



# WORKPLACE LEARNING

## *Creating pathways.....*

### Learning in the Workplace:

Learning in the workplace involves a student undertaking a placement with a nominated host organisation to help link theoretical learning with its application in the workplace. This enables a student to expand on their knowledge and skills, improve their employability experience, reflect on and evaluate their own work practices

### Placement Details:

The learning placement may be completed as:

- *A block placement; or*
- *Any other format mutually agreed upon between the host organisation and the student.*

Duties and rosters are assigned to a student appropriate to their course learning objectives, the need of the workplace and the level of experience of the student.

It is expected that the student will make a significant contribution to the host organisation as well as develop skills and knowledge for future employability. Students are encouraged to participate in placements that are consistent with their field of study.

The number of hours a student is expected to complete will depend on their course requirements, for example:

- Certificate in Aged Care—60 to 120 hours;
- Certificate in Disability Services—120 hours;
- Certificate in Community Services—150 hours.

### How is a placement arranged:

A student's training organisation will have a number of organisations that have agreed to place a student which will meet the needs of both the students and the host organisation.

When a placement has been deemed suitable, the student's training organisation will work out an agreement with the host organisations as to:

- *Nature of duties to be assigned;*
- *Work hours/times; and*
- *Precise dates on which the placement is to begin and end.*

This information must be formalised in a Student Placement Agreement.



### Why should an organisation take a placement student:

Host organisations offer a variety of reasons for providing placements, for example:

- A desire to help students gain practical experience;
- An opportunity for staff development through mentoring students;
- An opportunity to evaluate prospective employees;
- An opportunity to build links within the wider community; and
- Access to additional skills and knowledge.



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## Important Information

### Responsibilities of Host Organisation:

The organisation is expected to provide the student with:

- A variety of work tasks that allows the student to complete their learning objectives;
- Adequate and professional supervision; and
- Regular feedback to the student on their performance.

Once the placement is completed the host organisation will complete a short evaluation to ensure the student has completed their learning objectives and to gain feedback on how the host organisation met those objectives.

### Responsibilities of the Student:

Students are given an induction which advises them on topics such as the host organisation's structure, quality frameworks and standards under which they work, protocols and policies, code of conduct, confidentiality, workplace health and safety.

A student should not reveal any confidential information about individuals or other organisational matters. Students are to attend the workplace as required, adhere to any specified dress or code of conduct, and perform their duties to the best of their ability.



### Criminal History Checks:

Before commencing their placements, students will be required to undergo a criminal history screening process. It is the responsibility of the student's training organisation to apply for these checks and to provide a copy of completed checks to the host organisation. Currently there are several checks that a student may be required to have:

- **National Police Certificate**—for aged care;
- **Working with Children Positive Notice**—to work with children;
- **Disability Positive Notice Care**—for disability services; and
- **Confirmation of Child Safety and Personal History Screening**—to work with children and families under the *Child Protection Act [QLD] 1999*.

Depending on your host organisation one or more of these checks will need to be conducted.

### Insurance:

The student's training organisation is to provide insurance cover for their placement. A copy of the insurance cover is to be given to the host organisation before a placement can commence.

### Remuneration:

Students are **NOT** entitled to be paid any remuneration for their placement.