
STUDENT PLACEMENT FAQ'S

DIPLOMA OF COMMUNITY SERVICES CHC52015

I WILL NEED TO HAVE SPECIAL HOURS DUE TO WORK OR FAMILY, WHAT DO I DO?

Please contact the placement team to discuss your situation.

WHAT IS THE PLACEMENT AGREEMENT?

Every student allocated a placement will receive a placement agreement sent via DocuSign. This document contains contact details of student and host, placement dates and any other important information relating to your placement. This agreement is signed by all parties in order of student, host and your placement coordinator.

All students will receive an email from DocuSign (we ask that you also check your junk mail).

Follow the prompts to digitally sign your agreement. This will then be sent on to the host to sign, followed by the placement coordinator. The placement team can check the status of the agreement at any time and once completed all parties will receive a copy of the completed agreement.

The placement agreement **MUST** be signed by all parties before commencing placement. Students will be unable to attend placement until this is signed. If you do attend your placement prior to signing and returning your placement agreement, your hours will not be counted.

CAN I COMPLETE PLACEMENT PART-TIME?

All students need to undertake placement in a continuous and uninterrupted block i.e. not broken up by holidays or planned leave. You will be required to negotiate the days and hours per week of placement with your host and communicate this with the placement team before commencing. It is ideal for students to complete their placement on a full time basis as undertaking placement on a part-time basis will impact the range of placement opportunities available to you.

WHAT WILL MY PLACEMENT HOURS BE?

You are required to complete x2 200 hour blocks of placement for the Diploma of Community Services. This is something you will discuss and establish with your placement host prior to commencing your placement. Please communicate your placement dates, days and hours with the placement team once confirmed with your host.

WHAT PAPERWORK DO I HAVE TO SUPPLY FOR MY PLACEMENT?

All students must provide prior to placement:

- Current Police Check (these are valid for 1 year)
- Current Working with Children Check (or other state equivalent if completing placement outside of Victoria).
- Signed student placement Expectations
- Covid-19 Infection Control Training certificate:
<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Resume
- Transportation information (to be completed on InPlace)

We will communicate with you via email if additional documentation is required

DO I NEED TO DO ANYTHING OR CONTACT ANYONE BEFORE I ATTEND PLACEMENT?

You must submit all placement documentation (information in previous question) before we can allocate you a placement. The placement team will send you an email shortly after your placement orientation session with the documentation required and timelines to submit by. If you have not received this email, please check your junk/spam folder before contacting our team for further assistance.

Once you are allocated a placement your allocation email will direct you to either make contact with your host or wait to be contacted, we provide you with the contact details to organise a meeting/interview with your host. Contact the placement team if you require guidance.

HOW MANY PLACEMENTS WILL I HAVE TO DO?

You will be required to attend x2 200 hour blocks of placement.

Students may be eligible for RPL (recognition of prior learning) from relevant industry work experience OR can elect to undertake supplementary projects that can contribute to their hours. For further information, contact the placement team.

CAN I DO PLACEMENT WITH MY CURRENT EMPLOYER WITHIN INDUSTRY/ IN MY WORKPLACE?

Placement in the student's workplace is permitted, providing certain conditions are met. The proposed placement has to be in an area/field of the course being studied. Your employer will need to meet and be agreeable to our student workplace placement guidelines and host requirements. Please email the placement team your employers details so we are able to determine if this is possible.

WHAT IS INPLACE?

InPlace is an online platform we use to upload and store student requirements and documents. It allows us to verify your documents and add preferences and notes to your individual files regarding placement.

I AM HAVING ISSUES WITH INPLACE AND UPLOADING MY DOCUMENTS.

Please refer to our InPlace user guide emailed to all students.

If you are unable to see your 'attributes' or where to upload your documents, please contact your placement team to have them look into the issue.

We ask that you email or call the placement team to help you troubleshoot any issues you are experiencing.

I DON'T HAVE MY LICENCE AND CATCH PUBLIC TRANSPORT WILL MY PLACEMENT BE AFFECTED?

The placement team will look at hosts and opportunities within your listed suburbs proximity. Please ensure your address/location is up to date.

CAN I DO PLACEMENT WHERE A FAMILY MEMBER IS PRESENT?

Due to issues concerning confidentiality and conflict of interest, we are unable to place students under a host where a family member is in attendance, either as a student, employee, client etc.

WHERE CAN I ENTER MY PLACEMENT PREFERENCES?

Please enter your placement preferences on InPlace under the 'host preferences' tab.

WHAT HAPPENS IF I DON'T ACCEPT MY PLACEMENT?

If you decline your placement offer, you will be required to sign a waiver noting that you have declined the allocated placement. Students will then be required to secure their own placement and complete their remaining hours in the scheduled placement block as per the student's timetable and Bendigo TAFE placement requirements. Any self-sourced placement must be approved by the coordinator.

WHO DO I CONTACT ABOUT MY LOGBOOK?

Please contact your teacher regarding any logbook related enquires.

WHAT IS A PPE INDUCTION?

A Personal Protective Equipment induction may not be applicable to your host. It may contain all or none of the following, an induction process, risk assessments, instructions, safe work methods, safety plans, supervision, skin and body protection and training processes.

We ask that at a minimum all hosts provide you with an induction. Please contact the placement team if you have any concerns.

WHAT DO I DO IF I AM UNWELL OR CANNOT ATTEND PLACEMENT FOR SOME REASON?

We ask that you contact your host and inform them of the situation and when you will be absent and returning. You are also required to contact the placement team to inform us. Keep the lines of communication open between both the host and placement team regarding all matters concerning placement.

WHAT HAPPENS IF I CAN'T COMPLETE MY PLACEMENT IN THE ARRANGED TIME FRAME OR BLOCK?

Please contact the placement team before your scheduled end date and inform them of your total hours and whether you will be completed by your end date. Your placement coordinator will discuss options available to you.

If your end date can be extended, an addendum will be created with a new end date, which will be sent via DocuSign to be signed by all parties.

CAN I CONTACT HOSTS TO ORGANISE MY PLACEMENT?

Bendigo TAFE has established relationships with hosts across all courses and retained information regarding their specific requirements and capacity. Therefore, all placements are organised through the placement team to ensure correct processes and compliance are followed. Students therefore must not contact hosts directly, if you have connections within industry please contact your placement coordinator to discuss your options.

WHO DO I CONTACT FOR HELP?

Bendigo TAFE Community Placement Team:

Email: communityplacements@bendigotafe.edu.au

Ph. 03 5434 1580