

**Copyright**

This document was developed by Compliant Learning Resources.

© 2022 Compliant Learning Resources.

All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior written permission of Compliant Learning Resources.

**Version Control & Document History**

|  |  |  |
| --- | --- | --- |
| **Date** | **Summary of Modifications** | **Version** |
| 13 January 2023 | Version 1.0 released for publishing | 1.0 |

# Table of Contents

[Vocational Placement Information 5](#_Toc122073581)

[How Do I Benefit? 5](#_Toc122073582)

[Who is Involved in Vocational Placement? 6](#_Toc122073583)

[An Overview of the Process for Organising Vocational Placement 7](#_Toc122073584)

[Organising Your Police Check and Other Required Certification 9](#_Toc122073585)

[Working With Children Check 9](#_Toc122073586)

[Police Check 10](#_Toc122073587)

[Other Requirements 11](#_Toc122073588)

[Finding a Vocational Placement Provider 12](#_Toc122073589)

[Specific Requirements for Vocational Placement Provider 12](#_Toc122073590)

[Making Initial Contact with the Vocational Placement Provider 14](#_Toc122073591)

[Before Starting Your Vocational Placement 16](#_Toc122073592)

[What Are My Responsibilities 17](#_Toc122073593)

[You Need to Have the Right Attitude 17](#_Toc122073594)

[Attendance and Punctuality 17](#_Toc122073595)

[Safety 18](#_Toc122073596)

[Confidentiality 18](#_Toc122073597)

[What Are My Vocational Provider’s Responsibilities? 19](#_Toc122073598)

[Supervision and Training 19](#_Toc122073599)

[Candidate Information 20](#_Toc122073600)

[Medical Conditions 20](#_Toc122073601)

[What Happens on Your First Day? 21](#_Toc122073602)

[What Is Expected of Candidates during Vocational Placement? 21](#_Toc122073603)

[**A Candidate on Vocational Placement is Not a Replacement for Paid Work** 22](#_Toc122073604)

[The Skills Workbook 23](#_Toc122073605)

[For Skills Workbook-related Questions or Concerns 24](#_Toc122073606)

[Do I Receive Feedback? 25](#_Toc122073607)

[What Happens if I am Involved in an Accident? 25](#_Toc122073608)

[Returning to Vocational Placement After an Accident 26](#_Toc122073609)

[Dealing With Any Misunderstandings 26](#_Toc122073610)

[Changes to or Cancellation of the Vocational Placement Agreement 27](#_Toc122073611)

[When is My Vocational Placement Finished 27](#_Toc122073612)

[Vocational Placement Provider Information 28](#_Toc122073613)

[Student (Candidate) Placement Checklist 29](#_Toc122073614)

[Before Placement 29](#_Toc122073615)

[During Placement 30](#_Toc122073616)

[After Placement 31](#_Toc122073617)

[Incident/Injury Report Form 32](#_Toc122073618)

[Section A: Details of Incident 33](#_Toc122073619)

[Section B: Details of Injured Person and Injury 36](#_Toc122073623)

[Section C: Incident Investigation 39](#_Toc122073636)

[Section D: Acknowledgements 41](#_Toc122073637)

# Vocational Placement Information

Welcome to the vocational placement component of your course with [Insert your RTO’s Name here].

Your vocational placement will give you the opportunity to put the theory and skills learnt through the study of your learning resources and completion of your assessment workbooks into practice in a real workplace.

Within this Information Pack, you will be informed of your rights and responsibilities in relation to the vocational placement. You will also be given a detailed breakdown of the process you should follow in carrying out your vocational placement.

**Please be sure to read all of this information carefully, as it is crucial to ensuring you get the most out of your vocational placement.**

## How Do I Benefit?

Through your active involvement in vocational placement and completing this compulsory part of your training, you will:

* develop and apply important knowledge and skills relevant to the workplace.
* gain essential skills and experience that are recognised by the industry.
* develop and refine skills that will assist you in seeking employment.
* gain valuable knowledge of the working environment and expectations of industry employers.
* build relationships and contacts with industry employers.

# Who is Involved in Vocational Placement?

# An Overview of the Process for Organising Vocational Placement

Outlined below is an overview of the process in the organisation of vocational placement through [Insert your RTO’s name here].

