

TAFE NSW Institutes

Student Placement Record

- Original to be held by the TAFE NSW Institute
- Copy 1 to be held by the school
- Copy 2 for host employer
- Copy 3: for the student
- Copy 4: for the parent or carer

Student's Name:	TAFE NSW Institute:	Host Business:
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Tick more than one if applicable:

- HSC VET work placement
 Other
 Accommodation away from home

Section 1: Student placement summary

Start date _____ Finish date _____ Total number of days _____ Related course/activity _____
 Student's starting time _____ Finishing Time _____ Lunch break _____ Student's total hours _____

- Tick where relevant:**
 Block
 One day per week
 Split shifts e.g. Hospitality

Shift details (times/location) _____

Host employer 'onsite' address _____ Contact person _____
 _____ Phone _____ Mobile No _____
 _____ Email _____

Student details

Year (e.g. 10,11) _____ Date of birth _____
 Student's mobile no. _____ Medicare no. _____

Details below (or attached) of any adjustment, medication or medical condition (e.g. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy), **disability, learning and support need or factors the school or employer should know:**

Please tick where applicable:

I am at risk of an anaphylactic reaction and will carry an adrenaline auto-injector, e.g. EpiPen and relevant ASCIA Action Plan. Yes No

The host employer requires evidence of vaccination compliance. (NEW) Yes No

The placement includes out of normal business hours, e.g. 6-9pm Yes No

If yes, name of student's emergency contact out of normal business hours _____

Parent/carer/other _____ Home Phone _____

Mobile _____ Work Phone (if relevant) _____

- I have completed all pre-placement activities.
- I have been issued with a **Student Safety & Emergency Contact Card**.
- I know who to contact in case of emergency.
- I will inform both the host employer & my teacher as soon as possible, if I am unable to attend the workplace.
- I am aware of my rights and responsibilities.
- I am aware of the contents of the Privacy Notice on Page 3.
- I will comply with all reasonable directions of the host employer & their employees.
- I understand that if I feel unsafe during the placement, I have the right to not undertake the task & report the issue, as soon as possible.
- If I have access during the placement to business or personal information which is private or confidential, I will not convey that information to any person outside the host employer's workplace.
- I will not use any mobile device to record conversations, video, or take photos without the permission from the host employer or supervisor.
- I will inform my supervisor & the TAFE NSW Institute promptly of any injury or accident that involves me.
- I understand my responsibilities during the placement to support work, health & safety in the host workplace. I know I must not do anything to jeopardise the safety of myself or others.
- I know I must contact my TAFE NSW Institute if I have any concerns about my placement.
- I understand that there are no negative consequences to me in reporting health & safety issues to my TAFE NSW Institute, the host employer or to my parent(s)/carers.

Student signature _____

Date _____

Section 2: School details

School _____ Email _____
 Address _____ School phone number _____
 _____ Front office hours _____

- I give permission for this student to undertake mandatory work placement required for the HSC VET course delivered by the TAFE NSW Institute as outlined in this Student Placement Record.

Signature of Principal/Nominee

Date

Print Name

Nominee Position in School

Student's Name:	TAFE NSW Institute:	Host Business:
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Section 3: TAFE NSW details

TAFE NSW Institute	Email
Address	TAFE Campus phone number
	Office hours
	TAFE NSW Institute's nominated contact, position and phone/mobile details during normal business hours

The TAFE NSW Institute undertakes to ensure that:

- the student is prepared for the workplace to optimise the student's safety and achievement during their placement
- the employer is provided with a copy of *The Workplace Learning Guide for Employers*
- the student's parents or carers are provided with a copy of *The Workplace Learning Guide for Parents and Carers*
- if the placement involves accommodation away from home, additional preparation occurs and relevant documentation is completed & attached.
- the travel form is completed, where relevant. (NEW)

Section 4: Host employer details (This first section may be completed by the student)

Name of organisation or trading name _____

Address _____

 _____ Postcode _____

Email _____

Website _____

Contact person _____

Position _____

Phone _____

Mobile _____

Fax _____

Location of placement (if different from above address) _____

Request is for: HSC VET work placement or Other _____

Dear Host Employer:
 Please complete all the following responses to give the TAFE NSW Institute important information about the proposed placement. If more space is needed please attach the information. This will assist the TAFE NSW Institute to manage their duty of care to the student and your responses will help you satisfy your relevant workplace obligations. You may wish to keep a file copy as a guide for any future placements. Thank you.

Overview

Type of industry _____ Main activity _____

Approx no. years in current operation _____ Approximate no. employees at proposed worksite _____

Government enterprise Private enterprise Self-employed Other _____

Tick only if you have hosted school students for work experience or work placement in the last 12 months.

Supervision and student hours

Name of the experienced employee who will provide on-going supervision. **The supervisor would not be a trainee or an apprentice.**

Supervisor's name _____ Position _____ Phone _____

Student's starting time _____ Finishing time _____ Lunch break _____ Student's total hours _____

Tick where relevant: Block One day per week Split shifts

Shift details and location _____

Start/finish details _____

Please note: there are a number of hazardous activities which are prohibited for students undertaking placements. These are listed at:
[Prohibited activities and activities that need special consideration.](https://www.det.nsw.edu.au/vetinschools/worklearn/ProhibitedActivities.html)
 Or see website <https://www.det.nsw.edu.au/vetinschools/worklearn/ProhibitedActivities.html>

Description of the proposed placement – in detail

See [Completion of the Student Placement Record to meet the Department's standards](#) or see website <https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html>

Activities/duties to be undertaken by student _____

Any activities or tasks the student is not to undertake e.g. no-go areas, machinery or equipment that is too dangerous for new or young workers to operate. Please be specific. _____

Student's Name:	TAFE NSW Institute:	Host Business:
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Indicate any risks to the student in the planned activities e.g. manual handling, repetitive activities, exposure to sun, chemicals, fumes, use of particular tools or equipment, proposed horse riding or use of farm vehicles. **Please be specific.**

How will those risks be eliminated or controlled? **Please be specific.**

Special conditions e.g. clothing, footwear, equipment, pre-training, vaccination, transport, multiple sites, routine car travel & individual student needs.

