



## CHC43115 Certificate IV in Disability

## INTRODUCTION TO THE AGREEMENT

### Qualification overview

The CHC43115 CERTIFICATE IV IN DISABILITY qualification reflects the role of workers in a range of community settings and clients' homes, who provide training and support in a manner that empowers people with disabilities to achieve greater levels of independence, self-reliance, community participation and wellbeing. Workers promote a person-centred approach, work without direct supervision and may be required to supervise and/or coordinate a small team.

### Special conditions

Guidestar Training has developed 2 Training and Assessment strategies that cater in the areas of disability and ageing support.

NOTE: Throughout placement and as a requirement of individual units of competency, students are required to work with specific clients/residents for the purpose of;

- **CHCCCS011 Meet personal support needs**
- *CHCDIS005 Develop and provide person-centred service responses*
- *CHCDIS007 Facilitate the empowerment of people with disability*

### Before Placement

Prior to presenting at your organisation, our students will have:

- A valid Police Check – within 6 months
- Working with Children Check
- A Manual Handling Certificate (Participation)
- COVID-19 Vaccination (x3)

Please list any additional requirements your organisation may have.

**Units**

To assist in the completion of work placement Guidestar Training has created logbooks to capture activities/tasks required in stages. For CHC43115 Certificate IV in Disability, the following units require the demonstration of skills in the workplace.

Code	Title
CHCDIS005	<i>Develop and provide person-centred service responses</i>
CHCDIS007	<i>Facilitate the empowerment of people with disability</i>
CHCCCS011	<i>Meet personal support needs</i>

**Please note: Not all units will be undertaken at one point of time. This will be negotiated with the host organisation.**

## IMPORTANT MESSAGE FOR ANY WORK PLACEMENT AGREEMENT ENTERED INTO

### Introduction

The practical placement agreement stipulates the rights, obligations duties and any relevant details of the host organisation, Guidestar Training and the student. In addition, it includes the following details:

- the length of the practical placement expressed as hours.
- signatures of the student, the employer and Guidestar Training representative

This Agreement is required for any Work Placement undertaken as part of a course within Guidestar Training. The RTO, student and the Host organisation must sign this agreement to initiate an approved work placement agreement. This agreement is required where the work placement is directly related to the course of study being undertaken by the student. It is managed and organised by Guidestar Training under the supervision of a host organisation.

All parties should maintain a copy of this agreement for their records.

It is the responsibility of Guidestar Training to ensure that the practical placement is a meaningful experience for the student. The learning obtained during this time must relate directly to the course outcomes at the appropriate skill level and to the actual competencies required for employment.

Each unit listed on the previous page requires performance evidence. Detailed skills along with activities and tasks that need to be completed/demonstrated are stipulated in the work placement logbooks. These relevant skills are required to be developed, reinforced and/or assessed during the Practical Placement. Assessment will be conducted by Guidestar Training Trainers/Assessors. Skills include but are not limited to:

- o Working within identified policies, protocols and procedures and seek assistance where required
- o Demonstrating an understanding of the legal responsibilities and obligations of the work role
- o Work in a inclusive environment
- o Contributing to the development of policies and protocols
- o Identifying and supporting independence and well being
- o Develop, plan and implement community inclusion and participation
- o Interact in culturally appropriate ways with colleagues, families, and management to provide person centred services
- o Recording observations in an unbiased way
- o Planning and implementing supportive and inclusive environments to promote
- o Consultation skills with relevant personnel
- o Work with clients with behaviours of concern and to use positive behaviour support strategies
- o Work within and develop individualised client care plans
- o Implementing appropriate health and safety procedures by promoting physical care, activity and healthy eating
- o Using safe hygiene practices and follow standard precautions to minimise spread of infection

### Work Placement Supervisors

Workplace supervisors are those whose responsibility it is to monitor the student while they are in the workplace. The supervisors are usually the people observing and supervising the student when the assessor is not present. They will monitor the consistency of the students' performance and the completion of daily activities/tasks during work placement.

## PURPOSE

This work placement agreement sets out the responsibilities of Guidestar Training staff, host organisations and for student studying Nationally Recognised Training Programs delivered by Guidestar Training and registered on Guidestar Training scope of registration. This agreement must be completed and signed by all parties prior to the commencement of any work placement arrangement.