1. Before vocational placement, the candidate organises and completes police checks and first aid certification.
2. The candidate contacts a vocational placement provider/supervisor of a service to discuss vocational placement potential.
3. The candidate provides the interested vocational placement provider with the *Vocational Placement Provider/Supervisor Information Pack.*
4. The candidate advises their RTO’s vocational placement coordinator of the contact details of the interested potential vocational placement provider.
5. The vocational placement coordinator contacts the placement provider and checks their willingness to participate and suitability for placement.
6. The suitability of the nominated vocational placement provider is confirmed. If the vocational placement provider is NOT suitable, return to step 2.
7. The vocational placement coordinator sends the *Training Plan* and *Vocational Placement Agreement* to the candidate.

The vocational placement provider and the candidate sign the *Vocational Placement Agreement*, and the candidate returns the signed agreement to the vocational placement coordinator for sign-off.

1. ONLY once the *Vocational Placement Agreement* is signed by all parties can candidates start vocational placement.

The vocational placement coordinator will provide the candidate and the vocational placement provider/supervisor with a copy of the *Vocational Placement Agreement* signed by all parties before placement commencing.

1. The candidate begins vocational placement:
   1. The candidate receives instruction and workplace-based training from the vocational placement supervisor.
   2. The candidate completes the assessment activities in the skills workbook while supervised by their supervisor and observed by their assessor.
   3. The candidate demonstrates the required skills while being observed by their assessor.
   4. The candidate organises and submits their evidence to their assessor for assessment.
2. The assessor reviews and assesses the candidate’s evidence submissions, skills workbook, and supervisor’s observations and feedback.
3. The assessor publishes the candidate's assessment results for the candidate to view.

# Organising Your Police Check and Other Required Certification

**A person who is working with children and young people is required to undergo some form of police, criminal history, or working with children check, which must be kept current.**

It is important you allow plenty of time to organise the police check if you haven’t already done so prior to your vocational placement because it could take up to two weeks to be processed.

## Working With Children Check

Below is a list of links providing information on how to obtain a Working With Children Check in different states and territories.

|  |  |
| --- | --- |
| **Australian Capital Territory** (Working With Vulnerable People) | <https://www.accesscanberra.act.gov.au/s/article/working-with-vulnerable-people-wwvp-registration-tab-overview> |
| **New South Wales** | [https://www.service.nsw.gov.au/transaction/](https://www.service.nsw.gov.au/transaction/apply-working-children-check#:~:text=The%20Working%20With%20Children%20Check,4%20weeks%20to%20be%20received). |
| **Northern Territory**  (Working With Children Clearance) | <https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance> |
| **Queensland**  (Blue Card) | [https://www.qld.gov.au/law/laws/blue-card-services](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services) |
| **South Australia** | <https://screening.sa.gov.au/types-of-check/working-with-children-check> |
| **Tasmania**  (Working With Vulnerable People) | https://wwcforms.justice.tas.gov.au/Apply/ApplicationStart.aspx |
| **Victoria** | <https://www.workingwithchildren.vic.gov.au/> |
| **Western Australia** | <https://workingwithchildren.wa.gov.au/applicants-card-holders/applying-for-a-wwc-check/how-to-apply> |

## Police Check

Below is a list of links providing information on how to obtain a Police Check in different states and territories.

|  |  |
| --- | --- |
| **Australian Capital Territory** | <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks> |
| **New South Wales** | <https://portal.police.nsw.gov.au/s/policecheck-definition?reportType=CP_PoliceCheck> |
| **Northern Territory** | <https://nt.gov.au/law/crime/apply-for-a-criminal-history-check> |
| **Queensland** | <https://www.police.qld.gov.au/documents-for-purchase/criminal-history-queensland-only> |
| **South Australia** | <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check> |
| **Tasmania** | <https://www.police.tas.gov.au/services-online/police-history-record-checks/> |
| **Victoria** | <https://www.police.vic.gov.au/national-police-records-checks#apply-for-a-national-police-check> |
| **Western Australia** | <https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates> |

## Other Requirements

Depending on the discretion and the nature of the Vocational Placement Provider, you may be required to complete a number of certifications prior to commencing vocational placement.

