IET Education Group Pty Ltd T/A Immaculate Education and Training

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Work Placement Guide for Students

Student Policy

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Approved by	Chief Executive Officer
Applies to	Students enrolled in CHC33021 Certificate III in Individual Support (Ageing and Disability) and CHC43015 Certificate IV in Ageing Support
Related documents	Internal policy IET-POL-08 Work Placement; Work Placement Agreement (student expectations and acknowledgement); Student Handbook

1. About Your Placement

Work placement is a compulsory part of your course. It is where you put what you have learned in class and in our simulation laboratory into practice, supporting real people in a real aged care or disability workplace. It is also where your trainer collects the workplace evidence needed to assess several of your units.

Placement is unpaid because it is a required part of your course. You are a student on placement, not an employee, and you must not be used to replace paid staff. As a student on a vocational placement, you keep your rights under the Fair Work Act.

2. Hours and Timing

You must complete at least 120 hours of placement. These hours meet the national requirement for at least 120 hours of direct support work in your course.

Certificate III in Individual Support (Ageing and Disability), CHC33021:

- placement is one continuous block at the end of your course, after all classroom training and simulated assessment are finished
- placement is usually 20 hours a week, and some hosts may roster up to 40 hours a week
- because you are completing both the Ageing and Disability specialisations, you need experience supporting older people, people living with dementia, people receiving palliative care and people with disability. If one host cannot offer all of these, your 120 hours will be split between an aged care host and a disability support host, and the split will be recorded in your placement plan

Certificate IV in Ageing Support, CHC43015:

- placement is one continuous block at the end of your course, after all classroom training and simulated assessment are finished
- placement is usually 20 to 40 hours a week, depending on the host's roster

For both courses:

- your timetable shows your planned placement dates, and your actual start and finish dates are confirmed in writing before placement begins
- you will not be asked to work more than 8 hours a day
- your hours count only the time you spend working. Meal breaks are not included
- if you take a scheduled break just before placement, your trainer will check you are ready and give you a practical skills refresher if needed

3. Where You Will Go

IET arranges all placements with approved host organisations. These are registered aged care providers, registered NDIS providers or other aged care, home and community or disability support organisations. Before you start, IET signs a Work Placement Agreement with each host, and we check that the host:

- will give you a suitably qualified workplace supervisor
- is a safe workplace
- can give you the tasks your units require
- will let your trainer visit to observe and assess you

We will consider your preferences and where you live, but we cannot guarantee a particular host or location. Some hosts may be further away, and you are responsible for your own travel.

4. Before You Start

You can only start placement when your trainer confirms you are ready. This means you have completed all classroom training and simulated assessment for the placement units, including the simulations that must be done before workplace assessment.

You must also give IET the following before your placement starts:

- a current National Police Check (no older than 12 months)
- an NDIS Worker Screening Check, if your placement is with a disability support provider
- any aged care worker screening or checks your host requires
- a Working with Children Check, if your host requires one
- any vaccination evidence your host requires, for example influenza or COVID-19

These checks are at your own cost. Please start applying early, as some checks can take several weeks. Placement cannot start until they are provided.

You will also attend a pre-placement induction with IET. It covers:

- your responsibilities and the student expectations in the Work Placement Agreement
- how to complete your two logbooks
- how trainer visits work
- privacy and confidentiality
- safety, and incident reporting
- who to contact if you need help

At the end of the induction, you will sign a student acknowledgement confirming you understand your responsibilities. You will receive your placement details in writing, including the host's name and address, your supervisor, your start and finish dates, and your hours.

If you have a disability or health condition that may affect your placement, please tell us before you start. With your permission, we can talk to the host about adjustments, such as a suitable host or adjusted shift lengths within your total hours.

5. On Your First Day

Your host will give you an induction on your first day. It should include:

- a tour of the workplace
- an introduction to your supervisor and the team
- the workplace's health and safety rules and emergency procedures
- confirmation of your hours, duties and who to report to

Make sure you know who your supervisor is and how to contact them.