## DEFINITION OF TERMS WITHIN THIS AGREEMENT

Practical Placement	Any structured workplace learning that is part of a written agreement between a training organisation “Guidestar Training” and an employing or host organisation. It includes work observation, work experience and other forms of workplace learning.
Host Organisation	Workplace providing practical placement activity
Workplace Supervisor	Employee or owner of host organisation identified as contact person for student and Guidestar Training, qualified to supervise a student whilst on work placement
Practical Placement Agreement	Written agreement signed the host organisation and Guidestar Training for agreed specified hours of placement and to activate insurance cover.

## TERMINATION

1. This agreement may be terminated immediately where any party (student, host organisation or Guidestar Training staff) feels any party is being placed in a position of unreasonable risk or danger.
2. Where the host organisation or student believe the placement has become untenable for any reason, they should contact the Guidestar Training contact person and seek further advice.
3. Termination must be communicated verbally to each party immediately upon its occurrence, followed up by notice in writing to each party giving the reasons for the termination.
4. Where appropriate options such as replacing students or workplaces may be possible and shall be determined by Guidestar Training on a case-by-case basis.

## WORK COVER AND INSURANCE ARRANGEMENTS

A Work Cover insurance policy is in place to provide cover for students of technical and further education courses that may be injured while undertaking a practical placement with an employer.

If a student is injured while undertaking a practical placement and wishes to claim compensation:

1. The student completes and signs a Worker’s Injury Claim form, with the assistance of the host employer and/or Guidestar Training, if necessary.
2. The Guidestar Training should complete and sign the Employer section of the Worker’s Injury Claim form and an Employer Injury Claim Report form, in consultation with the host employer if necessary.
3. The Guidestar Training should clearly mark on both forms ‘practical placement claim’.
4. The Guidestar Training should then forward the original copy of claim forms, any medical certificates and accounts and a certified copy of the practical placement agreement to Guidestar Training

### VRQA regulated RTOs

Where there is a written practical placement agreement between a VRQA-regulated RTO and host employer under ETRA (this agreement), a post-secondary student injured while undertaking a practical placement may be eligible to make a claim under the workers’ compensation insurance policy held by the Department. See the Department of Education and Training Updated Practical Placement Guidelines at {practicalplacementguidelines.pdf (education.vic.gov.au)}.

If the student is placed for work experience or training without a written practical placement agreement between the RTO and the employer, that arrangement will not be a valid practical placement under ETRA, and the post-secondary student will not be eligible to make a claim under the Department’s workers’ compensation insurance policy if injured in the course of the work experience or training.

HOST ORGANISATION DETAILS					
Organisation Name					
ABN:					
Organisational Address					
Host Contact					
Host Contact Work Number					
Host Contact Mobile Number					
Host Contact Email Address					
HOST WORK PLACEMENT AGREEMENT DETAILS (Please tick the relevant course box)					
Course code		Course title		Work placement hours	
<input type="checkbox"/> CHC43115		Certificate IV in Disability		120 hours	
<b>Are you able to take additional students?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, how many students are you able to cater for at any one time?</b> _____ (please specify number)					
Minimum Number of Students		Maximum Number of Students			
<b>Work Placement Start Date:</b>		<b>Work Placement End Date: (proposed)</b>			
PLACEMENT TIMINGS-TIMES AT WHICH THE HOST IS ABLE TO PROVIDE STUDENTS WITH ACCESS TO THE WORKSITE. NB. A maximum of 38 hours per week					
Day	AM		PM		Comments
	Start	Finish	Start	Finish	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

**STUDENT DETAILS****STUDENT DETAILS**

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
First Name:		Surname:	
Address			
Phone Number			
Emergency Contact Name		Emergency Contact No:	

**TRAINER AND ASSESSOR DETAILS**

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
First Name:		Surname :	
Telephone		Mobile	
Work Number:		Email:	
RTO Address			
Suburb:		State:	Postcode:

## RESPONSIBILITIES OF GUIDESTAR TRAINING

### Guidestar Training is responsible for the following before the placement

1. Provide equal opportunity to all students in accessing placements.
2. Make contact with host organisations and negotiate the work placement program, including the student selection process and the type of training placed students will undertake.
3. Undertake a **suitability checklist** prior to or within 4 weeks of the work placement start date for the student to ensure the Host organisation complies with the safety, resource and equipment to undertake required tasks and assessment.
4. Discuss student safety with the host organisation and ensure that a student is not placed in a work situation where there are:
  - a. General unacceptable workplace risks or working conditions.
  - b. Identified OH&S/WHs risks or issues.
  - c. Specific unacceptable risks or hazards due to the student's age, maturity, ability, disability or medical condition.
5. Advise the host organisation in writing of any relevant medical or other factors that may affect the student's health and safety or the health and safety of others while on placement.
6. Ensure that both the host organisation and student have a copy of, and fully understand, the work placement support materials and the approved work placement agreement.
7. Ensure a work placement agreement is completed, signed, and held at the College prior to the student starting their placement. The host organisation and student should also be given copies.
8. Make sure the student has fulfilled any industry specific requirements, for example police checks/WWC/NDIS check/vaccinations.  
Ensure that the host organisation certifies in the work placement agreement that they have their own public liability insurance.
9. Assist the student to prepare for the placement, ensuring a full understanding of the work placement requirements is understood.
10. Provide the host organisation and student with the contact details of a suitable contact person at Guidestar Training.
11. Provide all required documentation to students and host organisations such as agreements, work placement logs, and any other required documentation to support the work placement.
12. Discuss the requirements for students to undertake the relevant tasks/activities allocated for units and the need for the workplace supervisor to review these activities to ensure accuracy and confidentiality.
13. Make regular contact with the host organisation and student during the placement to monitor progress and provide support as required. This may include developing the host organisation's capacity to coach and train the student.
14. Visit the workplace to monitor the student's progression on at least 2 occasions. Assessment will be conducted by Guidestar Training Trainer/Assessor.
15. If the Guidestar Training contact person is made aware of any accident or incident, they are required to ensure that the student and host organisation complete an incident form for the accident or incident that occurs within the workplace during the Work Placement.
16. Terminate the program immediately if there is any concern that the student's physical or emotional health and safety is placed at risk.
17. Provide the host organisation with an evaluation form or other method of giving feedback on the work placement program and send a letter or call the host organisation to thank them for hosting the student.
18. Keep an accurate record of the work placements and make sure that this is kept in student file as evidence.
19. If the proposed end date in the agreement is left blank, Guidestar Training is to complete this as per the attendance log. If an end date is provided, then this must be cross checked at the end of the placement period and corrected accordingly.



## RESPONSIBILITIES OF HOST ORGANISATION

1. Complete and return to Guidestar Training a signed Work Placement Agreement for each student that will be conducting Work Placement within the host organisation's workplace.
2. Certify on the agreement that the workplace holds its own relevant public liability insurance cover.
3. Will discuss with the RTO the type of activities which the student will undertake on practical placement to ensure they are:
  - relevant and directly related to, and at the appropriate skill level, for the training outcomes of the unit of competency or course the student is undertaking, and
  - useful for the vocation and employment outcomes of the unit or course
4. Ensure that the student receives an appropriate induction into the workplace, including tour of premises, introduction to work colleagues, identification and explanation of all OH&S/WHs requirements, confirmation of hours, duties, and reporting procedures.
5. In the Guidestar Training program, the Workplace Supervisor's main role is to **guide**, support and provide positive and constructive feedback to the student in ensuring that they can undertake the required tasks/activities over a range of situations as outlined in the learning and assessment materials.
6. Discuss the work placement requirements with Guidestar Training to obtain an understanding of the relevant tasks/activities allocated for units.
7. Where Guidestar Training students are currently employed by the host organisation, that allocated work placement hours are undertaken on a voluntary basis and that appropriate time is allocated for the student to undertake the required course tasks, to not impede on the employment responsibilities.
8. Will permit the RTO's practical placement coordinator or assessors to access the workplace and contact the student at any reasonable time during the practical placement.
9. Will ensure that the practical placement arrangement is not used as a substitute for the employment of employees or the engagement of contractors.
10. Will maintain the confidentiality of any health information that has been disclosed in relation to the student and will only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.
11. Will notify the practical placement coordinator as soon as practicable if the student is absent, injured or becomes ill while undertaking the practical placement.
12. In case of an emergency, the employer will contact the student's emergency contact person and the practical placement coordinator.
13. Complete the start and end date of the placement. If the end date is unable to be defined, this can be a proposed date, or left blank until the completion of the placement period.
14. Support and guide the student in the workplace through coordinating appropriate experiences, debriefing learning opportunities and assisting with access to resources.
15. Plan for the student's time in the workplace, including discussing the learning needs/issues of concern with the Guidestar Training contact person.
16. Notify the Guidestar Training contact person of any significant risks, restrictions or legislative requirements imposed in the workplace so that the Guidestar Training is able to determine the appropriateness of the workplace for Work Placement purposes.