These may include but are not limited to:

|  |
| --- |
| **IMPORTANT**  You should touch base with your nominated vocational placement provider and determine AS EARLY AS POSSIBLE the certifications you are required to complete before commencing vocational placement. Doing so will give you enough time to prepare and organise for these requirements. |

# Finding a Vocational Placement Provider

The first thing you will need to do is create a list of vocational placement providers in your area by searching online.

|  |
| --- |
| **IMPORTANT**  When looking for a nominated vocational placement provider, you must ensure that they will be able to provide you access to the following resources and conditions needed for you to complete the assessment activities in your Skills Workbook: |

## Specific Requirements for Vocational Placement Provider

Due to the requirements of the unit of competency, the candidate’s nominated vocational placement provider must provide the candidate access to the following to complete the assessments included in the skills workbook.

* **A workplace that organises, provides and monitors support services within the limits established by individualised plans.**
* **A support worker within the workplace specified above.**

Additionally, listed below are the workplace resources and assessment conditions required for the assessment in this unit of competency. The vocational placement provider must also provide the candidate access to these in addition to those listed above.

**The availability and accessibility of these resources and conditions must first be confirmed by the Vocational Placement Coordinator before the Vocational Placement Agreement is signed and before the candidate starts vocational placement.**

|  |
| --- |
| **Conditions required for assessment** |
| * A simulated environment where the candidate can provide personal support using aids and equipment, as outlined in the performance evidence.   Simulation to be completed prior to workplace assessment, following requirements in the performance evidence.   * A supervisor who can oversee the candidate, either directly, indirectly or remotely. |

|  |
| --- |
| **Assessment must ensure access to** |
| * facilities, equipment and resources that reflect real working conditions and industry operating conditions and contingencies * organisational policies and procedures * individualised plans * equipment and resources outlined in individualised plans * opportunities for engagement with people receiving support services according to an individualised plan or people who participate in simulations and scenarios that involve provision of support services according to an individualised plan. |

# Making Initial Contact with the Vocational Placement Provider

Once you have a list of potential placement providers, you will need to contact them about allowing you to complete your vocational placement with them.

We recommend that you make an appointment because the Vocational Placement Provider will probably want to meet you before deciding regarding your placement.

Your Vocational Placement Coordinator will provide you with a Letter of Introduction that you can take with you when you first meet with potential Vocational Placement Providers.

Please also take your Vocational Placement Provider/Supervisor Information Pack with you. If the vocational placement provider indicates interest in hosting you for vocational placement, you will need to provide them with a copy of this Information Pack.

It is important to make a good impression because the Vocational Placement Provider/Supervisor will try to ascertain if you will be a valuable member of their team during your vocational placement.

Treat any conversations or correspondence like a job interview and remember to sell yourself as an asset to their organisation.

|  |  |
| --- | --- |
| **Important Things to Consider**   * Be polite and respectful * Dress as you would for a job interview (consider the nature of the workplace)   E.g. Excessive jewellery or extremely high heels would not be appropriate.   * If you have an appointment, allow for traffic problems and make sure that you are there on time. * Remember that the people at the organisation are busy. * Remember that you are asking for the opportunity to learn from experienced people. | A person holding a briefcase  Description automatically generated with low confidence |

You can organise your future vocational placement dates straight away if you like. When choosing dates, remember that you are required to satisfactorily complete all assessment workbooks prior to commencing placement.

Your training plan contains information regarding subject completion and timing of vocational placement.

Making early contact with vocational placement providers regarding vocational placement will alleviate stress later and allow you to make a first impression when you are not pressured by a deadline.

Generally, you will also have more chance of your vocational placement being allowed by the vocational placement provider if you are prepared to give a reasonable amount of notice.

# Before Starting Your Vocational Placement

**Prior to starting the placement check that you have:**

* Completed Police Check.
* Completed Working with Children Check.
* Completed other certification/s required by your nominated vocational placement provider, e.g. First Aid Certificate, Manual Handling Certificate.
* Submitted the Language, Literacy and Numeracy (LLN) Evaluation.
* Reviewed your Training Plan.
* Have satisfactorily completed all relevant Assessment Workbooks.
* Have received back from [Insert your RTO’s name here] your Vocational Placement Agreement (completed and signed by all parties).