6. What Is Expected of You During Placement

While on placement, you must:

- arrive on time, in the uniform your host requires, with closed-toe shoes and your ID
- follow the host's policies, procedures and your supervisor's reasonable instructions

- only do tasks you have been trained for and that are within a student's scope of practice. Ask your supervisor if you are unsure
- never give medication, and never carry out clinical or nursing tasks you have not been trained for
- use personal protective equipment and safe manual handling techniques as directed
- treat residents, clients, families and staff with respect and dignity
- keep all resident and client information private. Never take photos or videos, and never post anything about your placement, residents or clients on social media
- not attend placement under the influence of alcohol or drugs
- tell your supervisor and IET before your shift if you will be absent or late
- complete both logbooks accurately and honestly at the end of every shift, and have your hours signed by your supervisor
- be available for your trainer's visits
- follow the Code of Conduct and Academic Integrity: Student Policy

Breaching these expectations may lead to your placement being ended and action under the Code of Conduct.

7. Your Logbooks

You will complete two logbooks:

- the logbook from your assessment resources, which is mapped to the units being assessed
- the IET Work Placement Logbook, which records each shift's date and hours (excluding breaks), the tasks you completed and the units they relate to, the types of clients you supported, your supervisor's sign-off and feedback, and your own reflections

Your hours must be the same in both logbooks and must match the host's roster records. Complete your logbooks honestly at the end of each shift. Never fill in hours or entries in advance or later from memory. Making up hours, entries or signatures is academic misconduct and will be treated seriously.

8. Trainer Visits and Assessment

Your trainer will visit you at your placement, usually at least twice a week, as arranged with your host. During visits, your trainer will:

- watch you perform tasks and collect assessment evidence
- check your logbooks and progress
- talk with your supervisor about how you are going
- give you feedback and help with any concerns

Every visit is recorded in a Workplace Visit Log. Your trainer will also keep in contact with you by phone or email between visits.

Your workplace supervisor will:

- oversee your work
- sign your hours
- give you feedback
- complete a third party report about your performance

Your trainer makes the final assessment decision for each unit, using their own observations, your logbooks and the supervisor's report. Units that are assessed in the workplace stay open until your placement evidence is complete.

9. If You Are Injured or Involved in an Incident

If you are injured, or involved in an incident or near miss:

- tell your supervisor immediately and make sure the host records it
- contact IET within 24 hours
- complete IET's Incident Report Form within 3 business days

In an emergency, call 000 first. IET will follow up every incident with you and the host, and will support you.

IET holds public liability and personal accident insurance that covers students while on approved placement.

10. If You Feel Unsafe or Have a Concern

Tell your trainer or the CEO straight away if:

- you feel unsafe, unsupported or overworked
- you are being discriminated against, harassed or bullied
- you are asked to do something you have not been trained for

We will act quickly, raise the concern with the host, and can move you to a different host if needed.

IET will end a placement immediately if your physical or emotional health and safety, or the safety of residents or clients, is at risk.

11. If Your Placement Needs to Change

If you cannot start your placement as planned, or need to stop or delay it (for example because of illness, work or family reasons), contact the CEO as soon as possible. We will complete a Work Placement Deferral Agreement with you, setting out your new expected dates.

If the gap between finishing your classroom training and starting placement is more than three months, your trainer will check your knowledge is still current before you go out.

If a placement ends early for any reason, IET will work with you to arrange another placement where appropriate, and the reasons will be recorded on your file.

12. Finishing Your Placement

Your placement is complete when you have:

- completed at least 120 hours, verified by your supervisor
- completed both logbooks
- had your supervisor complete the third party report
- given your trainer the evidence needed for each workplace unit

After your trainer's assessment decisions are checked and approved, your results are recorded. We will also ask you, and your host, for feedback about the placement, which we use to improve our placement arrangements.

13. Complaints and Appeals

If you have a concern about your placement that is not resolved, you can make a complaint, or appeal an assessment decision, under the Complaints and Appeals: Student Policy.

14. Contact During Placement

The CEO manages all work placements. Contact your trainer, or the CEO, on 0400 173 510 or at info@iet.edu.au. In an emergency, call 000.

This document is reviewed at least annually, and earlier where there is a change to legislation, the Standards, a training package, IET's scope of registration or IET's operations, or where a review, complaint, audit or validation outcome identifies the need for change. Changes are recorded in the Continuous Improvement Register.