17. Review and provide feedback on the allocated activities the student is required to complete whilst on placement. (This is for the purpose of service policy/process/confidentiality/accuracy etc)
18. Sign off the daily hours undertaken on the student attendance log.
19. Ensure that the student is allocated study time to complete assessment tasks as required.
20. Provide a safe working environment where the student is:
  - a. Adequately supervised by the host organisation and their staff;
  - b. Fully informed of the risks associated with the work environment;
  - c. Provided with protective clothing and safety equipment as needed;
  - d. Reasonably safeguard students from injury or risks to health under relevant Occupational Health and Safety legislation.
21. Ensure that students participating in work placements are not subjected to any form of sexual harassment, victimization, or discrimination, in accordance with equal opportunity and anti-discrimination acts and other similar legislation, and at common law.
22. Report all incidents/accidents immediately to the Guidestar Training contact person. Complete an incident report for each incident/accident on the form provided by Guidestar Training.
23. Verify all hours the student completes as part of the Work Placement via a student's Work Placement Log
24. Complete an evaluation of the work placement program to be provided by the Guidestar Training with feedback on the Work Placement program.

## RESPONSIBILITIES OF THE STUDENT

### The student is responsible for the following before the placement

1. Be aware of the information in this agreement.
2. Participate in the work placement selection process used by Guidestar Training and the host organisation (where applicable).
3. Provide accurate and timely information were requested to satisfy any host organisation or legislation requirements prior to commencing a work placement.
4. Advise Guidestar Training of any medical or other factors that may adversely affect personal health and safety or the health and safety of others while on placement.
5. Ensure all learning requirements while on placement are understood.
6. Participate in an induction on the first day of the placement or as required.
7. Attend the organisation on each day and times as agreed.
8. Dress in accordance with organisation requirements
9. Follow the host organisation rules and follow all reasonable instructions of the organisation and their staff.
10. Be punctual, courteous and act in a manner appropriate to a workplace. For example, telephone the host organisation if you are going to be absent, preferably in advance, otherwise as early as possible.
11. Work through and complete any assessment requirements set by Guidestar Training trainers/assessors, including gathering evidence of competence.
12. Seek assistance from the supervisor and/or Trainer where difficulties may arise.
13. Comply with all legislative requirements of the host organisation. Such requirements may include occupational health and safety matters, maintaining commercial confidentiality or privacy of personal information.
14. Comply with all occupational health and safety policies and legislation, including wearing protective clothing and using safety equipment as directed by the host organisation or their staff.
15. Take reasonable care to protect your own health and safety and the health and safety of others in the workplace. This includes not consuming alcohol or drugs, which may constitute a risk to personal safety or the safety of others.



### HOST DECLARATION

I have reviewed the work placement agreement and agree that our organisation is able to accept the student for the purpose of work placement and will be able to provide the necessary support, resources and a suitable environment to the student. I also confirm that the organisation has relevant public liability insurance cover

Contact Name:			
Address:			
Email:			
Contact Phone Number at Workplace:			
Representative Signature		Date	

### STUDENT DECLARATION

I have reviewed the work placement agreement and agree to undertake the responsibilities as listed and any instructions provided by the host or Guidestar Training.

Name:			
Address:			
Email:			
Contact Phone Number:			
Signature:		Date	

### GUIDESTAR TRAINING DECLARATION

I have read understood the agreement

Guidestar Training Contact Name:			
Address:	Level 1, 38-40 Byron Street, Footscray VIC 3011		
Email:	placement@guidestartraining.com.au		
Contact Phone Number at Workplace:	(03) 93564646, Mobile: 0409759683, 0400987056		
Guidestar Training Representative Signature		Date	