|  |
| --- |
| **IMPORTANT**  You MUST NOT commence your vocational placement until you have submitted and received back a copy of your Vocational Placement Agreement from [Insert your RTO’s name here] that has been signed by all parties.  If the Vocational Placement Agreement is not completed, you will not be covered by insurance.  If we receive an incomplete Vocational Placement Agreement, we usually get it back to you so that you can complete it. Please make sure that you keep us updated with any changes to your postal and email addresses so that no correspondence is lost. |

# What Are My Responsibilities

## You Need to Have the Right Attitude

During your placement, you are required to:

1. Assist in the planning of your program.
2. Show eagerness and initiative.
3. Complete all duties planned by your Vocational Placement Supervisor.
4. Show a willingness to learn.
5. Listen carefully to all instructions and ask questions when you are unsure.

**REMEMBER! It is always better to ask a question than to make a silly mistake.**

1. Follow any advice given by Vocational Placement Supervisors.
2. Always ask for jobs when you have nothing to do.
3. Be well-mannered with all clients, families, and staff members throughout the vocational placement.
4. Ensure you avoid distracting other employees unnecessarily from their work.
5. Dress appropriately to industry standards and the workplace.

## Attendance and Punctuality

During your placement, you are required to:

1. Start each day of your vocational placement on time.
2. Ensure you only take the allocated breaks for morning/afternoon tea and lunch.
3. Always contact your Vocational Placement Supervisor and Vocational Placement Coordinator if you are unable to attend due to illness or other extenuating circumstances.
4. Make up any lost time from absences due to unforeseen circumstances.
5. Ensure you attend your vocational placement for the normal hours of work for that job unless you have negotiated otherwise with your Vocational Placement Provider and Vocational Placement Coordinator.

## Safety

**You must comply with all workplace health and safety guidelines at all times.**

Please ensure you:

1. Work in a safe manner to ensure the safety of yourself and others.
2. Report any hazards you see to your Vocational Placement Supervisor.
3. You must immediately report any accidents to your Vocational Placement Supervisor and Vocational Placement Coordinator (Please see the section on Accidents within the Student Information on the following pages).
4. Wear protective clothing and safety equipment where required.

## Confidentiality

You are required to maintain the confidentiality of the business and clients at all times. You will maintain their privacy by not repeating any of this information to anyone. In some cases, your Vocational Placement Supervisor may want you to sign a confidentiality agreement.

If you are unsure of requirements, please ask your Vocational Placement Supervisor which information is considered confidential in their organisation.

Graphical user interface

Description automatically generated

# What Are My Vocational Provider’s Responsibilities?

## Supervision and Training

Supervision in the vocational context includes oversight, direction, guidance, and support either directly or indirectly.

Your vocational placement provider and supervisor will be responsible for:

1. providing supervised learning opportunities within a safe environment, which meet the objectives of the training plan,
2. keeping all of the candidate’s details confidential and provide them with the same privacy and confidentiality afforded to staff,
3. carrying out a thorough and documented orientation and induction of the candidate at the commencement of the vocational placement,
4. familiarising the candidate with worksite, amenities, equipment, relevant staff, reporting structure, and coaching support,
5. selecting learning experiences for the candidate in accordance with the training plan, and
6. reviewing and signing off on the candidate’s skills workbook and other evidence and providing feedback to the candidate on their progress.

# Candidate Information

## Medical Conditions

Please ensure you advise both your Vocational Placement Supervisor and Vocational Placement Coordinator prior to your vocational placement if you suffer from any medical condition or disability that may impact your ability to perform your duties safely during vocational placement.

If you develop a medical condition during your vocational placement, you must also advise both your Vocational Placement Supervisor and Vocational Placement Coordinator immediately.

## What Happens on Your First Day?

On your first day, your vocational placement provider may conduct onboarding activities for you, such as:

It is not exhaustive as there may be more specific to your industry and/or work environment.