Please tick if these are available to the student:

Essential: first aid facilities suitable toilet facilities drinking water
 Other: lunch room staff canteen lockers

Tick this box if you wish the student's TAFE NSW Institute to contact you prior to the placement e.g. to provide you with information about the student such as their experience, skill level, any adjustment required, or for you to discuss aspects of the student's safety in the workplace.

Host employer/workplace supervisor to complete the following declaration:

- I have read [The Workplace Learning Guide for Employers](#) and am aware of the employer's rights and responsibilities outlined in it and the need to provide a safe and positive environment for the student, free from harassment and discrimination.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the requirements of the *Work Health and Safety Act 2011 (NSW)* and [Completion of the Student Placement Record to meet the Department's standards](#)
- I will check any health care concerns with the student and ensure they and their supervisor knows what to do in the case of a medical event i.e. where the student will keep their medication, e.g. an adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the TAFE NSW Institute and will notify the TAFE NSW Institute immediately of any health and safety incidents involving a student while on placement, including near misses, to enable TAFE NSW to fulfil its WHS obligations.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid in relation to the placement.
- I will notify the TAFE NSW Institute if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the TAFE NSW Institute immediately if I need to change sites, redirect students to another location or find asbestos on the site.
- I have read and understood the special responsibilities associated with working with children and young people as detailed in the section related to child protection in *The Workplace Learning Guide for Employers*. I understand students must report incidents to their TAFE NSW Institute.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- I have informed employees of their responsibilities when working with children and young people.

Additional Information for Employers is available at:

<https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html> or scan the QR code opposite.



Signature of host employer/workplace supervisor

Date

Print Name

Position

Privacy notice-for all parties

The information provided by students, parents/carers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the TAFE NSW student. TAFE NSW will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/carer. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the Institute Manager or nominee.

Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning.

The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected.

You may correct any personal information by contacting the teacher in charge of the student's workplace learning program at the student's TAFE NSW Institute.

Student's Name:	TAFE NSW Institute:	Host Business:
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Section 5: Parent/carer permission (Must be completed for students aged under 18 years)

Name _____ Relation to student _____
 Address _____ Mobile _____ Work Phone _____
 (Optional) _____ Home Phone _____ Medicare no. _____
 _____ Postcode _____ Contact phone number after normal business hours _____
 Email _____

- I have read *The Workplace Learning Guide for Parents and Carers* and understand my role and responsibilities. Additional information for parents and carers is available at: <https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html>
- I will immediately notify the TAFE NSW Institute if I have any concerns and the TAFE NSW Institute will follow up and action and advise the school.
- I am aware of the contents of the Privacy Notice on Page 3.

The workplace requires evidence of vaccination compliance. No Yes (Please ring the TAFE NSW Institute for more information).

- Tick if the placement choice includes overnight accommodation away from home. I understand this will need special approval and additional documentation.

I consent to my child in Year _____ undertaking the placement outlined on this Student Placement Record

<i>Signature of parent/carer</i>	<i>Date</i>	<i>Where relevant: Years 11-12: signature/date of adult approved by the parent to be after the normal business hours contract</i>
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Section 6: TAFE NSW Institute approval of the placement

- The student has been prepared for the workplace by the TAFE NSW Institute to optimise the student's safety and achievement during their placement.
- The placement is supported according to the Department of Education's [Workplace Learning Policy and Associated Documents and Forms](#).
- The TAFE NSW Institute will report incidents affecting the safety of students, including near misses, while undertaking workplace learning in accordance with the [Department's Incident Reporting Policy and Procedures](#). In accordance with the Policy, incidents must be reported as soon as possible but within 24 hours. The TAFE NSW Institute will also advise the school of any incidents or accidents.
- The student has been issued with a personal Student Safety and Emergency Contact Card and trained how to use it.
- If medical information, support or adjustments are to be provided this has been shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, the TAFE NSW Institute has confirmed that the parent or carer has provided an adrenaline auto-injector for their child for the placement.
- The TAFE NSW Institute has provided a copy of the student's current ASCIA Action Plan or health care plan cover sheet to the host employer and has discussed it with them. Tick: N/A Yes No
- Where the placement mandates a general construction induction training card/"white card", it has been sighted. (NEW)
- Where the placement involves accommodation away from home, relevant documentation is completed and attached.
- Where the employer has asked to be contacted, the employer has/has not been contacted by phone/visit. See tick box on page 3.
- I am satisfied that all of the above have been completed and that all parts of this Student Placement Record are complete and signed as required and that the placement is suitable for this student.

<i>Signature of Institute Manager/Nominee</i>	<i>Date</i>
_____	_____
<i>Print Name</i>	<i>Position in TAFE NSW Institute</i>
_____	_____