VOCATIONAL PLACEMENT AGREEMENT

**DEED OF AGREEMENT BETWEEN**

**ITEM 1: Student Details** *(‘the Student’)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Phone: |  |
| Address: |  | | | |
| Emergency contact: | |  | Phone: |  |

**AND**

**ITEM 2: Registered Training Organisation (RTO) Details** *(‘the RTO’)*

[RTO NAME]; [RTO’s COMPLETE BUSINESS ADDRESS]; [RTO’s BUSINESS TELEPHONE NUMBER]

**AND**

**ITEM 3: Vocational Placement Provider Details** *(‘the Vocational Placement Provider’)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation name: | |  | | | |
| Address: |  | | | | |
| Facsimile: |  | | | Phone: |  |
| Placement contact person: | | |  | | |
| Email: |  | | | | |

**ITEM 4: Vocational Placement Details** *(‘the Placement’)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start date: |  | Finish date: | |  |
| Location (if different from Vocational Placement Provider’s address given in Item 2): | | | | |
|  | | | | |
|  | | | | |
| Special conditions (e.g. clothing, equipment) | | |  | |
|  | | | | |
|  | | | | |

**VOCATIONAL PLACEMENT AGREEMENT**

We agree to the Vocational Placement under the CHCCCS031 - Provide individualised support (Release 1) training program, on the following terms, covenants, and conditions:

1. The provisions of the following industrial relations and legislation requirements are adopted and incorporated into this Agreement and operate as terms, covenants and conditions of this Agreement:

* The current Fair Work Act

1. The period of this Agreement is two years from the date agreed to in this agreement. To be clear, this Agreement expires two years from the date of execution of this agreement.
2. A student on work experience is not an employee of the work experience provider, and the provider is not the employer of the student.
3. All information regarding the RTO, student and vocational placement provider is confidential and must not be discussed with a third party.
4. All parties have reviewed and agree to the training plan.
5. [RTO NAME] warrants that it has:
6. Public liability insurance policy covering this vocational placement arrangement.
7. Satisfied itself that the vocational placement can provide, or arrange to provide to the student, the facilities, range of work, supervision and training required under the training plan.

**With respect to the placement described in Item 4 on the first page, the parties named and described in Items 1, 2 & 3 on the first page agree as follows:**

1. **Student’s obligations**

The Student:

* 1. Shall perform his/her placement duties and complete tasks and activities set out in the Skills Workbook to the best of his/her ability and comply with all reasonable directions of the vocational placement provider and its employees.
  2. Complies with all reasonable workplace rules and requirements relevant to safety and behaviour, including promptly reporting the employer and coordinator any accident, injury, or incident that may occur.
  3. Attends the workplace on each day at the agreed time and will inform both supervisor and placement coordinator as soon as practicable if they are unable to attend work.
  4. Dresses in accordance with workplace guidelines.
  5. Advises that he/she has read the Student Handbook and the Vocational Placement Student Information Pack and is aware of his/her rights and will fulfil his/her responsibilities outlined in it.
  6. Advises that there are not any known medical factors, including medication or treatment, that may impact the student’s ability to perform their duties safely during placement.
  7. On any occasion where he/she becomes ill or is injured while on placement, consents to receive such surgical or medical treatment (including the administration of an anaesthetic) as may be deemed necessary by a qualified medical practitioner.
  8. Is responsible for their transport to and from the workplace.

1. **Vocational Placement Provider’s obligations**

The Vocational Placement Provider:

1. Agrees to supervise and train the student for the purposes of the placement, provide opportunities to complete tasks and activities set out in the Skills Workbook and verify said tasks as they are completed by the student.
2. Agrees to act in accordance with workplace responsibilities, including those set in the relevant Work Health and Safety Act and Equal Opportunity legislation.
3. Advises that its signatory to this agreement has read the Vocational Placement Provider/Supervisor Information Pack and will fulfil the Vocational Placement Provider/Supervisor’s responsibilities outlined within.
4. Acknowledges that the Student is not a worker within the meaning of the current Fair Work Act.
5. Has reviewed and agrees with the Training Plan provided by the RTO.
6. **RTO’s obligations**

The RTO:

1. Ensures that the student is prepared for the workplace in accordance with course requirements.
2. Agrees to support the Vocational Placement according to the model approach set in the Guidelines of the Vocational Placement Information Package.
3. Provides a training plan clearly establishing the link between the qualification being studied and preparing for the experience required to be obtained under vocational placement.
4. Monitors progress and adjust the training plan with parties where required.
5. Confirms with all parties when training is finished.
6. Confirms the vocational placement provider can provide access to resources required during vocational placement outlined in the responsibilities section of the Vocational Placement Provider/Supervisor Information Pack.
7. **Variation/Cancellation**

The Parties agree:

* 1. This Agreement may be varied or amended by further agreement in writing signed by the RTO and the host Vocational Placement Provider; and
  2. May be terminated at any time by the RTO or the Vocational Placement Provider by giving notice in writing to the Vocational Placement Provider or the RTO.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agreed to**, on this |  | Day of |  | 20 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s signature: |  | Date: |  |

**Signed on behalf of**

|  |  |  |  |
| --- | --- | --- | --- |
| Vocational placement provider: |  | Date: |  |
| Print name: |  | Title: |  |

**Signed on behalf of**

|  |  |  |  |
| --- | --- | --- | --- |
| RTO (RTO name): |  | Date: |  |
| Print name: |  | Title: |  |

End of Vocational Placement Agreement