## What Is Expected of Candidates during Vocational Placement?

Candidates are instructed to treat the vocational placement like they would paid work and behave as much like a new employee as possible. As such, they should:

* complete duties planned by vocational placement providers/supervisors and show a willingness to learn,
* follow any advice and instructions given by vocational placement supervisors and ask questions when they are unsure,
* be well-mannered throughout the vocational placement to all candidates, family and staff members,
* dress appropriately to industry standards and the workplace,
* start each day of the vocational placement on time, attend the vocational placement for the normal hours of work for that job and only take allocated breaks (unless they have negotiated otherwise with the vocational placement supervisor and vocational placement coordinator),
* contact the vocational placement supervisor and vocational placement coordinator if they are unable to attend due to illness or other extenuating circumstances,
* make up any lost time from absences due to unforeseen circumstances,
* work in a safe manner to ensure the safety of themselves and others and report any accidents immediately to the vocational placement supervisor and vocational placement coordinator,
* report any hazards they see to their vocational placement supervisor and wear protective clothing and safety equipment where required, and
* maintain the confidentiality of the organisation and clients – the candidate may ask their vocational placement supervisor what information is considered confidential. The vocational placement supervisor may want to ask the candidate to sign a confidentiality agreement.

**A Candidate on Vocational Placement is Not a Replacement for Paid Work**

Candidates are placed with vocational placement providers to get on-the-job experience, learn, and help with the workload. However, they are not intended to replace paid employees. Their vocational placement should not directly result in reduced hours for which other workers would usually be paid to work.

According to the current Fair Work Act regarding Student Placements, candidates in vocational placement are not entitled to be paid remuneration for the vocational placement. However, a vocational placement provider may choose to pay candidates at their own discretion if they wish.

## The Skills Workbook

The assessment for **CHCCCS031 - Provide individualised support (Release 1)** includes a Skills Workbook component:

The candidate takes this Skills Workbook with them to be completed during their vocational placement.

This Skills Workbook contains:

* Assessment activities the candidate needs to complete during their vocational placement.
* Instructions and guidance for completing these activities satisfactorily.
* Assessment forms and templates that need to be accomplished as part of the assessment.
* List of evidence they need to provide and submit to their assessor.

The candidate must review and discuss the Skills Workbooks with their vocational placement supervisor on the first day of vocational placement.

The role of the vocational placement supervisor then is to:

* Organise opportunities within the vocational placement setting where the candidate can complete these assessment activities.
* Facilitate candidate’s access to the resources and conditions required for assessment.
* Provide instruction and guidance and supervise the candidate as they undertake these assessment activities within the vocational placement setting.
* Review and sign-off on the candidate’s evidence submissions and provide further verification and authentication to these submissions.

The Skills Workbooks, along with other evidence, are then submitted by the candidate to [Insert your RTO’s name here].

The assessor uses the information within the Skills Workbook and evidence to decide whether the candidate can be deemed satisfactory at the tasks.

A picture containing whiteboard

Description automatically generated

For Skills Workbook-related Questions or Concerns

Should you have any concerns or questions about your Skills Workbook, please contact your Trainer/Assessor or the [Insert your RTO’s Name here] Vocational Placement Coordinator, and they will assist you with any queries you may have.

**Graphical user interface, website

Description automatically generated**

## Do I Receive Feedback?

Your Vocational Placement Supervisor will provide comments about your progress in your vocational placement. It is important that you receive feedback on your progress from your Vocational Placement Supervisor throughout the vocational placement and not just at the end.

Any comments you receive should be taken as constructive feedback and not as personal criticism. Feedback is an opportunity to reflect on your performance and target areas for future professional growth.

It is also a great idea to ask your Vocational Placement Supervisor to comment verbally on your progress as you go.

## What Happens if I am Involved in an Accident?

If you are involved in an accident while undertaking vocational placement, the vocational placement supervisor should take similar steps as when an employee is hurt, except that in addition to usual procedures, the Vocational Placement Coordinator also needs to be contacted.

If you are involved in an accident while undertaking vocational placement, the vocational placement provider/supervisor must:

1. Seek Medical Attention immediately.
2. Contact the candidate’s emergency contact, which is included in the Vocational Placement Agreement Form.
3. Ask any doctor or medical practitioner attending to the candidate for a medical certificate.
4. Contact the Vocational Placement Coordinator at [Insert your RTO’s name here] as soon as possible and let them know what has occurred.
5. Complete the Accident/Incident Report Form at the back of this information pack and send this to the Vocational Placement Coordinator at [Insert your RTO’s name here].
6. Follow their standard workplace procedures for dealing with any WHS incidents or Workcover issues if required.

Returning to Vocational Placement After an Accident

If a candidate injured during a vocational placement is later able to return, the vocational placement provider must ensure the same or an equivalent position for the remaining portion of the original vocational placement as per the agreement.

