

Practical Placement Agreement

Student Name: _____

Introduction

Work placement is a valuable and compulsory requirement of a student's course with DNA Training Solutions Pty Ltd. All students are required to complete tasks in a practical work environment in order to be deemed competent in various units from the qualification.

Whilst undertaking work placement students will have the opportunity to:

- Gain invaluable experience in a real work environment
- Complete practical tasks relevant to your future workplace role
- Conduct research into workplace expectations and practices
- Observe experienced staff completing tasks
- Develop an understanding of workplace policies and procedures
- Form networks that may assist with future job opportunities

Student Responsibilities

Throughout a work placement students will be required to:

- Ensure they work safely in line with organisational policies and procedures
- Undertake tasks under supervision at all times ensuring these are within their abilities and training
- Notify their Supervisor if tasks are outside their skill/knowledge level or if they are having any issues with a task
- Advise their Supervisor of upcoming visits from their trainer/assessor
- Record hours worked in their Workplace Hours Logbook and have them verified by their Supervisor
- Advise their trainer/assessor and the Supervisor if they will be absent from a scheduled work day at least 2 hours before it commences
- Advise their trainer/assessor if there are any changes to their details or workplace (a new agreement must be signed with each workplace)
- Notify their trainer/assessor if any difficulties or issues arise

Host Workplace Responsibilities

In agreeing to host a student for work placement the host workplace is required to:

- ♦ Supervise employee/student whilst they are undertaking the placements and appoint appropriately trained staff to undertake such supervision
- ♦ Ensure that tasks undertaken by students in the workplace and on the job are taking into account the employee/students' skills and/or level of experience
- ♦ Ensure that the tasks/jobs undertaken are relevant and complement the training and learning experiences for the employee/student
- ♦ Provide appropriate and proper orientation and ongoing access to the employee/student in relation to the Organisations' policies and procedures
- ♦ Ensure that the health and safety of the employee/student is not placed at risk and ensure compliance with all the obligations under applicable occupational health and safety, equal opportunity and anti-discrimination Laws

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- ♦ Allow DNA Training Solutions Pty Ltd trainers to conduct workplace visits with the student as required
- ♦ Ensure the student is provided time and opportunity to complete tasks relevant to their course requirements (as outlined in the Supervisors Booklet)
- ♦ Complete the Supervisors Booklet with details regarding skills the student has demonstrated throughout the work placement

DNA Training Solutions Pty Ltd Contact Details

Head Office: 0405 781 459

Trainer mobile number:

The following form is to be completed by all parties and a copy provided to the student, host workplace and DNA Training Solutions Pty Ltd.

Student Personal Details	
Full name:	
Contact number:	
Contact email:	
Date of birth:	
Do you have any medical conditions, disabilities or allergies that your host workplace would need to be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of this:	
Do you currently take any medication that your host employer would need to be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide details of this:	

Emergency Contact Details	
Emergency contact name:	
Relationship to student:	
Emergency contact phone number:	

Student Agreement	
In signing this you agree that you:	<input type="checkbox"/> Will provide your host employer with the following documents: <ul style="list-style-type: none">○ Drivers licence○ Any other relevant licences/registrations as requested by the employer

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	<input type="checkbox"/> Will conduct yourself professionally and work in line with organizational policies and procedures of your host employer <input type="checkbox"/> Will maintain confidentiality of all information including clients, staff and any other workplace information <input type="checkbox"/> Have read and understand your responsibilities when undertaking work placement <input type="checkbox"/> Will notify DNA Training Solutions Pty Ltd of any issues with your work placement		
Student Signature:		Date:	

Work Placement Details	
The student is enrolled in the following course with DNA Training Solutions Pty Ltd:	
The student is required to complete the following minimum number of work placement hours (note: these are able to be completed at a number of workplaces)	
DNA Training Solutions Pty Ltd Contact Person:	
Role:	
Contact Number:	

Host Workplace Details	
Workplace Name:	
Address:	
Contact name & position:	
Contact number:	
Contact email:	
Supervisor name:	
Supervisor title:	
Details of any other supervisors (<i>note: if applicable, all Supervisors are required to sign the agreement in the Supervisors Booklet</i>)	

Host Workplace Agreement	
I, the Host Workplace:	<input type="checkbox"/> agree to provide the student as above with placement hours as outlined on the Work Placement Shifts Schedule (provided over-page) <input type="checkbox"/> will provide the student with a safe workplace that is suitable for work placement learning and assessment

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	<input type="checkbox"/> will provide the student with a workplace induction outlining Workplace Health and Safety procedures and ensuring they are aware of any policies and procedures relevant to their work role <input type="checkbox"/> will ensure the student is adequately supervised at all times whilst undertaking work placement <input type="checkbox"/> have received a copy of, and read, the Supervisors Booklet and understand the students work placement needs <input type="checkbox"/> agree to notify DNA Training Solutions Pty Ltd immediately if there are any issues with the student or the work placement agreement		
Signature:		Date:	
Position:			

Work Placement Shift Schedule

If work placement is to be broken into a number of blocks, please outline each block under each section below. If the placement is ongoing, please fill out the details under Work placement 1.

Work placement 1	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	
Total number of hours:	

Work placement 2	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	

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Total number of hours:	

Work placement 3	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	
Total number of hours:	

Work placement 4	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	

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Total number of hours:	
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Work placement 5	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	
Total number of hours:	

Work placement 6	
Date work placement is to commence:	
Date work placement is to finish:	
Number of hours per week:	
Number of weeks:	
Roster/Shift information: (Days of week – start times and end times)	
Total number of hours:	