESPONSIBILITIES**

### **BEFORE THE PLACEMENT**

1. In consultation with the SCEI-HE contact person, participate in an appropriate process for selecting students for placement.
2. Plan for the student's time in the workplace, including discussing the learning needs of the student with the SCEI-HE contact person.
3. Notify the SCEI-HE contact person of any significant risks, restrictions or legislative requirements imposed in the workplace so that SCEI-HE is able to determine the appropriateness of the workplace for Work Placement purposes.
4. Complete and return to SCEI-HE a signed Work Placement Agreement for each student that will be conducting Work Placement within the host employer's workplace.
5. Certify on the agreement that the workplace holds its own relevant public liability insurance cover. Please also list the company with which cover is maintained.

### **DURING THE PLACEMENT**

1. Ensure that the student 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
2. Provide supervised training and relevant learning experiences as discussed with SCEI-HE Lecturer / Tutor / Staff and contained in the student's learning plan.
3. Provide a safe working environment where the student is:
  - a. Adequately supervised by the host employer and their staff;
  - b. Fully informed of the risks associated with the work environment;
  - c. Provided with protective clothing and safety equipment as needed;
  - d. Safeguarded from injury or risks to health as employees are under relevant Occupational Health and Safety legislation.
4. Participate in the training and assessment processes as required and directed by Lecturers / Tutors / Staff. This will involve providing support and guidance in the development of specific skills and knowledge and providing support in the assessment process.
5. Ensure that students can contact their parent/guardian or HEd representative if necessary.
6. Provide the student with ongoing feedback and complete any assessments of the student where these have been negotiated with HEd staff.
7. Ensure that students 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.
8. Work placement must be undertaken on a voluntary basis so as not to be confused with roles and responsibilities
9. Report all incidents/accidents immediately to the SCEI-HE contact person. Complete an incident report for each incident/accident on the form provided by SCEI-HE.
10. Verify all hours the student completes as part of the Work Placement via a student's Work Placement Log.
11. The host employer acknowledges that at no time during the Work Placement will the student be or deemed to be an employee of the host employer.

### **AFTER THE PLACEMENT**

1. Complete an evaluation of the work placement program to provide SCEI-HE with feedback on the Work Placement program and the student's outcomes.



## **GENERAL INFORMATION**

### **TERMINATION**

1. This agreement may be terminated immediately where any party (student, host employer or HEd staff) feels any party is being placed in a position of unreasonable risk or danger.
2. Where the host employer or student believes the placement has become untenable for any reason they should contact SCEI-HE contact person and seek further advice.
3. Termination must be communicated verbally to each party immediately upon its occurrence, followed up by notice in writing to each party giving the reasons for the termination.
4. Where appropriate options such as replacing students or workplaces may be possible and shall be determined by SCEI-HE on a case by case basis.

### **PERSONAL ACCIDENT INSURANCE**

1. SCEI-HE must ensure that all students undertaking Work Placement are covered by insurance in the event of an accident or incident that occurs due to no fault of their own. The common options may be:
  - Student has private cover (OSHC) or Medicare
  - SCEI-HE has current Personal Accident Insurance that covers our students whilst on placement. (This can be provided to Host employer upon request)
  - Host Employer has public Liability which covers student whilst on premises
  - Students are covered through employee arrangements with the host employer.
2. The Victorian Department of Education and Early Childhood Development (DEECD) WorkCover insurance policy (CGU Workers Compensation Victoria) is in place to provide cover for our students who may be injured while undertaking work placement with a host employer. Condition: Unless there is a signed, written Agreement, WorkCover will not cover students on work placement.

### **PUBLIC LIABILITY INSURANCE**

1. Public (general) liability provides cover for any injuries to third parties or damage to property belonging to others caused by the negligent actions of the HEd and/or HEd representatives.
2. Public liability will extend to cover SCEI-HE where it is held legally liable for injury or property damage to a third party that results from the activities of groups working on behalf of the HEd, including students on HEd-approved work placements.
3. SCEI-HE has current Civil Liability Professional Indemnity Insurance which covers students on placement (This can be provided to Host employer upon request)

# SCEI-HE WORK PLACEMENT AGREEMENT

## COURSE INFORMATION

Course/Qualification:

## HOST EMPLOYER INFORMATION

Employer Name:

Employer's Address:

Employer Email:

Contact Person at Workplace:

Contact Phone No. at Workplace:

Number of Students permitted at the one given time.

## HEd INFORMATION

Contact Person at RTO for Employer and Student:

Contact at RTO Phone No.:

Contact at RTO Email:



**STUDENT INFORMATION**

|                    |  |
|--------------------|--|
| Student Name:      |  |
| Student Phone No.: |  |
| Student Email:     |  |

**PLACEMENT STRUCTURE**

|  |  |
|--|--|
| Dates of Placement (start and end date): |  |
| Days of work each week:                  |  |
| Hours of work each day:                  |  |
| Tasks to be completed during placement:  |  |

**DECLARATION**

***HEd Representative:***  
I have read and understand my responsibilities under this Work Placement Agreement and SCEI-HE approves the work placement outlined above.  
*Authorised HEd representative Signature:*

*Name and Title:* \_\_\_\_\_ *Date:* \_\_\_\_\_

***Host Employer:***  
I certify that this organisation holds a current public liability insurance policy and is available to the HEd institution upon request.  
I have read and understand the host employer's responsibilities under this agreement.  
*Host Employer Signature:*

*Name and Title:* \_\_\_\_\_ *Date:* \_\_\_\_\_

***Student:***  
I have read and understand the student's responsibilities under this agreement and agree to abide by these responsibilities and the policies, procedures and practices of the host employer.  
*Student Signature:*

*Name* \_\_\_\_\_ *Date:* \_\_\_\_\_