Before a candidate returns to their vocational placement, the Vocational Placement Coordinator must be satisfied that the workplace is safe and the candidate will not be at further risk. If the Vocational Placement Coordinator is not satisfied with the safety of the vocational placement, then an alternative vocational placement should be organised.

Contact the Vocational Placement Coordinator to assist you in organising a new Vocational Placement Agreement.

## Dealing With Any Misunderstandings

If a misunderstanding arises while you are on vocational placement, you should first discuss this with your Vocational Placement Supervisor and inform your Vocational Placement Coordinator.

Where you find you cannot discuss any misunderstandings with your Vocational Placement Supervisor, you should speak directly with your Vocational Placement Coordinator.

A picture containing text, person, posing

Description automatically generated

Misunderstandings may include the following:

Where a resolution of the misunderstanding cannot be attained through this process, the unhappy party should place their complaint in writing to [Insert your RTO’s Email Address].

This complaint will be investigated by the Training Manager in accordance with [Insert your RTO’s Name here]’s complaint handling policy and procedures.

## Changes to or Cancellation of the Vocational Placement Agreement

The vocational placement supervisor or vocational placement provider must approach the [Insert your RTO’s name here] Vocational Placement Coordinator if they wish to change or cancel the Vocational Placement Agreement.

Any changes or cancellation of the Vocational Placement Agreement must be done in writing and directed to [Insert your RTO’s name here] or the Vocational Placement Coordinator.

## When is My Vocational Placement Finished

Your vocational placement is finished once you have successfully completed all of the tasks and activities set out in your Skills Workbook during a minimum of 100 hours of work in a classroom environment catering to primary or secondary school students, within at least one school in Australia.

Once your Skills Workbook is completed and signed as required, it needs to be forwarded, along with your other evidence, as soon as possible to [Insert your RTO’s name here] for assessment.

**Always thank your Vocational Placement Provider, Vocational Placement Supervisor and staff for supporting you in your vocational placement. Having a great relationship with all the staff at the vocational placement provider may lead to employment in the future!**

# Vocational Placement Provider Information

**INSTRUCTIONS:**

Complete this form prior to your vocational placement so that you can refer to this information when necessary during your vocational placement.

Please contact your Vocational Placement Coordinator if you have any concerns regarding the information collected.

|  |  |
| --- | --- |
| **Vocational Placement Provider Name** |  |
| **Vocational Placement Provider Phone No.** |  |
| **Vocational Placement Supervisor Name** |  |
| **Hours of work: (start and finish times)** |  |
| **Security Arrangements** |  |
| **Confidentiality Arrangements** |  |
| **Safety Requirements** |  |
| **Dress Requirements** |  |
| **Parking or public transport details** |  |
| **Time and duration of breaks** |  |
| **Who do I contact if I am absent?** |  |

*Adapted from the personal learner checklist form, from the Vocational Placement Information Package – Copyright Australian National Training Authority 1997*

# Student (Candidate) Placement Checklist

## Before Placement

|  |  |
| --- | --- |
| **Complete before your vocational placement** | **Complete?** |
| Find a potential Vocational Placement Provider and make contact. | YES |
| Once the Vocational Placement Provider has expressed that they wish to host your placement, give them Vocational Placement Provider/Supervisor Information Pack and Letter of Introduction. | YES |
| Inform your Vocational Placement Coordinator of the details of the interested Vocational Placement Provider. | YES |
| Complete any criminal history or police checks required and obtain the current First Aid Certificate and other certification that may be required by your vocational placement provider.  **At the discretion of the Vocational Placement Provider, you may need to obtain a Manual Handling Certificate and Working with Children Check.** | YES |
| Ensure that both you and the Vocational Placement Provider have viewed the training plan and completed and signed the vocational placement agreement form. | YES |
| Send both the completed vocational placement agreement form, and the training plan to your Vocational Placement Coordinator at [Insert your RTO’s name here] | YES |
| Complete the Placement Provider Information for your own record | YES |
| Check you have a copy of the fully completed Vocational Placement Agreement Form and Training Plan from [Insert your RTO’s name here] (signed by all parties) | YES |

|  |  |
| --- | --- |
| **Complete before your vocational placement** | **Complete?** |
| Review the assessment activities in the Skills Workbook as well as the evidence you need to submit as part of these assessments.  It is recommended you go over the Skills Workbook with your Vocational Placement Provider/Supervisor first so they can organise their schedule and resources. | YES |
| Ensure you have your Skills Workbook ready to take with you to your vocational placement. | YES |

## During Placement

|  |  |
| --- | --- |
| **Complete during vocational placement** | **Complete?** |
| Record your attendance and hours you spend in your vocational placement, daily or as required on the Vocational Placement Timesheet and Vocational Placement Attendance Sheet provided in the Skills Workbook. | YES |
| Complete the assessment activities in your Skills Workbook in accordance with the instructions and guidance provided. | YES |
| Secure the necessary evidence as you complete these assessment activities. You will be required to submit them along with your Skills Workbook. | YES |
| Demonstrate the required skills as indicated in the Skills Workbook while being observed by your assessor and supervised by your Vocational Placement Supervisor. | YES |
| Follow instructions and directions from your Vocational Placement Supervisor. | YES |
| Ask your Vocational Placement Supervisor for verbal feedback where necessary. | YES |

## After Placement

|  |  |
| --- | --- |
| **Complete after vocational placement** | **Complete?** |
| Review and organise your evidence and completed the Skills Workbook before submitting them for assessment. | YES |
| Submit the Skills Workbook to the assessor at [Insert your RTO’s name here] along with other required evidence. | YES |
| Give your Vocational Placement Coordinator feedback regarding your placement experience. | YES |
| Thank your Vocational Placement Provider, Vocational Placement Supervisor, and staff verbally and perhaps in writing. You may wish to ask for a reference. | YES |

# Incident/Injury Report Form

**What should be reported?**

* Incident/accident
* Injury, work caused illness and significant first aid treatment
* Dangerous event or near miss (an incident which could have caused serious injury or extensive property damage but did not)
* Property damage or hazardous activity observed.

**What do you do with this form?**

1. Either complete this form digitally or print the form and complete it manually
2. Send the completed form to your Vocational Placement Coordinator

**If incident only: sections A and D are compulsory.**

**If an injury has occurred: the entire form must be completed.**

For assistance in completing this form, contact your Vocational Placement Coordinator.

## Section A: Details of Incident

|  |  |  |
| --- | --- | --- |
| Injury | Vocational placement related illness | Non-vocational placement-related illness |
| Property damage | Dangerous event | Electrical incident |
| Environmental incident | Near miss | Other |

Name of person completing report:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Phone number |  |
| Date incident occurred |  | Time incident occurred |  |
| Signature |  | | |

Incident occurred while:

|  |  |  |
| --- | --- | --- |
| Location | | Details |
|  | On Vocational Placement |  |
|  | Travelling to or from Vocational Placement or on a meal break |  |
|  | Others |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date reported |  | Reported to |  |

*(Continuation of Section A: Details of Incident)*

Site of Incident:

|  |
| --- |
|  |

Exact location details: (external area / building & room etc.)

|  |
| --- |
|  |

What happened? (What occurred at the time of the incident? Briefly, describe how it happened.)

|  |
| --- |
|  |

*(Continuation of Section A: Details of Incident)*

Were any government agencies called to the incident? E.g. Police, Fire Services, etc.

|  |
| --- |
| NO  YES  If yes, provide details: |

List any witnesses: (names, telephone contact details, ID No if applicable)

|  |  |
| --- | --- |
| **Witness name** | **Witness contact number** |
|  |  |
|  |  |
|  |  |
|  |  |

## Section B: Details of Injured Person and Injury

|  |  |  |  |
| --- | --- | --- | --- |
| **Family name** |  | **Given name/s** |  |
| **Middle name** |  | **Gender** |  |
| **Date of birth** |  | **Phone number** |  |

|  |  |
| --- | --- |
| **Name of injured person’s supervisor** |  |

Nature of injury:

|  |  |  |
| --- | --- | --- |
| Allergy or sensitivity | Exposure effects heat/cold | Occupational overuse injury |
| Amputation | Fainting | Poisoning/toxic effects |
| Asphyxiation | Foreign body | Post-traumatic shock |
| Bruising | Fracture/dislocation | Psychological disorder/stress effects |
| Burn/scalds | Hearing loss | Puncture |
| Communicable disease | Hernia | Respiratory |
| Concussion or another neuro injury | Internal injuries | Skin condition, e.g. dermatitis/ eczema |
| Contusion/crush | Laceration/deep cut | Superficial wound or abrasion |
| Damage to artificial aids | Multiple injuries | Sprain/strain |
| Electric shock or effects | Nausea/vomiting | Vision impairment |

*(Continuation of Section B: Details of Injured Person and Injury)*

|  |  |  |
| --- | --- | --- |
| **Part of body affected** |  | |
| Head | Neck | Ear |
| Forearm | Chest | Upper arm |
| Buttock | Shin/Calf | Internal |
| Face | Shoulder | Hand |
| Wrist | Back | Stomach/trunk |
| Thigh | Ankle | Knee |
| Foot/toe | Eye | Elbow |
| Fingers/thumb | Groin/hip |  |
| **Others (provide details)** |  | |

Further description of injury/illness (if required):

|  |
| --- |
|  |

Details of treatment required:

|  |  |  |
| --- | --- | --- |
| None | Self-first aid\*\* | Medical centre/seen by medical doctor hospital |
| **\*\*Describe first aid treatment given** |  | |

*(Continuation of Section B: Details of Injured Person and Injury)*

Agency of injury (what?)

|  |  |  |
| --- | --- | --- |
| Animal/Insect | Mobile plant/equipment | Radiation |
| Biological agent (e.g. pathogens) | Needle/sharp | Repetitive work |
| Chemical | Noise | Situation – violence, assault |
| Electrical | Non-power tool | Surface (slippery/rough) |
| Explosion/implosion | Objects | Thermal (heat/cold) |
| Lifting/ Carrying | Power tools | Vehicle/transport |
| Machinery/fixed plant | Psychological/social | Workstation design |
| **Other (please specify)** |  | |

Action/ mechanism which caused the injury (how?)

|  |  |  |
| --- | --- | --- |
| Exposure to biological material | Hit by/trapped in moving object | Needlestick: non-contaminated |
| Exposure to chemicals | Hitting object | Needlestick: potentially contaminated |
| Exposure to electricity | Insect/animal bite | Noise |
| Exposure to heat/cold | Mental stress factors | Pressure |
| Exposure to radiation | Muscle stress- loads | Slip/trip (requires further investigation) |
| Fall from height | **Other (please specify)** |  |

## Section C: Incident Investigation

|  |
| --- |
| **OFFICE USE ONLY**  **This section is to be completed by the [Insert your RTO’s name here] WHS officer for any incident involving personal injury and for a serious incident or near misses where required.** |

Identify any factors contributing to the incident.

|  |  |
| --- | --- |
| **Number in order from most direct cause (1) to other underlying causes (2, 3, … etc.)** | |
| Design issues |  |
| Inadequate supervision |  |
| Environment (e.g. floor/ground surface) |  |
| Inadequate/lack of training |  |
| Failure to follow work procedures |  |
| Lack of appropriate Personal Protective Equipment |  |
| Improper use/storage of materials |  |
| Lack of experience |  |
| Inadequate equipment functioning |  |
| Personal factors-stress, fatigue |  |
| Inadequate equipment maintenance |  |
| Poor housekeeping |  |
| Inadequate safety procedures |  |
| Poor/lack of suitable equipment |  |
| Inadequate space |  |
| Unforeseeable event |  |
| Other environmental conditions (e.g. weather, lighting, ventilation, temperature) |  |

*(Continuation of Section C: Incident Investigation)*

**Preventative/Corrective Actions:**

Describe the follow-up actions planned or taken to prevent a similar incident.

Attach extra pages, if required, for investigation and actions.

|  |  |  |
| --- | --- | --- |
| **Action/s (Short Term and Longer-Term)** | **Who** | **Completion date** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## Section D: Acknowledgements

|  |
| --- |
| **Office Use Only**  **(This signature confirms that notification of the above incident has been received)** |

**Vocational Placement Coordinator**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Comments** |  | | |
| **Date** |  | **Telephone** |  |
| **Signature** |  | | |

**WHS Officer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Comments** |  | | |
| **Date** |  | **Telephone** |  |
| **Signature** |  | | |

End of Vocational Placement Information Pack